



GOVERNMENT COLLEGE OF ENGINEERING AMRAVATI

(An Autonomous Institute of Govt. of Maharashtra)

"Towards Global Technological Excellence"

Phone: 0721-2531930

Website: www.gcoea.ac.in

Fax: 0721-2531931

Email: principal@gcoea.ac.in



T&P cell

GCOEA/T&P Cell/Internship Policy/2024-2025//149

Date: 29.08.2024

Sub: Internship for students at Industry AY 2024-25 batch: Guidelines and Implementation

Ref:

- (i) Internship Policy AY 2023-2024 Batch
- (ii) HEI Internship Policy of Govt. of Maharashtra
- (iii) Minutes of Meeting of all Program heads to evolve guidelines for deputing students to Industry for internship during their 8th semester dated 30.12.2023

Background: Excerpts from AICTE Internship Policy 2022 - (i) Developing an internship policy is an impactful strategy for creating a future talent pool for the industry (ii) Competition in the job sector is rising exponentially and securing entry level jobs is getting very difficult as the students passing out from technical institutions lack the experience and skills required by the industry (iii) AICTE has developed internship portal to provide the internship opportunities to students in addition to internship through the institute.

The trend is going in the industry to either hire fresh graduates on the basis of long term internship or offering full time internship to the selected students in order to make them industry ready. The institute has taken the initiative to offer the full time internship during their 8th semester from AY 2022-2023. The institute internship policy has been developed and modified for the AY 2024-2025 batch.

Process Guidelines based on 'Internship Policy' for students:

The students who have enrolled for the 'Internship' at industry obtained either through the institute or on their own, during the academic year 2024-2025 shall follow the process as given below for completing the formalities prior to joining for the internship program:

1. Submit the completed and signed format: Students application for internship program along with the following documents through their Project Guide & respective Head of the Department to the Training and Placement cell:
 - a) Undertaking in the institute prescribed format-i) Student undertaking ii) Undertaking by his/her parent
 - b) Signed copy of modified 'Institute Internship policy AY 2024-2025 as mark of acceptance of the policy
 - c) Signed copy of the 'Internship offer letter' from the industry.
2. Based on the submission of documents as mentioned at 1. a), b) & c), the institute will issue an 'Internship Deputation Letter' from the specifying the company, duration of internship and conditions. It will be incumbent on the student who has applied for the internship to obtain this 'Internship Deputation Letter' to proceed for the internship.

3. The student's who have undergone Full-Time internship will submit the following documents to the institute on the successful completion of the internship .The evaluation will be done as per the prescribed guidelines in the curriculum by the respective department:

- a) Authenticated attendance record from their internship mentor/supervisor in the given format.
- b) Internship completion letter/authenticated email signed by Industry mentor/ supervisor
- c) Industry Internship report/ Industry internship project report signed by industry mentor/supervisor and the institute guide.

Process guidelines based on Internship policy for the Department: As per the above reference following guidelines are being issued for the departments to implement Internship Program at various industries during the 8th semester students during AY 2024-2025.

Sr. No.	Academic Requirement / Examinations	Policy/Accepted mode of completion
1	Duration of Internship	<p>a) The minimum duration for the full time internship will be three months.</p> <p>b) If the students opt for less than three month internship then for the remaining period of the 8th semester, the student shall join the institute and complete the academic requirements. Such students will have to register compulsorily at start of semester for OptionA-Institute Project</p> <p>c) The maximum duration of the internship shall be equal to the 8th semester duration as given in the academic calendar.</p> <p>d) In the exceptional case of internship duration extend beyond the scheduled end of 8th semester academic term, the student need to furnish a provisional internship certificate for the period undergone and also submit the internship project report based on the work done till that time.</p>
2	Internship option [Core/IT industry]	a) The students [Circuit & Non circuit branches] selected / interested in the IT industry internship will be allowed to do the internship in a Software/IT company in order to promote interdisciplinary approach of internship .The student will be required to submit the project synopsis /problem statement to the department for approval. Those students who want to do the internship in the core industries can do so as per process guidelines.
3	Requirement for 75% Attendance for the Eighth semester course	a) Attendance of the internship deputed students as authenticated by their respective internship supervisor & the institute mentor in the institute format will be accepted based on the verification of the attendance record by the course coordinator / department faculty coordinator of internship.
4	Class room Teaching-Learning of Theory courses	<p>a) Self Study Mode -The students can get their difficulties solved by course coordinators through E-mail or other modes of online teaching learning tools. Such students will appear for MSE, TA and ESE in the institute as per the institute academic calendar.</p> <p>b) The live NPTEL/ Coursera / NSDC Certified Skill Development Courses which are currently offered by the institute and equivalent courses can be completed by the students during /before 8th semester end date. Each program department will publish the course equivalence list for those offered by NPTEL / Coursera / NSDC Certified Skill Development Courses which are currently offered by the institute in lieu of the mandatory 8th semester course/s offered by the institute. The institute will accept the score sheet and passing certificate of the NPTEL / Corsera / NSDC Assessment and Certificate with equivalent credits for such students. The students must earn all the credits before the start of 8th Semester ESE.</p>

