



Wayanamac Education Trust ®
DON BOSCO INSTITUTE OF TECHNOLOGY

Kumbalagodu, Mysore Road, Bengaluru – 560074
www.dbit.co.in Ph:+91-80-28437028/29/30 Fax:+91-80-28437031



NOTIFICATION

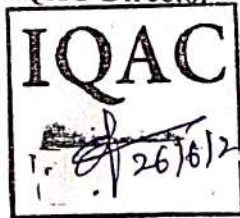
As per the direction of the Principal and IQAC, the following members are nominated for Internship and Technical Seminar Committee to work under the IQAC guidelines for the academic year 2020-2021

Internship and Technical Seminar Committee Members

Sl. No	Name of the Member	Department	Role
1.	Dr.Hemadri Naidu T	Principal	Chairman
2.	Prof. Dharshan B G	Mechanical Engineering	Convener
3.	Dr. Prakash P K	Electrical & Electronics Engineering	Member
4.	Prof. Naveen N	Computer Science Engineering	Member
5.	Prof. Sangam Kumar G H	Electronics & Communication Engineering	Member
6.	Prof. Chandana N C	Mechanical Engineering	Member
7.	Prof. Rohini B R	Information Science Engineering	Member
8.	Prof. Saritha L	MBA	Member


26/06/2020
Convener

IQAC-Director




26/06/2020
Principal, DBIT

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Objectives of Internship

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised activity often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. Some of the objectives of internship training

1. To create competent professionals for the industry, by exposing students to industrial environment, which cannot be simulated in the classroom
2. Expose to the latest technological developments relevant to the subject area.
3. Provide possible opportunities to learn understand and sharpen the real time technical and managerial skills required at the job.
4. Experience gained from the 'Industrial Internship' will be presented in classroom
5. Create conditions conducive to quest for knowledge and its applicability on the job.

Roles and Responsibilities

- Expose students to the engineer's responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Learn to apply the Technical knowledge in real industrial situations
- Gain experience in writing Technical reports/projects.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving

Objectives of Technical Seminar

Technical Seminars are an important part of many academic programmes that provide an opportunity for students to discuss and analyse a range of new concepts, ideas and developments in engineering fields.

1. Providing an opportunity to explore a topic in depth
2. Developing a wide range of communication skills
3. Building confidence
4. Easing communication between students and teachers
5. Awareness in improving professionalism
6. Gaining a better insight into the subject.
7. Help to create an effective learning environment
8. Surveying and critically evaluating different viewpoints


Roles and Responsibilities

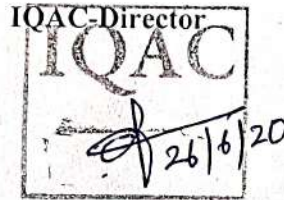
- Insist the Students to engage in the discussion of the advanced topics for better insight into the subject
- Providing opportunity to the students to exhibit competence in identifying relevant information, defining and explaining topics under discussion
- students will use appropriate registers and vocabulary, and will demonstrate command of voice modulation, voice projection, and pacing
- Make students to judge when to speak and how much to say, speak clearly and audibly in a manner appropriate to the subject
- Demonstrate to pay close attention to what others say and can respond constructively.
- Learn how to speak in front of audience by giving presentation
- To prepare material for public presentation and practice.
- Helping to create innovative ideas, visualization and gain knowledge

Standard Operating Procedure:

1. The meeting invitation is circulated among the committee members
2. Based on the prevailing situation the meeting is organised in physical or online mode
3. Minimum two presentations has to be conducted for both Internship and Technical Seminar
4. There must be a common evaluation procedure to evaluate the student performance

5. Evaluation panel must consists four members which includes Guide, Coordinator & two faculty members
6. The dates for presentations must be scheduled in calendar of events
7. One meeting in ODD semester & three meetings in EVEN semester to be conducted
8. Consolidated marks duly signed by HOD & Principal will be sent to IQAC documentation centre
9. The Copy of the Minutes of Meeting is mailed or circulated to the Principal, IQAC, all HODs and Internship and Technical Seminar committee members to seek their approvals


Convener 26/06/2020




Principal, DBIT 26.6.2020

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Date: 01/09/2020

Circular

As per the guidelines of IQAC, it is proposed to conduct Internship and Technical Seminar Committee meeting for the current academic year 2020-21 (Odd semester) on 02nd September, 2020 at 2.30 pm. The committee members are requested to attend the meeting.

