

# LONG-TERM VIRTUAL INTERNSHIP PROGRAM

## FACULTY MANUAL

An initiative of **SmartBridge** in collaboration with **APSCHE**

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## SmartInternz Long Term Virtual Internship Guidelines

Welcome to the SmartInternz Program! We are thrilled to have you on board. Please read the following guidelines carefully to ensure a successful and productive learning experience.

### About SmartBridge:

SmartBridge is an EdTech startup based in Hyderabad, Telangana, India. It was founded in 2015 with the mission of bridging the gap between academics and industries. SmartBridge provides a platform for students, colleges, and companies to connect and collaborate

At SmartBridge, our cutting-edge ed-tech platform, "**SmartInternz**," *Project Based Learning & Remote Internship Platform* serves as a catalyst for fostering collaboration between academia and industry. By providing project-based, collaborative learning solutions intricately woven into the curriculum, it empowers students to cultivate the essential technical and professional skills required to become job-ready candidates. The platform's immersive learning journey equips students with the necessary expertise to excel in their chosen careers.

Since the launch of **SmartInternz platform** in 2020, our talent development programs have successfully upskilled over **300,000 students** and **30,000 faculty members** in emerging technologies. Renowned companies such as **IBM, Google, Salesforce, VMware, and others** have placed their trust in our platform, providing an impressive **300,000 virtual internships** to Indian students pursuing their graduation.

SmartBridge has a strong network of over **800,000 students, 2,500+ colleges, and 50+ companies**.

SmartBridge is dedicated to a momentous talent mission: to provide "**1 Million Virtual Internships**" across a wide range of in-demand technologies. Our goal is twofold: to assist companies in finding job-ready talent and to play a pivotal role in building a thriving gig economy in India.

## About the Program

This initiative, in collaboration with APSCHE - Andhra Pradesh State Council for Higher Education aims to build a job-ready talent pool in the emerging technologies.

This is a **15 Weeks** experiential learning program designed to make the students employable. This program helps students build their profile aligned to a job role through hands-on project-based learning under the guidance of industry mentors. It helps students acquire technical and professional competencies while working on real-world challenges and creating innovative solutions. The program encourages students to think critically and creatively, and it is designed to provide industry-level training at the college level.



**60 Hrs.**

Live Instructor Lead Training



**40 Hrs.**

Self Paced Learning



**80 - 100 Hrs.**

Project Development



**20 Hrs.**

Productivity Tools



**20 Hrs.**

Career Development



Mentoring



Assessment



Evaluation and Scoring

## Program Structure

This Program contains the following modules

- **Technical Training & Self Learning** - 60 Hrs. of live hands-on technical training and 40 Hrs. of self-learning course.
- **Project Development** - 120 Hrs. of project development along with AMA sessions to clear the queries.

- **Interview Preparation-** 10 Hrs. of interview preparation to build the confidence
- **Career Development Course** -10 Hrs. Career development course to guide the right path.

### **What is Project-Based Experiential Learning?**

Project-based experiential learning allows students to grasp concepts by applying them to real-world scenarios. The hands-on approach to learning enables students to develop the professional and technical competencies needed for job readiness and innovation.

SmartBridge has created project-based experiential learning models in partnership with Top companies such as Google, IBM, Salesforce, MongoDB and others to deliver in-demand technologies for students and faculty. The team-based collaborative development environment has been provided for the students on the [SmartInternz platform](#) along with industry mentor support to develop solutions for the real- world challenges.

### **What are Virtual Internships ?**

Virtual internships empower students to gain industry exposure and skills remotely, breaking geographical constraints and enabling global connections.

#### **How It Works:**



1. **Select a Program:** Choose a virtual internship aligned with your interests and aspirations.
2. **Remote Learning:** Access learning materials, courses, and projects from any location.
3. **Expert Mentorship:** Engage with mentors for guidance, feedback, and skill enhancement.
4. **Practical Projects:** Complete projects relevant to your chosen domain and build your portfolio.
5. **Certification:** Receive a virtual internship completion certificate, validating your expertise.

By offering virtual internships across diverse domains, the platform equips students with practical skills, industry exposure, and career-ready experience.

This time, we are excited to introduce internships in emerging technologies across various tracks for both engineering and non-engineering students. Please find below the available Internship tracks for your reference.

<b>Engineering Students:-</b>		
<b>S/no</b>	<b>Engineering</b>	<b>Registration Links</b>
1	Google Artificial Intelligence & Machine Learning	<a href="https://bit.ly/Google_AI_ML_SI">https://bit.ly/Google_AI_ML_SI</a>
2	Data Analytics With Tableau	<a href="https://bit.ly/DA_SI">https://bit.ly/DA_SI</a>
3	Full Stack Development with MongoDB	<a href="https://bit.ly/FSD_SI">https://bit.ly/FSD_SI</a>
4	Cyber Security with IBM QRadar	<a href="https://bit.ly/CS_S_I">https://bit.ly/CS_S_I</a>
5	Digital Marketing	<a href="https://bit.ly/DMA_SI">https://bit.ly/DMA_SI</a>
6	Web Development with WordPress	<a href="https://bit.ly/WD_SI">https://bit.ly/WD_SI</a>
7	Salesforce Admin / Developer	<a href="https://bit.ly/S_SI">https://bit.ly/S_SI</a>
<b>Non-Engineering &amp; Degree Students:-</b>		
<b>S/no</b>	<b>Arts &amp; Science</b>	<b>Registration Links</b>
1	Accounting & Financial Analytics with Zoho Books	<a href="https://bit.ly/Accountant_Financial_Analytics_SI">https://bit.ly/Accountant_Financial_Analytics_SI</a>
2	Digital Marketing	<a href="https://bit.ly/Digital_Marketing_SI">https://bit.ly/Digital_Marketing_SI</a>
3	Salesforce Admin / Developer	<a href="https://bit.ly/Salesforce_SI">https://bit.ly/Salesforce_SI</a>
4	Cyber Security with IBM QRadar	<a href="https://bit.ly/Cyber_Security_SI">https://bit.ly/Cyber_Security_SI</a>
5	Data Analytics with Tableau	<a href="https://bit.ly/Data_Analytics_SI">https://bit.ly/Data_Analytics_SI</a>

