


TECHNICAL DIRECTORATE
MARGALLA TRAINING INSTITUTE

Subject: Internship (6 - 8 Weeks) at HIT

1. The Professional Intern Program provides an opportunity to combine technical education with applied work experience in future professional career. The Internship Program typically provides opportunities for undergraduate students in our Research, Development, Technical Service, Process Engineering and Manufacturing areas. Additional opportunities exist in Finance & Control for Accounting majors and other opportunities in our Business Process, Marketing, Budget and HR Management.
2. In order to ensure the usefulness of production related / R&D Project undertaken by the interns, it is emphasized that the following points may be followed in the conduct of the R&D / production related projects assigned to the interns.
 - a. Interns are expected to follow the rules and regulations/ Code of Conduct governing the employment of all HIT employees, including safety and security policies, site rules and regulations. Violations of these policies, rules and regulations may result in termination.
 - b. Intern should be willing to accept a work assignment at any HIT location. Intern's work assignment and location preferences will be taken into consideration but cannot be guaranteed since assignments are based on production/office routine.
 - c. Interns are expected to work 40 hours per week. Work hours are determined by each factory / Dte supervisor/coordinator.
 - d. Any information pertaining to HIT, that is to be shared outside of HIT, must comply with clearance from supervisor/coordinator.
3. Nominating a supervisor/coordinator for interns may be the most important aspect of successful internship program. This person should be familiar with the organization, factory / Dte, but most importantly, should be willing to teach. Choose someone with a real interest in being a mentor to new intern. Some of the duties of an internship supervisor/coordinator are:-
 - a. Act as a mentor
 - b. Meet with the intern on a regular basis
 - c. Provide background information about the factory / Dte and its activities.
 - d. Evaluate intern work and provide constructive criticism/guidance
 - e. Complete mid-point and end evaluations and vet final internship report
 - f. Provide opportunities for additional work, if required.
4. The interns should be assigned a well defined Engineering Project by the concerned factory / Dte. The assigned project should entail study, analysis of the existing production processes or machinery/equipment and suggest improvements so that HIT may be benefited from this internship programme
5. The terms of reference for the project should be defined by the interns and approved by the internship supervisor/coordinator nominated by the concerned factory / Dte.
6. The methodology adopted by the intern for conduct of the production related/R&D work should be spelt out clearly by the intern and mentioned in detail in his / her report.
7. The details with regard to conduct of the project alongwith the equipment should be fully explained in the project report compiled by the intern.
8. The modifications or suggested improvements may be manufactured/fabricated for experimentation, if feasible. The result of carrying out this modification in the product, machine or process may be endorsed in the report.
9. Based on intern's study and experimentation, the intern should make comprehensive recommendations with regard to improvement in the product, machine or process achieved through the project.
10. The report of the intern will have endorsement of recommendations of the MD/GM of the concerned factory/Dte with regard to applicability or otherwise of the recommendations made by the intern.
11. On receipt of the internship report by MTI, Principal MTI will study the complete report and endorse his remarks before putting up to the Director Technical for his approval regarding grant of internship certificate or otherwise.
12. It is expected that the adoption of the a/m measures will not only improve the quality of internship but will also result in making it useful for HIT. Any suggestions for further improving the above narrated mechanism will also be appreciated please.

ARDIC
All Concerned

No.4656/7/Intern/MTI dated 25 Jun 2018


Lt Col
Principal MTI
(Muhammad Arham Khan)