

## MEMORANDUM OF UNDERSTANDING INTERNSHIP AGREEMENT OF RESPONSIBILITY

### Introduction

This agreement establishes a basis for mutual understanding between the N.J. Thomas and Company and the Department of Civil Engineering of VISAT Engineering College in the implementation of the internship concept as joint partners in this relationship.

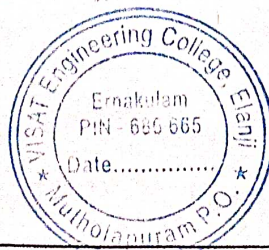
### Objective of Internships

This internship is designed to strengthen a student's job skills by integrating education with closely related practical work experiences.

### Responsibilities of Faculty Coordinator:

The faculty coordinator assumes overall responsibility for consultation with the company and interns on objectives, agreements and other job-related tasks. The faculty coordinator is available to the student intern in an advisory capacity with respect to assisting the student intern to achieve the stated objective of the internship. The role of the faculty coordinator involves:

1. Conducting an individual pre-placement orientation and introducing the student intern to the nature and purpose of the internship.
2. Orienting and introducing the company supervisor to the purpose and objectives of the internship.
3. Consulting with the company supervisor and student intern on a regular basis regarding the student intern's performance.
4. Assuming responsibility for the removal of a student intern from the internship setting, whenever necessary.



PRINCIPAL  
VISAT ENGINEERING COLLEGE  
(Affiliated to APJ AKT University)  
Elanji, Ernakulam - 686 665

### **Responsibilities of Student Intern:**

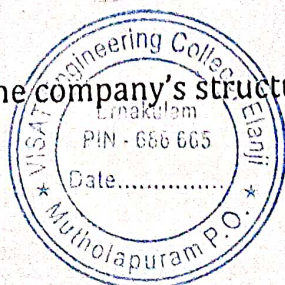
As the student intern enters the company, he or she is expected to assume, as much as possible, the role of a regular staff member of the company. The responsibilities include:

1. Adhering to company work hours, policies, procedures and rules governing professional staff behavior.
2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his or her actions and activities.
4. Maintaining professional relationships with company employees, customers and so forth.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the company setting.
7. Developing a self-awareness in regard to attitudes, values, behavior patterns and so forth that influence work.
8. Preparing for and utilizing conferences and other opportunities of learning afforded in the company.
9. Being consistent and punctual in the submission of all work assignments to the supervisor and faculty coordinator.
10. Providing the faculty coordinator with periodic progress reports.
11. Notify your supervisor in advance, if you are unable to attend work or need to adjust your schedule.
12. Record, review and sign weekly time logs and submit to the agency supervisor and faculty advisor.

### **Responsibilities of Agency/Department:**

It is the responsibility of the employer to provide direct on-the-job supervision of the student intern that includes the following:

1. Orienting the student intern to the company's structure and operation.



**PRINCIPAL**  
VISAT ENGINEERING COLLEGE  
(Affiliated to APJ AKT University  
Elanji, Ernakulam - 686 665)

2. Orienting the student intern to the company's policies and procedures regarding appropriate dress, office hours and applicable leave policies.
3. Introducing the student intern to the appropriate professional and clerical staff.
4. Providing the student intern with adequate resources necessary to accomplish job objectives.
5. Orienting the student intern to the policies and procedures of the personnel department.
6. Affording the student intern the opportunity to identify with the supervisor as a professional staff person by jointly participating in
7. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the company.
8. Consulting the faculty coordinator in the event that the supervisor becomes aware of personal, communication or other problems
9. Providing regularly scheduled supervisory conferences with the student intern.
10. Participating in joint and individual conferences with the student intern and faculty coordinator regarding the student intern's performance.
11. Submitting an evaluation on the student intern's job performance.

**Confidentiality:**

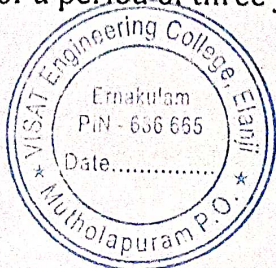
1. The parties agree to maintain the confidentiality of any confidential information exchanged under this MOU, subject to applicable laws and regulations.
2. The parties shall negotiate in good faith and execute a separate agreement to govern the handling of confidential information exchanged under this MOU.

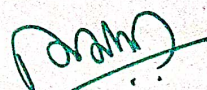
**Financial Obligation:**

There is no financial obligation on the part of the VISAT Engineering College, to take up any program mentioned in MoU. If there is any financial consideration it will be dealt separately.

**Term and Termination:**

1. This MOU shall be in effect for a period of three years from the date of signature by both parties.



  
PRINCIPAL  
VISAT ENGINEERING COLLEGE  
(Affiliated to APJ AKT University)  
Elanji, Ernakulam - 686 665

2. Either party may terminate this MOU by providing written notice to the other party at least 30 days before the intended termination date.

**ACCEPTED AND AGREED:**

**Industry Name**

**N. J. Thomas & Company**

**Representative Name**

**Shawn Siby**

  
**Signature**

**Date**

**21/07/2022**

**College/University Name**

**VISAT ENGINEERING COLLEGE**

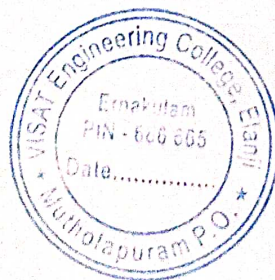
**Representative Name**


**Timi Thomas**

  
**Signature**

**Date**

**21/07/2022**



  
**PRINCIPAL**  
**VISAT ENGINEERING COLLEGE**  
**(Affiliated to APJ AKT University)**  
**Elanji, Ernakulam - 686 665**