## Program Timeline

S.No.	Week	Program Activity	Hrs.
1	Week 1	Hands-on training (2 hrs/day) + Self Learning (1 hr/day)	15
2	Week 2	Hands-on training (2 hrs/day) + Self Learning (1 hr/day)	15
3	Week 3	Hands-on training (2 hrs/day) + Self Learning (1 hr/day)	15
4	Week 4	Hands-on training (2 hrs/day) + Self Learning (1 hr/day)	15
5	Week 5	Hands-on training (2 hrs/day) + Self Learning (2 hrs/day)	20
6	Week 6	Hands-on training (2 hrs/day) + Self Learning (2 hrs/day)	20
7	Week 7	Project Development (2 hrs/day) + Knowledge Sessions (2 hrs/day)	20
8	Week 8	Project work (3 hrs/day) + AMA Session (1 hr/day)	20
9	Week 9	Project work (3 hrs/day) + AMA Session (1 hr/day)	20
10	Week 10	Project work (3 hrs/day) + AMA Session (1 hr/day)	20
11	Week 11	Project work (3 hrs/day) + AMA Session (1 hr/day)	20
12	Week 12	Project work (3 hrs/day) + AMA Session (1 hr/day)	20
13	Week 13	Interview Preparation (2hrs/day)	10
14	Week 14	Career Development (1hr/day)	5
15	Week 15	Career Development (1hr/day)	5
<b>Total</b>			<b>240 Hrs</b>

### Faculty Development Program:

Before the commencement of the Virtual Internship Program (VIP) for students, we offer a comprehensive **3-day Online Faculty Development Program (FDP)**. This unique initiative goes beyond student training and focuses on empowering faculty members, enabling them to grow and enhance their knowledge base.

During the FDP, we provide specialized training to faculty members based on the tracks available. Faculty can choose a track aligned with their interests and expertise. Each track offers an overview of the course content, ensuring faculty members are well-informed about the materials that will be delivered to the students.

**Key Features of FDP:****Tracks for Faculty Development:**

- Faculty can choose a track based on their level of interest.
- Each track is designed to cater to specific domains and topics.

**Course Overview Details:**

- Each track provides detailed information about the course content.
- Faculty members gain insights into the materials that will be delivered to students.

**Examination for Faculty:**

- Following the completion of FDP sessions, faculty members undergo an examination.
- The exam evaluates their understanding of the course content and their ability to convey it effectively to students.

**Certification Criteria:**

Faculty members who meet the criteria set in the examination receive a certification from SmartBridge.

**Benefits for Future Courses:**

- The certification serves as a valuable asset for faculty members in their future teaching endeavors.
- It signifies their expertise and commitment to staying updated in their respective fields.

The Faculty Development Program not only enhances the capabilities of educators but also ensures that they are well-equipped to deliver high-quality education to students participating in the Virtual Internship Program.

It is a holistic approach to fostering excellence in both teaching and learning.



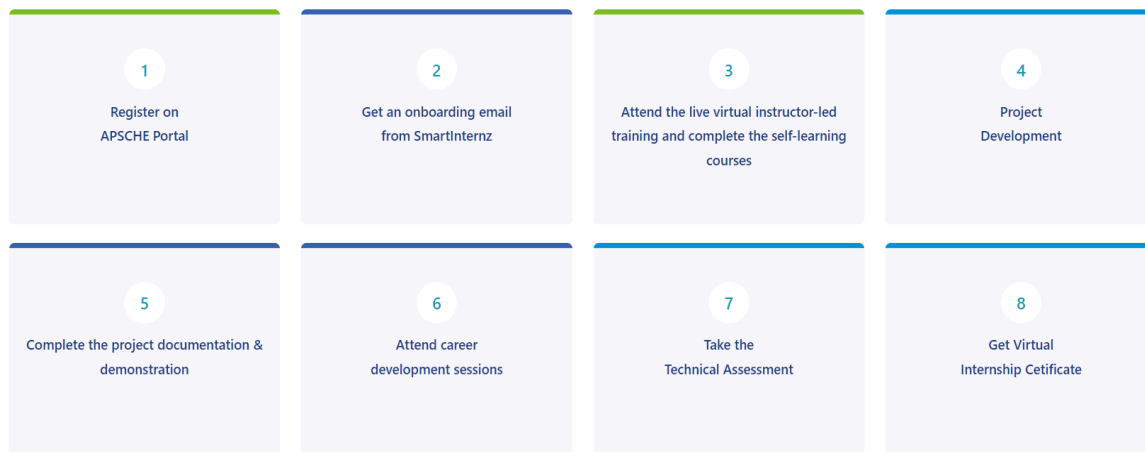
## Faculty's Role, Responsibilities & Journey:

As a faculty member, your role is crucial in ensuring the success of the program. Faculty Orientation Video Reference - <https://youtu.be/oRuUDyEKkLY>

Here are your Journey,

### Execution Flow

The program execution flow has been illustrated below



## 1. Enrollment Process

### 1.1. Enroll on APSICHE LMS Portal:

Guide Students to enroll on the APSICHE LMS Portal to participate in the SmartInternz Training Program.

