GOVERNMENT COLLEGE OF ENGINEERING, AMRAVATI
(An Autonomous Institute of Govt. Of Maharashtra)
"Towards Global Technological Excellence"

Phone: (0721) 2531930   Fax: 0721-2531931   url: www.gcoea.ac.in

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T&P cell

GCOEA/T&P Cell/Internship Policy/2022-23/4859
Date: 27-12-2022

Circular:

Sub: Internship for students at Industry AY 2022-23 batch: Guidelines and Implementation
Ref: Minutes of Meeting of all Program heads to evolve guidelines for deputing students to Industry for internship during their 8th semester dated 17-11-202 & 27 Dec 20221

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 the eight semester from AY 22-23 .The institute internship policy has been developed and modified for the current AY 2022-23 batch

Process Guidelines based on 'Internship Policy 'for students:

All the students who have enrolled for the 'Internship' at industry during 2022-23 shall follow the process as given below for completing the formalities prior to joining for the internship program

a) 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

i) Undertaking in the institute prescribed format-i) Student undertaking ii) Undertaking by his/her parent

ii) Signed copy of modified 'Institute Internship policy AY 2022-23 as mark of acceptance of the policy

iii) Signed copy of the 'Internship offer letter 'from the industry

b) Obtain 'Internship Deputation letter from the institute specifying the company, duration of internship and conditions

c) For AICTE/any other agency (Internshala etc) the procedure and format should be as prescribed by the AICTE internship portal /other agencies like (Internshala etc)

The internship undergone students will submit the following to the institute on the successful completion internship .The evaluation will be done as per the guidelines described by the respective department in the curriculum

1 Authenticated attendance record from their internship mentor/supervisor

2 Internship completion letter/authenticated email signed by Industry mentor/ supervisor

3 Industry Internship report/ Industry internship project report signed by industry mentor / supervisor and institute guide

Process guidelines based on Internship policy for 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 2022-23.
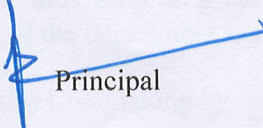
Sr	Academic Requirement/Examinations	Policy/Accepted mode of completion
1	Internship Duration	1] The minimum duration for the full time internship will be three months. 2] If the students opt for less than three month internship then for the remaining period the student need to join the institute. Such students will have to register compulsorily at start of semester for **OptionA-Institute Project**

2	Internship option [Core/IT industry]	The students [Circuit & Non circuit branches] selected / interested in the IT industry internship will be allowed to do the internship of IT company in order to promote interdisciplinary approach of internship . The student need to submit the project synopsis /problem statement to the department. 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	Attendance of the internship deputed students as authenticated by their respective internship supervisor/mentors in the institute format will be accepted. Department internship project guide /Course coordinator should verify the attendance
4	Class room Teaching-Learning of Theory courses	1 **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 academic calendar 2 The **live** NPTEL/ Coursera equivalent courses can be completed by the students during /before eight semester .The institute will accept the score sheet and passing certificate of the NPTEL exam with equivalent credits for such students .The students must earn all the credits before the ESE Such students need not appear for MSE,TA and ESE in the institute as per academic calendar 3 The **offline** NPTEL/ Coursera 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 .
5	MSE Option	For the MSE, the full-time internship deputed students will have the option of selecting as follows: (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. (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). (iii) For Live NPTEL/Coursera equivalent courses as specified in the point number 4(2) 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 .
6	Teacher Assessment Marks (TA)	The teacher assessment marks for the internship deputed students would be awarded by their respective course coordinators and Head of the department
7	End-Semester Examination (ESE)	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 official leave will be granted by their employer.
8	Project Phase - Internal& External	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 for internal & external evaluation process as decided by the department. They would also be required to appear for the final project oral exam or viva-voce as part of the ESE external examination.

		The internship deputed students who opt for **option B Industry internship project** the Industry internship project work/problem statement assigned at 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 concern with project guide at institute. The internal continuous evaluation will be done jointly by Industry supervisor and department guide for assessment for the award of grades as per the guidelines in the curriculum. The external evaluation examination of Industry Internship project is evaluated by the industry expert .
9	Internship termination	If any students do not want to continue the internship due to any issues they should inform to the institute within one month from start date of internship. Due to intermediate termination of the internship, job offer may get revoked from the company. Student are responsible for any such decisions taken by the industry Such students need to complete the institute project as per the academic calendar

In case of Virtual / Online internship/Offline internship (Through AICTE internship portal or any other agency like Internshala etc),the procedure and format as prescribed by the AICTE, Institute has to be followed with the completion of all academic activities and all the 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 2022-23 Batch

Principal

Copy to:

1 The Head of the Department i Civil Engg ii Mechanical Engg, iii Electrical Engg, iv Computer Science Egg v Electronics &Telecommunication Engg vi Instrumentation Engg vii Information Technology viii Applied Mechanics ix First Year Coordinator

2 Dean Academics

3 Controllers of Examination

4 Training and Placement Office