

DEOGIRI INSTITUTE OF ENGINEERING AND MANAGEMENT STUDIES, CHH. SAMBAJINAGAR

Training and Placement Cell

Internship Policy

INTERNSHIP & IT'S IMPORTANCE

1. INTRODUCTION

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps graduating students in gaining professional know-how but also benefits corporate on fresh perspectives on business issues and even discovering future business leaders. The interaction of Technical Institutions with the industries has been limited to the level of faculty communications and 2-to-4-hour industrial visits by the students generally. The institutions are greatly trying to renew education offered by them, to be as close as possible to the industrial requirement and expectations. 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 industry. DIEMS has initiated various activities for promoting industrial internship at the graduate level. The main aim of these initiatives is building the confidence among students, provide required skills resulting in enhancement of the employability skills of the students passing out from the institute.

2. OBJECTIVES

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements, often focused on tasks or projects with defined timescales. An internship may be compensated (Paid), non-compensated (Unpaid). The internship must be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. The following are the intended objectives of internship training:

- To expose students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Understand the social, environmental, economic and administrative considerations that influence the working environment.
- To expose students to the engineer's responsibility and ethics.
- To get acquainted with the working styles of industries at different hierarchy and learn to work in a team.
- To gain experience in all types of professional communications (viz. pre- internship applications, during internships people skills and documentation skills and post internship reports/projects writing skills).
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.



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- To demonstrate the impact of the internship on their lifelong learning and professional development.
- To provide the linkages of future job/research opportunities to students in the organization.
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.
- Create conditions conducive to quest for knowledge and its applicability on the job.

3. BENEFITS OF INTERNSHIPS

Benefits to the Industry

- Availability of ready to contribute candidates for employment.
- Year-round source of highly motivated pre-professionals.
- Students bring new perspectives to problem solving.
- Visibility of the organization is increased on campus.
- Quality candidate's availability for temporary or seasonal positions and projects.
- Freedom for industrial staff to pursue more creative projects.
- Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
- Proven, cost-effective way to recruit and evaluate potential employees.
- Enhancement of employer's image in the community by contributing to the educational enterprise.
- Faculty members can contribute to the industry in new product / systems development through students.

Benefits to Students:

- An opportunity to get hired by the industry/ organization.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.
- Opportunity to meet new people and learn networking skills.
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating networks and social circle and developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full-time position.

Benefits to the Institute:

- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.



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- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in teaching learning process

4. TRAINING & PLACEMENT CELL & ITS ROLE IN PROVIDING INTERNSHIP

As per the guidelines of AICTE institute has constituted a dedicated Training and Placement Cell headed by Dean Training and Placement in coordination with Training and Placement Officer (TPO) and departmental coordinators.

In any institute TP Cell plays an important role in boosting the career of students. The purpose of the Training and Placement Cell is to guide students to choose the right career and to plan for programs and activities to enhance knowledge, skill, attitude and the right kind of aptitude to meet the manpower requirements of the industry. The overall role of the Training & Placement cell is of a facilitator and counsellor for training and placement related activities.

The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, with a good academic background, fast learners, open to learning even at work and more importantly possessing good communication skills. TP Cell shall assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions.

The placement cell shall act as a contact place and facilitator to arrange internship of the students, campus visits and conduct of the recruitment process of the employers for the purposeful placement of students of the institution.

Further, to assist students for industrial training at the end of seventh semester, Training & Placement cell shall arrange experts talks, career guidance seminars, arrange Personality Development sessions, Improve Communication Skills, Vocabulary, prepare students for Resume Preparation & Email Writing, Group Discussion, Interview Skills, Aptitude Training & Practice Tests, Technical report writing, presentation skills, Foreign Languages proficiency etc.

Training and Placement Officer of the Institute will be supported by a Departmental coordinator for Training and Placement Activities and Faculty Supervisors/ Mentors designated by the Head of the concerned Departments/ Principal.