### 1.2. Data Sharing and Confirmation:

- APSICHE will share enrolled data with SmartBridge.
- SmartBridge will send enrolled data to college Faculty Spoc for verification post which student onboarding to SmartInternz platform will begin.

### 1.3. Invoice Generation:

Invoice will be shared after final confirmation with College and SPOC.

#### 1.4. Training Schedule:

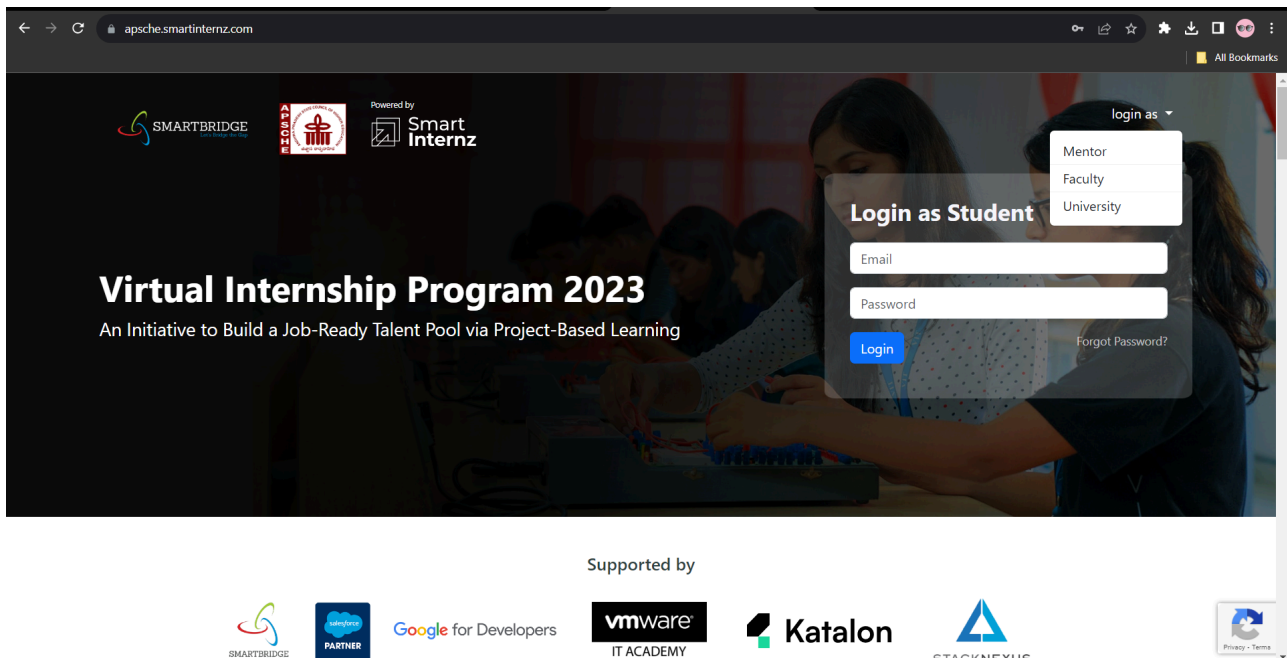
Student training calendar will be shared with college Faculty Spoc and as well as students. Live sessions will be organized as per the schedule prepared.

## 2. Access to SmartInternz Platform

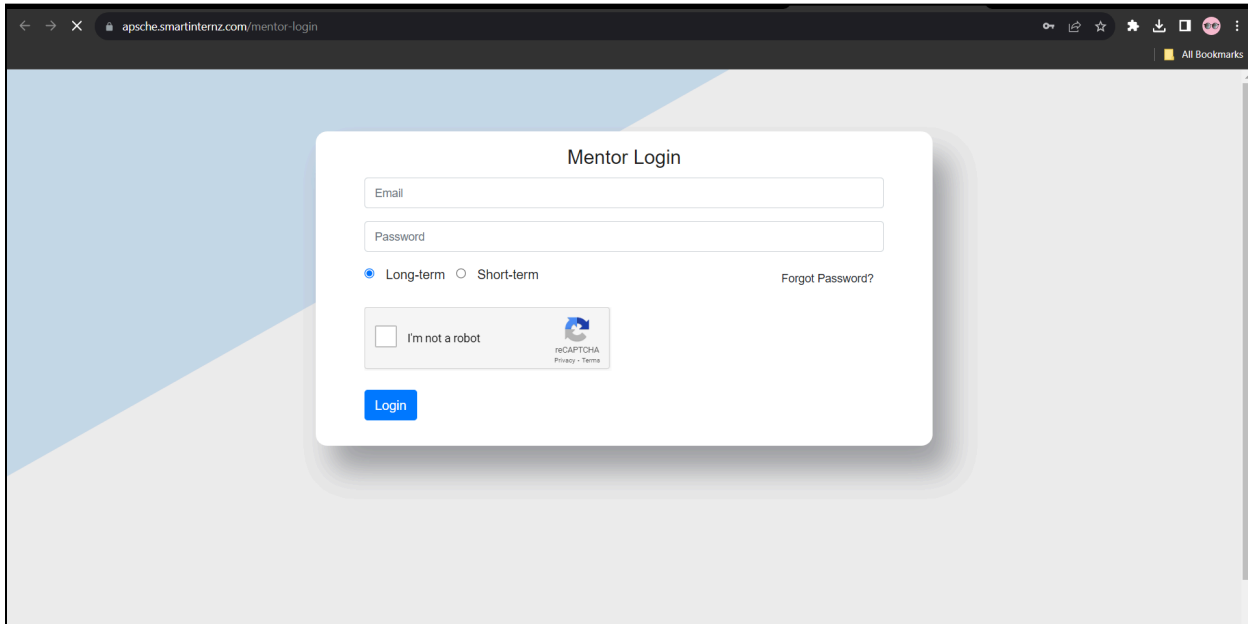
### 2.1. Login Credentials:

