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### **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

### **I. Internship Policy: Process Guidelines for students in 8<sup>th</sup> Semester AY 2020-21**

All those students who have enrolled for 'Internship' at industry during AY 2020-21, shall follow the process as given below for completing the formalities prior to their joining for the Internship Program:

- a) Submit the completed and signed Format 1 – Student Application for Internship Program along-with the following documents through their Project Guide & respective Head of Department to the Dean – T&P:
  - Undertaking in the Institute prescribed format – (i) Student Undertaking & (ii) Undertaking by his/her Parent
  - Signed copy of modified 'Institute Internship Policy AY 2020-21' as mark of acceptance of the policy
  - Signed copy of 'Internship Offer Letter' from the industry
- b) Obtain 'Internship Deputation Letter' from the institute specifying the company, duration of Internship and conditions

On the successful completion of Internship the students will submit the following to the institute:

- Authenticated attendance record from their internship mentor/supervisor
- Internship Report signed by their industry mentor
- Internship completion letter signed by industry mentor/advisor
- Summary of Project work undertaken by the students during Internship
- Project Evaluation Report signed by industry mentor/advisor



**Process Guidelines based on 'Internship Policy' for departments:** As per the Ref. 1 to 3, the following guidelines are being issued for the departments to implement 'Internship Program' at various industries for the 8<sup>th</sup> Semester students during AY 2020-21:

Sr. No.	Academic Requirement/ Examination Type	Accepted mode of completion & Decision
1	Requirement of 75% Attendance for the Eighth semester course	Attendance of internship deputed students as authenticated by their respective internship supervisors/mentors/champions in the institute format will be accepted.
2	Class-room teaching-learning of theory courses	By counseling and self-study mode. The students can get their difficulties solved by course coordinators through email or other modes of communication. In addition, the students are encouraged to register for compatible MOOC's courses. The institute will accept the score sheet and passing certificate for those students who complete these self-study courses during their internship.
3.	Project Phase II – Internal & External	<p>These internship deputed students will continue to work with their respective project groups at the institute and complete the project phase II and submit it at the institute for routine evaluation process. They would also be required to appear for the external examination for the Project Phase II as part of the ESE Practical external examination. The students would be required to give their consent for the submission of Project phase II work at the institute as per the academic calendar.</p> <p>The project work to be completed by the students during their full-time internship at industry will be submitted by them with their respective internship supervisors for assessment and for the award of grades. These grades will be shared with the institute.</p>
4.	Class Test 1 & Class Test 2	<p>For the Class Test 1 &amp; 2, the full-time internship deputed students will have the option of selecting as follows:</p> <p>(i) They can opt to appear for CT 1 &amp; CT 2 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 CT 1 &amp; CT 2 and get their ESE marks out of (60) for the given course converted to out of (100).</p> <p>The internship deputed students would be required to submit their final choice for the option as above to their respective department and office of Dean-Academics / CoE.</p>
5	Class Test 3 (Self-Study)	All full-time internship deputed students would be required to appear for the Class test 3 (Self-Study Course) as per the institute schedule.
6	Teacher Assessment (TA) Marks	The teacher assessment marks for the internship deputed students would be awarded by their respective course coordinators on the <u>basis of evaluation</u>



		grades provided by the internship supervisor. The guidelines for the conversion will be issued separately.
7	End Semester Examination (ESE)	The full-time internship deputed students would be required to appear for the End-Semester Examination (ESE) along-with regular students and as per the institute academic calendar for which official leave will be granted by their employers.
8	Practical Course completion and term-work	The full-time internship deputed students would be required to complete the practical for the registered courses before the start of the ESE and submit their term-work. A slot of One Week duration before ESE will be reserved for the internship deputed students to complete their practical and submit the term-work.
9	Practical Examination (External)	The internship deputed students to appear for regular external practical examination along-with other course registered students and as per the institute academic calendar.

## II. 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':

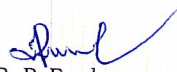
- Submit the completed and signed Format 1 – Student Application for Internship Program
- Submit the copy of the communication from the company regarding offer of internship
- Submit the undertaking in the Institute prescribed format – (i) Student Undertaking & (ii) Undertaking by his/her Parent – Format 2 & 3
- 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':

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

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

  
Dean T&P

  
Dr. R. P. Borkar  
Principal