



### Internship Policy - Objectives of the 'Internship Program':

Following are the intended objectives of internship training:

1. Will expose our students to the industrial environment, which cannot be simulated in the classroom and hence will create competent professionals for the industry
2. Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job
3. Exposure to the current technological developments relevant to the subject area of training
4. Experience gained from the 'Industrial Internship' can be used in classroom discussions
5. Create conditions to quest for knowledge and its applicability on the job
6. Learn to apply the Technical knowledge in real industrial situations
7. Gain experience in writing Technical reports/projects
8. Promote academic, professional and/or personal development
9. Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
10. Expose the students to future employers

### Internship Policy:

1. Internship Policy - Credit Framework: Reference: Table: 1 Credit Framework for Internship (Page No. 6, Chapter 2, AICTE Guidelines for Organizing Internship – AICTE Internship Policy: Guidelines & Procedures)

S.N	Schedule		Duration		Activities	Credits	
	(Degree)	(Diploma)	(Degree)	(Diploma)		Degree/ Diploma	(Degree) 14-20
1	Summer vacation after 2nd Semester	Summer vacation after 2nd Semester	3-4 weeks	3-4 weeks	Inter/ Intra Institutional • Activities	3-4	3-4
2	Summer vacation after 4th Semester	Summer vacation after 4th Semester	4-6 weeks	4-6 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	4-6	4-6
3	Summer vacation after 6th Semester	6th Semester	4-6 weeks	3-4 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship	4-6	3-4
4	8th Semester	8th Semester	3-4 Weeks		Project work, Seminar (excluding credits for Advanced Courses)	3-4	

\*Sr. No. 4 of the table provides for 8<sup>th</sup> Semester Internship for the students in the form of activities of 'Project Work, Seminar'. For the Internship duration of 3-4 weeks at the industry equivalent credit to be allotted are 3-4. So for internship duration of 4 months, 16 credits can be made equivalent to the total credits to be earned by the students. The addition of credits earned for Practical Credits & credits for term-work completion shall complete the mandatory requirement of (22) credits to be earned by the students to become eligible for the award of degree.

2. Internship Policy - Guidelines: Institute Guidelines for Internship Program for Students in 8<sup>th</sup> Semester AY 2020-21

Item No.	Title	Guideline
1	Fulfillment of the attendance norm of 75% for the academic session:	The institute will accept the attendance record for the duration of internship provided by the company HR / internship mentor at company. The AICTE format / company format for the attendance record will be used for the purpose. The eligibility of these students who will be deputed for internship with regards to Class Test 1, Class Test 2, TA, Self-study Test, Term-work submission (Practical & Project), End-Semester examination, will be decided on the basis of this attendance record.
2	Theory lectures, Term-work Completion & Submission, TA and Self-Study Test	(i) Since, most of the students would join the internship starting from January 19, 2019, the term-work completion and submission related to Practical's of these students who will be deputed for the internship at industry will be undertaken and completed by January 10, 2019. The respective HOD's will decide on the modalities. (ii) The theory part of the curriculum will be completed by counseling and the students will be free to contact their course coordinators for any difficulties. If required, they may be provided with study material. (iii) For the award of TA & Self-Study Test marks, the evaluation/assessment done by the industry in the form of Grade / Marks, will be considered. A committee of Course Coordinator, Faculty Mentor and HOD's concerned shall award the marks on the basis of industry evaluation report of each of the internship completed students.
3	Class Test 1 & 2	The students deputed for Internship at industry will be required to appear for the class Test 1 & Class test 2, as per the academic calendar of the institute. The company will be informed to sanction leave to these students for appearing in CT1 & CT2.
4	End-Semester Examination, Term-work	The institute will conduct a separate End-Semester Examination, Term-work submission and Project viva-voce/evaluation, for the internship deputed students after their successful completion of their internship. The modalities for the conduct of ESE for the internship deputed students will be decided by Controller of Examination & Dean-Academics. The modalities for Term-work submission and Project viva-voce / evaluation, will be decided and implemented by the respective HOD's. The respective HOD's can decide to consider the evaluation report from the company internship mentor/advisor for Project Work and award equivalent Grades to the students.
5	Project Phase II Completion	The institute will accept in totality the Project work completed by the internship deputed students at industry and the evaluation report by industry mentor/advisors for the award of grades /marks. The industry internship mentors/advisors will be requested to share the copy of the Project Work or Summary of the Project work completed by each of the student during their internship
6	Evaluation of Project Work completed by the students during Internship	The evaluation of Project work of internship deputed students as done by the industry is to be accepted by the institute and for the award of the grades/marks for such students, respective Project guide, Faculty mentor and HOD will decide the modalities. The internship deputed students will prepare and submit a (i) Student's Diary & (ii) Internship Report to the industry & institute and a presentation and/or viva-voce based on them will also be considered as the mechanism for the evaluation of Project Work. The possibility of procuring authentic copy of Project Work or a comprehensive summary report of the Project work completed by each of the internship deputed students, from their industry advisor/mentors, for the office record of the institute, will be explored.

3. Internship Policy - Mechanism/Procedure for the implementation for deputing students for internship during their 8<sup>th</sup> Semester

For the effective implementation of the 'Internship Policy', the following procedure/mechanism is proposed to be implemented: Once, the student is offered 'Internship' to a student, he/she will be required to complete the following process:

(A) Prior to Joining the 'Internship Program':

- i. Submit the completed and signed Format 1 – Student Application for Internship Program
- ii. Submit the copy of the communication from the company regarding offer of internship
- iii. Submit the undertaking in the Institute prescribed format – (i) Student Undertaking & (ii) Undertaking by his/her Parent – Format 2 & 3
- iv. Obtain the 'Internship Deputation Letter' letter from the institute specifying (a) the name and location details of the company (b) start, end date and duration of Internship and (c) list of documents to be submitted by the student to the institute after the completion of internship

(B) After the completion of 'Internship Program':

- i. Authenticated attendance record: Format 4
- ii. Student Diary: Format 5
- iii. Internship Report prepared by the students and signed by their industry mentor/advisor: Format 6
- iv. Internship completion letter signed by industry mentor/advisor (Industry format)
- v. Summary of Project work undertaken by the students during Internship (Industry Format)
- vi. Project Evaluation Report signed by industry mentor/advisor: Format 7
- vii. Student Feedback of Internship (To be filled by students after internship completion)
- viii. Proforma for evaluation of Internship by Institute I (Format 8)
- ix. Internship Evaluation Report II (Format 9)

*(To be shared with recruiting organization as guideline for 'Internship' program of campus selects).*

Dr. R. P. Borkar  
Principal