After the onboarding process is completed, Faculty will receive login credentials via their registered email ID to access SmartInternz platform. Faculty can login to SmartInternz platform using the given username & password shared via mail in the following link <https://apsche.smartinternz.com>. Or <https://apsche.smartinternz.com/mentor-login>

**Step 1 - Click on Login as -> Faculty Login**



## Step 2 - Login using based on your term- Choose any one either Long-Term or Short-Term



### 2.2. Training Calendar and Course Curriculum:

- A training calendar and course curriculum will be shared with students and Faculty.
- Students are required to join the provided WhatsApp or Telegram groups for updates.
- Encourage students to attend live sessions and maintain a minimum of 75% attendance.
- Address any issues related to email IDs or login credentials promptly.

### 2.3. Group Rules:

- Students should not share the WhatsApp or Telegram links with friends or peers.
- Misbehavior in groups will not be tolerated, and any violation may lead to termination of the internship.

## 3. Technical Session Phase

### 3.1. Doubt Clarification:

- During technical sessions, students can ask doubts at the end of the session or post them in the respective WhatsApp or Telegram groups.
- Mentors or trainers will assist in clarifying doubts.

### 3.2. Weekly Quizzes and Attendance:

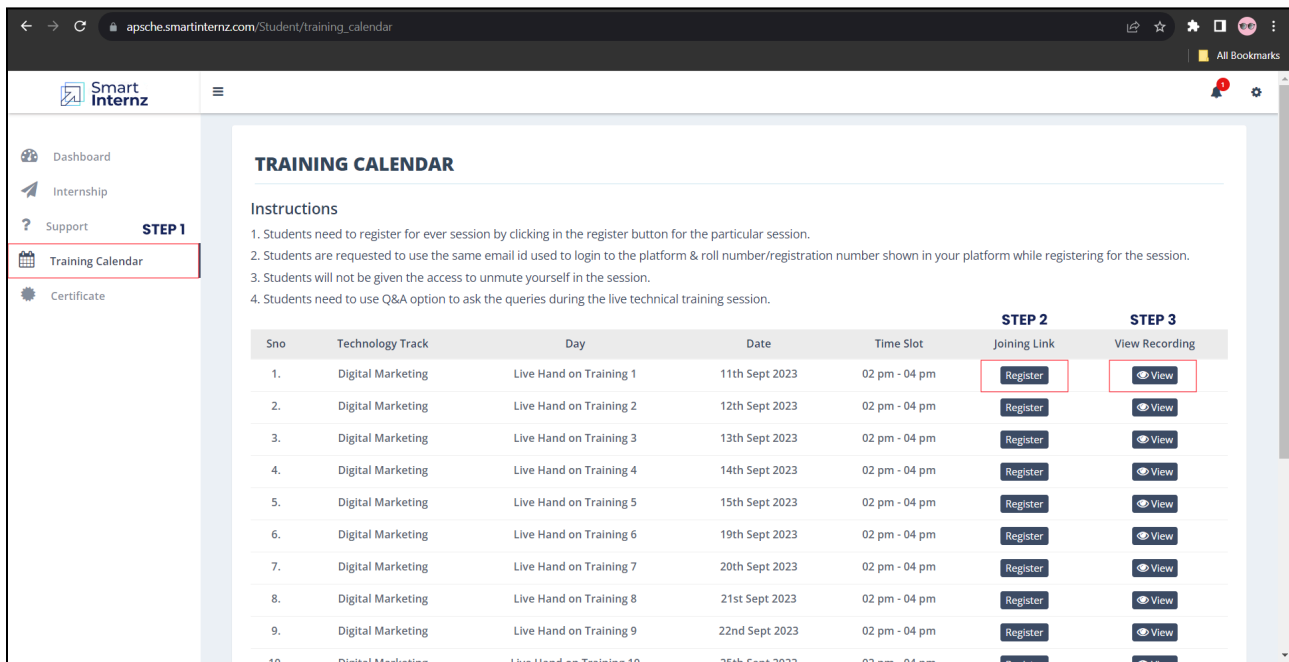
- Weekly quizzes will be conducted, each carrying 10 marks.
- Weekly student attendance will be shared with the college and SPOC.

### 3.3. Zoom Sessions , Resources and Recorded Sessions: - *for Students*

Zoom session links will be shared to the registered email ID. Students must log in with their registered email ID.