		<p>c) Such NPTEL / Coursera / NSDC Certified Skill Development Courses which are currently offered by the institute and equivalent course opted students need not appear for MSE, TA and ESE in the institute as per academic calendar.</p> <p>d) The offline NPTEL/ Coursera and equivalent subject's course material can be used by the students. Course coordinator can design the course material and assignments for such courses. Such students needs to appear for the MSE, TA and ESE in the institute as per academic calendar</p>
5	MSE Option	<p>a) For the MSE, the full-time internship deputed students will have the option of selecting from the following:</p> <p>i) They must opt to appear for MSE as per the institute schedule by seeking leave from their respective organization where they will be pursuing the internship.</p> <p>ii) They can opt to not appear for MSE and get their ESE marks out of (60) for the given course converted to out of (100).</p> <p>iii) For Live NPTEL / Coursera equivalent courses as specified in the point number 4. b).</p> <p>b) The internship deputed students would be required to submit their final choice for the options as above to their respective department and office of Dean-Academics / CoE, as per the notified schedule.</p>
6	Teacher Assessment Marks (TA)	<p>a) The teacher assessment marks for the internship deputed students would be awarded by their respective course coordinators and Head of the department, based on the evaluation sheet submitted by their respective internship supervisors.</p>
7	End-Semester Examination (ESE)	<p>a) The full-time internship deputed [Self study mode & offline NPTEL equivalent option] students would be required to appear for the End-Semester Examination (ESE) as per the institute academic calendar for which the students would be required to seek official leave from their internship supervisor by sharing the official exam schedule with them.</p>
8	Project Phase - Internal & External	<p>a) The internship deputed students who opt for option A –Institute Project will continue to work with their respective project groups at the institute and complete the project work and submit it at the institute as per the schedule notified by their respective departments for internal & external evaluation process.</p> <p>b) The internship deputed students would also be required to appear for the final project oral exam or viva-voce as part of the ESE external examination, as per the schedule notified by their respective departments.</p> <p>c) The internship deputed students who opt for option B Industry internship project, the industry internship project work/problem statement assigned at the industry has to be completed by the students during their full-time internship at industry and submitted as Industry internship project as per the assigned problem statement in consultation with the respective project mentor at the institute. The internal continuous evaluation will be done jointly by industry internship supervisor and department mentor for assessment for the award of grades as per the guidelines given in the curriculum.</p>

		d) The internal evaluation of the Industry Internship project will be done by the industry expert.
		e) The external evaluation of the Industry Internship project will be done at the institute jointly by the institute guide and external examiner.
9	Termination of Internship	a) If any student who has opted for internship, do not wish to continue the internship for any reasons, he/she should inform it in writing to the departmental internship coordinator / mentor / Dean - T&P and III within one month from the start date of their internship.
		b) Any such decision at a) must be taken after due diligence by the student since due to the pre-mature termination of the internship, the employment offer made to the student may be revoked by the company. For such cases, the concerned student will be solely responsible for the consequences, including cancellation of the employment offer by the company.
		c) Such students need to complete the institute project as per the academic calendar.
		d) Termination of internship by the industry for violation of any of their rules/regulations including irregularity of student, violation of discipline, unsatisfactory performance of the student etc. For any such cases, the final decision will be taken as per existing institute rules/regulations.

In case of Virtual / Online internship / Offline internship (Through AICTE internship portal or any other agency like Internshala etc), the procedure and the formats as prescribed by the AICTE and the Institute has to be followed with respect to completion of all academic activities including examinations with the permission of concerned Head of the departments.

The content of the circular shall be brought to the notice of all faculty of the department so as to facilitate smooth roll out, conduct, and completion of the internship program for the AY 2024-2025 Batch.



Dr. A. M. Mahalle
Principal

Copy to:

1. The Head of the Department i) Civil Engineering ii) Mechanical Engineering, iii) Electrical Engineering, iv) Computer Science and Engineering v) Electronics & Telecommunication vi) Instrumentation Engineering vii) Information Technology viii) Applied Mechanics & ix) First Year Coordinator 2. Dean - Academics