Agenda:

1. List of industries and organizations to carry out internship
2. Minimum time duration for internship
3. Permission letter for undergoing internship
4. Technical seminar topic
5. Common evaluation format
6. Build industry institute relationship
7. Improve institutional credibility & branding

Venue: Principal's office

Committee members

Sl. N	Name of the Member	Department	Role	Signature
1.	Dr. Hemadri Naidu T	Principal	Chairman	
2.	Prof. Dharshan B G	ME	Convener	
3.	Dr. Prakash P K	EEE	Member	
4.	Prof. Naveen N	CSE	Member	
5.	Prof. Sangam Kumar G H	ECE	Member	
6.	Prof. Chandana N C	ME	Member	
7.	Prof. Rohini B R	ISE	Member	
8.	Prof. Raghavendra D	CVE	Member	
9.	Prof. Saritha L	MBA	Member	

01/09/2020



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Date: 02/09/2020

Minutes of the Meeting

Internship and Technical seminar committee meeting was held on 02nd September, 2020 at 2.30 pm, in principal office. The following are the outcomes of the meeting.

1. It was decided in the meeting to list reputed industries and organization by all Engineering and MBA departments, where students can carry out internship to fulfil their academic requirement.
2. It was instructed to all the coordinators to inform their respective branch students to compulsorily carry out internship for minimum FOUR weeks and produce the certificates to the department.
3. It was discussed to issue permission letter to students from respective department head.
4. It was decided to instruct all the students to select advanced topics beyond the syllabus for the technical seminar
5. It was decided to have a common evaluation procedure to evaluate the student performance
6. It was instructed by the principal to connect and build industry institute relationship.
7. It was instructed from the principal to inform all the students to be disciplined and punctual during internship training that improves credibility and branding of the institution.

The following members were Present

Sl. N	Name of the Member	Department	Role	Signature
1.	Dr. Hemadri Naidu T	Principal	Chairman	
2.	Prof. Dharshan B G	ME	Convener	
3.	Dr. Prakash P K	EEE	Member	
4.	Prof. Naveen N	CSE	Member	
5.	Prof. Sangam Kumar G H	ECE	Member	
6.	Prof. Chandana N C	ME	Member	
7.	Prof. Rohini B R	ISE	Member	
8.	Prof. Raghavendra D	CVE	Member	
9.	Prof. Saritha L	MBA	Member	

Convener 02/09/2020

IOAC-Director
IOAC

 3/9/2020

03/09/2020
 Principal, DBIT

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Date: 16/04/2021

Circular

As per the guidelines of IQAC, it is proposed to conduct Internship and Technical Seminar Committee meeting for the current academic year 2020-21(Even semester) on 17th April, 2021 at 11:00 am. The committee members are requested to attend the meeting.

Agenda:

1. Look for placement opportunities after completion of internship.
2. Minimum two presentations
3. Presentation dates
4. Evaluation format
5. Evaluation panel

Venue: Principal's office

Committee members

Sl. N	Name of the Member	Department	Role	Signature
1.	Dr.Hemadri Naidu T	Principal	Chairman	
2.	Prof. Dharshan B G	ME	Convener	
3.	Dr. Prakash P K	EEE	Member	
4.	Prof. Naveen N	CSE	Member	
5.	Prof. Sangam Kumar G H	ECE	Member	
6.	Prof. Chandana N C	ME	Member	
7.	Prof. Rohini B R	ISE	Member	
8.	Prof. Raghavendra D	CVE	Member	
9.	Prof. Saritha L	MBA	Member	

Convener 16/04/2021



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Date: 17/04/2021

Minutes of the Meeting

Internship and Technical seminar committee meeting was held on 17th April, 2021 at 11:00 am, in principal office. The following are the outcomes of the meeting.

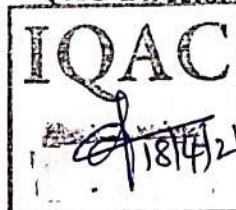
1. It was discussed and decided to look for placement opportunities in the companies where the internship is carried out. If any contact is established that has to be linked to training and placement officer.
2. It was instructed by Principal to conduct minimum two presentations for both Internship and Technical Seminar to improve the quality
3. The dates for presentations is scheduled in department calendar of events
4. It was decided to have common evaluation procedure to evaluate the student performance
5. Evaluation panel must consists four members which includes Guide, Coordinator & two faculty members