Students can also join the sessions using the platform by using following steps

- Login to SmartInternz Platform.
- **Step 1** - Click on Training Calendar
- **Step 2** - Click on the Joining link to join the Technical Live Sessions.
- **Step 3** - Click on view to get access for recorded sessions.



**TRAINING CALENDAR**

**Instructions**

1. Students need to register for ever session by clicking in the register button for the particular session.
2. Students are requested to use the same email id used to login to the platform & roll number/registration number shown in your platform while registering for the session.
3. Students will not be given the access to unmute yourself in the session.
4. Students need to use Q&A option to ask the queries during the live technical training session.

Sno	Technology Track	Day	Date	Time Slot	STEP 2	STEP 3
					Joining Link	View Recording
1.	Digital Marketing	Live Hand on Training 1	11th Sept 2023	02 pm - 04 pm	Register	View
2.	Digital Marketing	Live Hand on Training 2	12th Sept 2023	02 pm - 04 pm	Register	View
3.	Digital Marketing	Live Hand on Training 3	13th Sept 2023	02 pm - 04 pm	Register	View
4.	Digital Marketing	Live Hand on Training 4	14th Sept 2023	02 pm - 04 pm	Register	View
5.	Digital Marketing	Live Hand on Training 5	15th Sept 2023	02 pm - 04 pm	Register	View
6.	Digital Marketing	Live Hand on Training 6	19th Sept 2023	02 pm - 04 pm	Register	View
7.	Digital Marketing	Live Hand on Training 7	20th Sept 2023	02 pm - 04 pm	Register	View
8.	Digital Marketing	Live Hand on Training 8	21st Sept 2023	02 pm - 04 pm	Register	View
9.	Digital Marketing	Live Hand on Training 9	22nd Sept 2023	02 pm - 04 pm	Register	View
10.	Digital Marketing	Live Hand on Training 10	26th Sept 2023	02 pm - 04 pm	Register	View

#### **Note :-**

In case of email related issues, students can approach their faculty to change their email ID.

Faculty have an access to change student email under students details in the SmartInternz Platform.

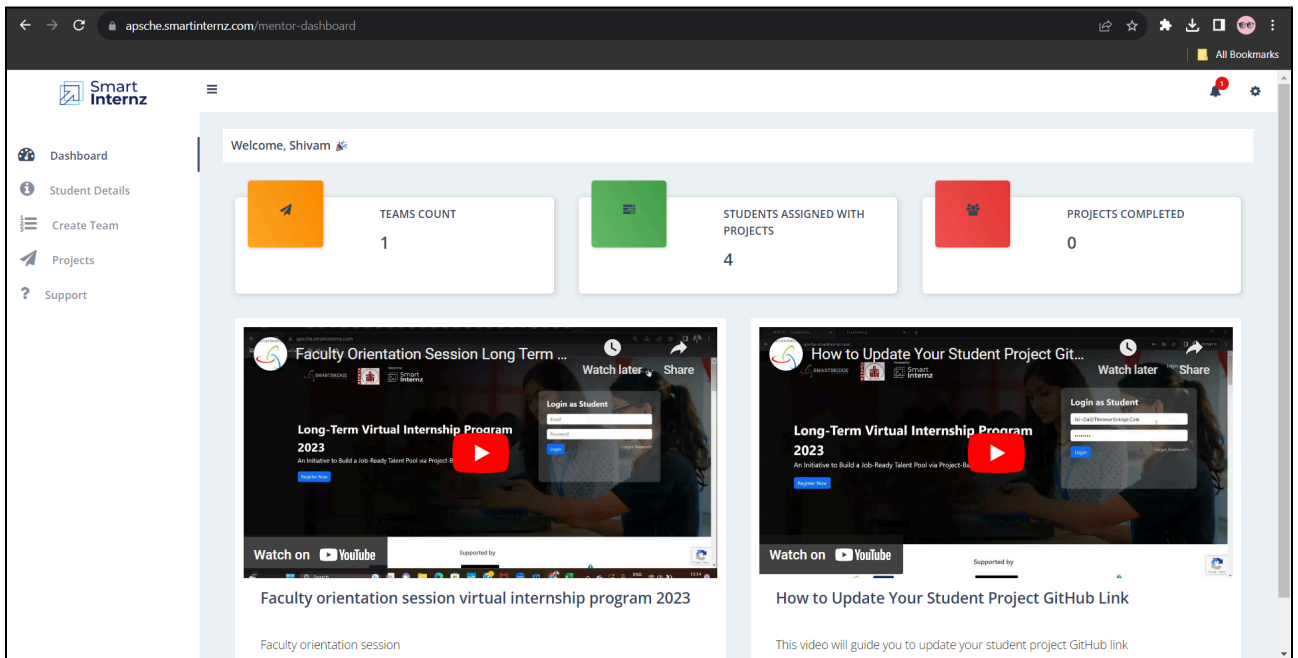
### 3.5. Final Grand Assessment:

After the completion of the training sessions, a final grand assessment will be conducted, carrying 30 marks.

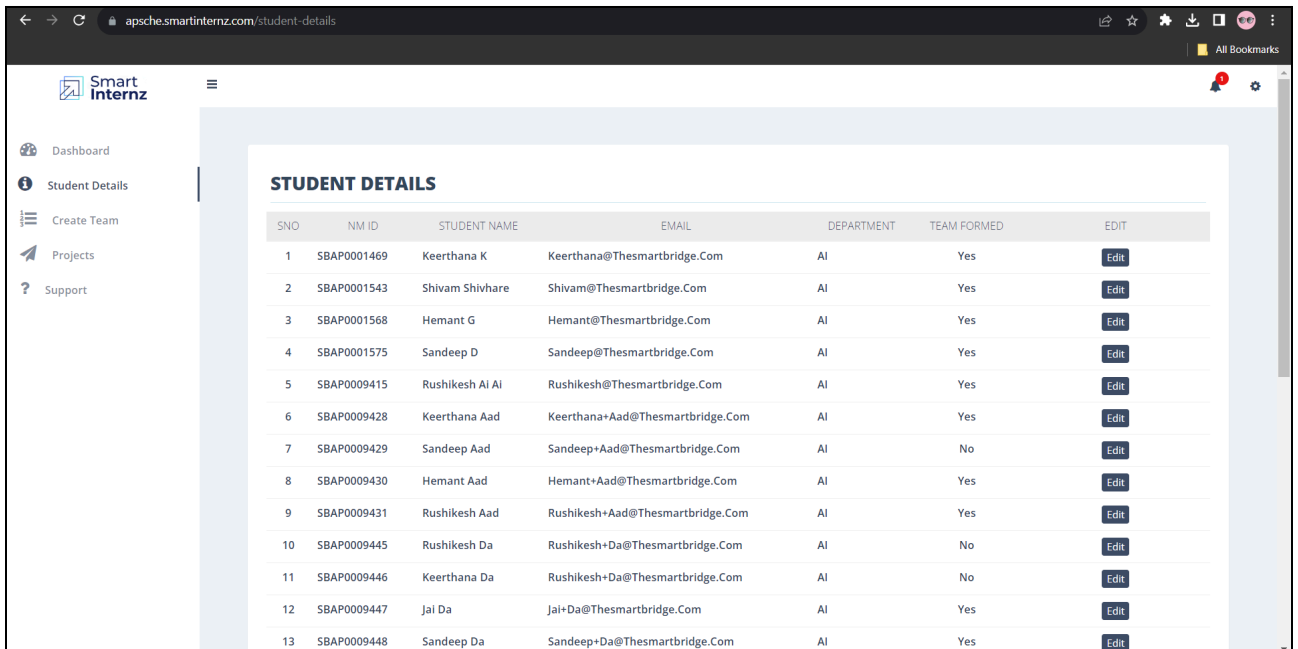
## 4. Project Phase- Faculty Steps:

### 4.1. Faculty Platform Interface

- Login to APSICHE SmartInternz Platform <https://apsche.smartinternz.com/mentor-login>
- Faculty can review the total student count and the number of teams already formed.



The screenshot shows the 'mentor-dashboard' interface. It features a sidebar with navigation options: Dashboard, Student Details, Create Team, Projects, and Support. The main content area displays a welcome message for 'Shivam' and three key metrics: TEAMS COUNT (1), STUDENTS ASSIGNED WITH PROJECTS (4), and PROJECTS COMPLETED (0). Below these metrics are two video thumbnails: 'Faculty orientation session virtual internship program 2023' and 'How to Update Your Student Project GitHub Link'.