The following members were Present

Sl. N	Name of the Member	Department	Role	Signature
1.	Dr.Hemadri Naidu T	Principal	Chairman	
2.	Prof. Dharshan B G	ME	Convener	
3.	Dr. Prakash P K	EEE	Member	
4.	Prof. Naveen N	CSE	Member	
5.	Prof. Sangam Kumar G H	ECE	Member	
6.	Prof. Chandana N C	ME	Member	
7.	Prof. Rohini B R	ISE	Member	
8.	Prof. Raghavendra D	CVE	Member	
9.	Prof. Saritha L	MBA	Member	

Convener 17/04/2021

IQAC-Director



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Date: 11/05/2021

Circular

As per the guidelines of IQAC, it is proposed to conduct Internship and Technical Seminar Committee meeting for the current academic year 2020-21 (Even semester) on 12th May, 2021 at 4.00 pm. The committee members are requested to attend the meeting.

Agenda:

1. Review of previous meeting
2. Presentation dates
3. Usage of ICT tools for presentation
4. Dress code
5. Covid protocol

Venue: Principal's office

Committee members

Sl. N	Name of the Member	Department	Role	Signature
1.	Dr. Hemadri Naidu T	Principal	Chairman	
2.	Prof. Dharshan B G	ME	Convener	
3.	Dr. Prakash P K	EEE	Member	
4.	Prof. Naveen N	CSE	Member	
5.	Prof. Sangam Kumar G H	ECE	Member	
6.	Prof. Chandana N C	ME	Member	
7.	Prof. Rohini B R	ISE	Member	
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9.	Prof. Saritha L	MBA	Member	

Convener

15/05/2021



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Date: 12/05/2021

Minutes of the Meeting

Internship and Technical seminar committee meeting was held on 12th May, 2021 at 4.00 pm in principal office. The following are the outcomes of the meeting.

1. The previous meeting plan of action was discussed
2. Presentation dates were scheduled according to department calendar of events
3. All the students are instructed to use information communication technology (ICT) tools for technical seminar presentation.
4. It was instructed by the principal to wear formal dress during presentation
5. It was decided to follow SOPs & Covid appropriate behaviour

The following members were Present

Sl. N	Name of the Member	Department	Role	Signature
1.	Dr.Hemadri Naidu T	Principal	Chairman	
2.	Prof. Dharshan B G	ME	Convener	
3.	Dr. Prakash P K	EEE	Member	
4.	Prof. Naveen N	CSE	Member	
5.	Prof. Sangam Kumar G H	ECE	Member	
6.	Prof. Chandana N C	ME	Member	
7.	Prof. Rohini B R	ISE	Member	
8.	Prof. Raghavendra D	CVE	Member	
9.	Prof. Saritha L	MBA	Member	

Convener 12/05/2021



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Date: 15/07/2021

Circular

As per the guidelines of IQAC, it is proposed to conduct Internship and Technical Seminar Committee meeting for the current academic year 2020-21(Even semester) on 16th July, 2021 at 3.00 pm. The committee members are requested to attend the meeting.

Agenda:

1. Status of presentation
2. Final evaluation
3. Collection of certificates & reports
4. Submission of final evaluation sheet to IQAC

Venue: Principal's office

Committee members

Sl. N	Name of the Member	Department	Role	Signature
1.	Dr.Hemadri Naidu T	Principal	Chairman	
2.	Prof. Dharshan B G	ME	Convener	
3.	Dr. Prakash P K	EEE	Member	
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5.	Prof. Sangam Kumar G H	ECE	Member	
6.	Prof. Chandana N C	ME	Member	
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Convener 15/07/2021



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Date: 16/07/2021

Minutes of the Meeting

Internship and Technical seminar committee meeting was held on 16th July, 2021 at 3.00 pm. in principal office. The following are the outcomes of the meeting.

1. Discussed about the status of technical seminar and internship presentation
2. Final evaluation was reviewed & documented
3. Internship certificates and seminar reports were collected and documented
4. Submission of final evaluation sheet of all the departments was submitted to IQAC documentation center

The following members were Present

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1.	Dr.Hemadri Naidu T	Principal	Chairman	
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3.	Dr. Prakash P K	EEE	Member	
4.	Prof. Naveen N	CSE	Member	
5.	Prof. Sangam Kumar G H	ECE	Member	
6.	Prof. Chandana N C	ME	Member	
7.	Prof. Rohini B R	ISE	Member	
8.	Prof. Raghavendra D	CVE	Member	
9.	Prof. Saritha L	MBA	Member	

Convener
16/07/2021



Principal, DBIT
17/07/2021

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