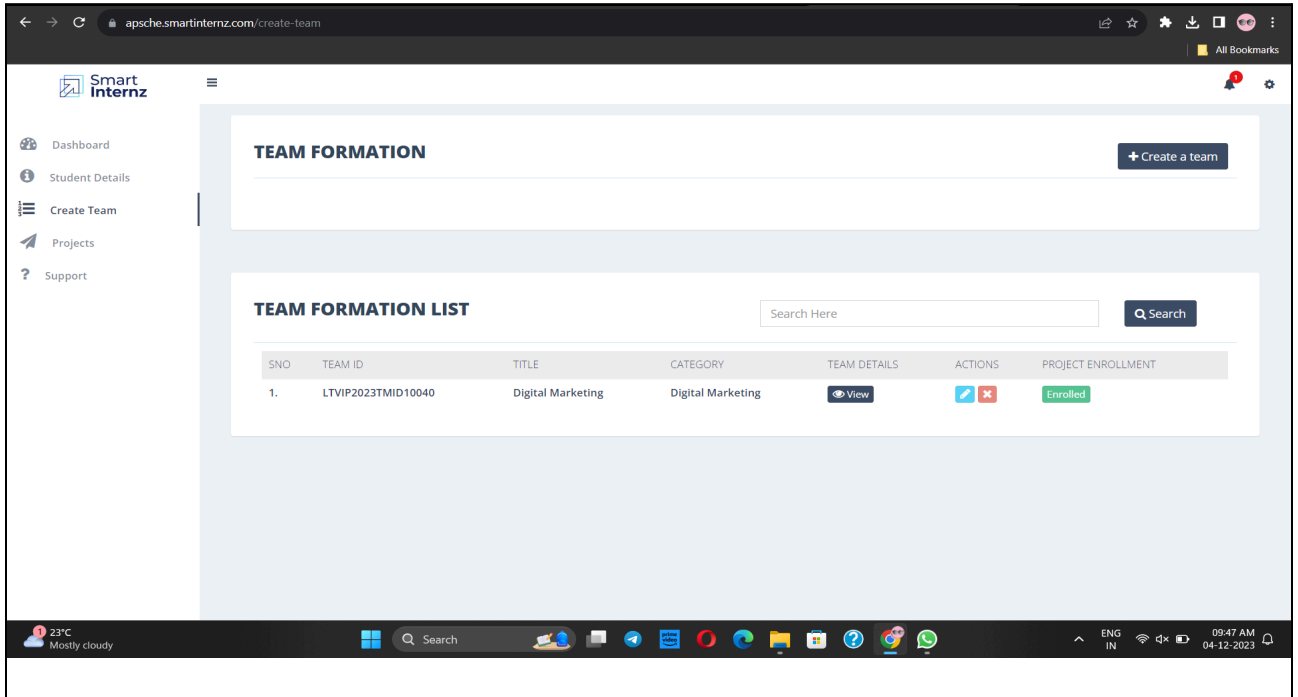


The screenshot shows the 'student-details' page, which displays a table of student information. The table has columns for SNO, NM ID, STUDENT NAME, EMAIL, DEPARTMENT, TEAM FORMED, and EDIT. There are 13 rows of student data.

SNO	NM ID	STUDENT NAME	EMAIL	DEPARTMENT	TEAM FORMED	EDIT
1	SBAP0001469	Keerthana K	Keerthana@Thesmartbridge.Com	AI	Yes	Edit
2	SBAP0001543	Shivam Shivhare	Shivam@Thesmartbridge.Com	AI	Yes	Edit
3	SBAP0001568	Hemant G	Hemant@Thesmartbridge.Com	AI	Yes	Edit
4	SBAP0001575	Sandeep D	Sandeep@Thesmartbridge.Com	AI	Yes	Edit
5	SBAP0009415	Rushikesh Ai Ai	Rushikesh@Thesmartbridge.Com	AI	Yes	Edit
6	SBAP0009428	Keerthana Aad	Keerthana+Aad@Thesmartbridge.Com	AI	Yes	Edit
7	SBAP0009429	Sandeep Aad	Sandeep+Aad@Thesmartbridge.Com	AI	No	Edit
8	SBAP0009430	Hemant Aad	Hemant+Aad@Thesmartbridge.Com	AI	Yes	Edit
9	SBAP0009431	Rushikesh Aad	Rushikesh+Aad@Thesmartbridge.Com	AI	Yes	Edit
10	SBAP0009445	Rushikesh Da	Rushikesh+Da@Thesmartbridge.Com	AI	No	Edit
11	SBAP0009446	Keerthana Da	Rushikesh+Da@Thesmartbridge.Com	AI	No	Edit
12	SBAP0009447	Jai Da	Jai+Da@Thesmartbridge.Com	AI	Yes	Edit
13	SBAP0009448	Sandeep Da	Sandeep+Da@Thesmartbridge.Com	AI	Yes	Edit

## 4.2. Team Formation and Project Assignment

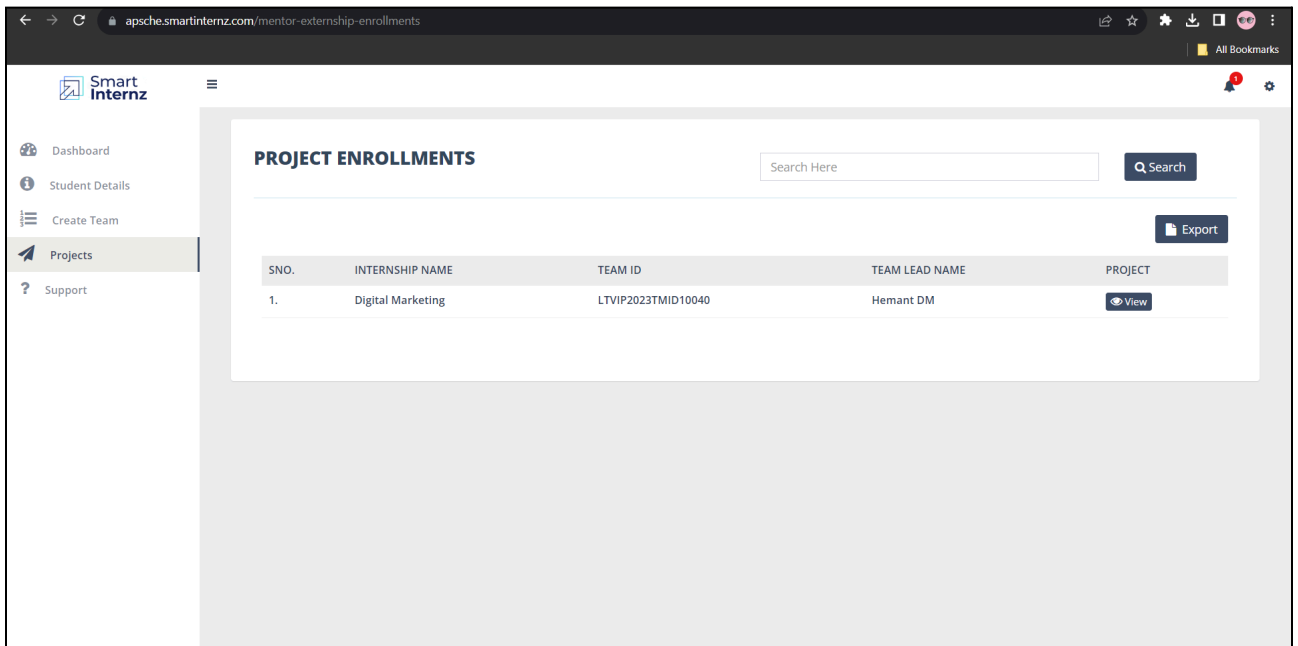
- Faculty is responsible for creating teams with a **minimum of 2 and a maximum of 5 members.**
- Each team should have **one designated team leader.**
- SPOC will **assign projects** to the formed teams on the SmartInternz Platform.
- Access the Project section in the dashboard.



The screenshot shows the 'TEAM FORMATION' page on the Smart Internz platform. The page includes a sidebar with navigation options: Dashboard, Student Details, Create Team, Projects, and Support. The main content area features a 'TEAM FORMATION LIST' table with the following data:

SNO	TEAM ID	TITLE	CATEGORY	TEAM DETAILS	ACTIONS	PROJECT ENROLLMENT
1.	LTVIP2023TMID10040	Digital Marketing	Digital Marketing	<a href="#">View</a>	<a href="#">Edit</a> <a href="#">Delete</a>	Enrolled

Additional elements on the page include a '+ Create a team' button, a search bar labeled 'Search Here', and a 'Search' button.



The screenshot shows the 'PROJECT ENROLLMENTS' page on the Smart Internz platform. The page includes a sidebar with navigation options: Dashboard, Student Details, Create Team, Projects, and Support. The main content area features a 'PROJECT ENROLLMENTS' table with the following data:

SNO.	INTERNSHIP NAME	TEAM ID	TEAM LEAD NAME	PROJECT
1.	Digital Marketing	LTVIP2023TMID10040	Hemant DM	<a href="#">View</a>

Additional elements on the page include an 'Export' button, a search bar labeled 'Search Here', and a 'Search' button.

#### 4.3 View Project Information and Team Details:

Use the eyelid view button to gather information about the project, team composition, and enrollment details.

#### 4.4. Project Development:

- Students will develop projects which are assigned to them as a team with mentor support.
- All Students will work on one single project as a team and need to complete milestones and tasks within the given time period.

#### 4.5. Project Submission and Evaluation:



- Tasks, documents, files, codes, PPT, and a live video explanation of the project should be uploaded to the team leader's GitHub public repository account.
- Students must share the GitHub link with the SPOC.  
Student Video Reference - <https://youtu.be/6l0UR7Co7YA>  
Faculty Video Reference - <https://youtu.be/IOvvpvyTh5s>
- Collect Git Repository Link from team leaders and they should provide their Git repository links to the faculty.
- Faculty mentors enable the Git repository option by pasting the provided link in the project assets.
- Confirm the submission to activate the Git repository for all team members.
- Check Git Repository Status, the Git repository option **turns green**, indicating that it is now accessible for both faculty and students.

#### 4.6. Program Evaluation Criteria and Scoring :

Total scoring for the program will be 100 marks and 30% of which would be a technical assessment score and the remaining 70% would be a project evaluation score as below.

***Mandatory: Need to Attempt Grand Assessment, Attendance above 75%, In time Project submission.***

***Monitor the progress of students during the project development phase.***

<b>Technical Assessment (30 Marks)</b>	<b>MCQ</b> based assessment	<b>30</b> Questions	<b>60</b> Minutes	
<b>Project Evaluation (70 Marks)</b>	<b>10</b> Ideation	<b>10</b> Requirement Analysis	<b>20</b> Project Design	
	<b>20</b> Project Development	<b>5</b> Project Documentation	<b>5</b> Project Demonstration	

#### 4.7 Teams and Certification:

Projects will be evaluated on both individual and Team bases, Certificates are issued to the students based on that and a summary report will be provided to your College.

#### 5. **Other Instructions**

We encourage faculty and students to create LinkedIn profiles and follow SmartInternz on social media platforms. Share updates, feedback, and certificates on social media.

##### 5.1. **LinkedIn Profile:**

Faculty and Students must have a LinkedIn profile to access job opportunities.

##### 5.2. **Social Media FollowUp:**

Follow our social media handles:

LinkedIn: <https://in.linkedin.com/company/smartbridgeeducationalservicespvtltd>

Instagram: <https://www.instagram.com/thSMARTbridge/?hl=en>

##### 5.3. **Feedback and Certification:**

Students are encouraged to post and tag us on social media platforms about their internship feedback and certificates.



## **Student Responsibilities - for Reference**

Student training program will commence immediately after Orientation & Onboarding. Following steps shall be followed by the students.

1. Students shall onboard to the SmartInternz platform using the credential shared on to the registered email id and fill the details in the profile section of student login.
2. Student must attend the live hands-on technical session as per the training calendar and maintain a **minimum of 75% attendance**.
3. During the technical session student must maintain the decorum
4. Students must complete the self-paced learning course.
5. Student must adhere to the timeline of the program and submit the task as per the timeline
6. Students must update the project status in the Kanban Board at regular intervals.
7. Students must submit the project files in the Github repo provided in the project workspace.
8. **Completion Certificate** : Students will get a Completion Certificate who scored **50 marks & Above out of 100 marks**.
9. **Participation Certificate** : Students will get a participation certificate for those who scored **less than 50 marks** even after being given betterment opportunities.

We wish you a rewarding and successful learning journey with SmartInternz! We appreciate your commitment to this program and look forward to a collaborative effort in preparing students for the industry. If you have any queries, feel free to reach out to the provided contact information.

### **ANY QUERIES GET IN TOUCH WITH US**

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