Each department will have a student's committee comprising of 1-3 students from each class for supporting Training and Placement activities headed by Student Coordinator. Departmental coordinator and Faculty Supervisors/ Mentors will be nominated at the start of the Academic year for each batch. However, student coordinator being the representative of students will be selected by the students with the help of Training and Placement Cell.

Faculty Mentor/Supervisors must play active roles during the internship and minimum 20 students are to be supervised by each faculty mentor or as per the departmental strength.



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5. INTERNSHIP GUIDELINES

The T&P cell will arrange internship for students in industries/organization in seventh semester or as per AICTE/ affiliating University guidelines. The process for internship/placement selection may start in sixth semester. Institutions may also device online system for arranging & managing internships. The general procedure for arranging internship is given below:

Step 1: Request Letter/ Email from the office of Training & Placement cell of the institute should go to industry for internships of the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the internship.

Step 2: Industry will confirm the training slots, and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the internships themselves the confirmation letter will be submitted by the students in the office of Training & Placement through concerned departmental coordinator. Based on the number of slots agreed to by the Industry, TPO will allocate the students to the industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the TPO or other members of the T&P cell / Faculty members who are particularly looking after the Final/Summer Internship of the students.

Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/Letters / Email. (On the designated E Mail addresses of TP Coordinators only)

Step 4: Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office/TP Cell with the consent of Industry persons/ Trainers.

Step 5: Students will submit internship report after completion of internship.

Step 6: Internship Completion Certificate to be obtained from industry and submit to TP cell.

Step 7: List of students who have completed their internship successfully will be issued by Training and Placement Cell.

6. INTERNSHIP OPPORTUNITIES PROVIDED BY TP CELL AT INSTITUTE LEVEL

Step 1: TPO will circulate internship opportunities received from industries to students (Notice / Email only).

Step 2: Students can apply based on their willingness and researching the opportunity before the due date mentioned by TPO.

Step 3: If selected in the internship / placement process, then students must join the industry for internship for the said period of the opportunity.

Step 4: Students shall submit reports (Internship diary) after completion of internship to faculty supervisor.

Step 5: Students shall submit Internship Certificate to be obtained from industry.

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7. MONITORING AND EVALUATION OF THE INTERNSHIP

The industrial training of the students will be evaluated in three stages:

- Evaluation by Industry.
- Evaluation by faculty supervisor based on site visit(s).
- Evaluation through seminar presentation/viva-voce at the Institute.

EVALUATION BY INDUSTRY

The industry will evaluate the students based on the Punctuality, eagerness to learn, maintaining records in daily diary and skill test in addition to any remarks.

MONITORING/VISIT BY TPO/ FACULTY MENTOR

TPO/ Faculty Mentor of the institute will make a surprise visit on regular basis to the internship site, to check the student's presence physically, if the student is found absent without prior intimation to the TP Cell, entire internship will be cancelled.

Students should inform the TPO, faculty mentor as well as the industry supervisor at least one day prior to availing leave by email. Students are eligible to avail leave based on the norms of the industry during the internship period apart from holidays and weekly offs.

EVALUATION THROUGH SEMINAR PRESENTATION/VIVA-VOCE AT THE INSTITUTE (Periodic Reviews)

The student will give a presentation (Minimum three during periodic Reviews) based on his training, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.
- Attendance record, daily diary, departmental reports shall also be analysed along with the Internship Report.

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The rubrics for the internship reviews are

- Presentation and QA (25 % Weightage)
- Knowledge and Understanding (25 % Weightage)
- Report Writing (25 % Weightage)
- Regularity and Punctuality (25 % Weightage)

8. MODE OF EXECUTION

Internship may be done through following verticals through offline /online mode

- Full time Industry Internship.
- Full time research internship at research organization/ Indian University / Foreign University.
- Online internship an AICTE approved platforms only.
- Technology based internships.

Students may be allowed to change mode of execution in certain unavoidable circumstances. Department head shall take decision for change of mode on application by student with a valid reason with due permission of the Director. List of such a students shall be submitted to the academic council for the information.

In certain specific cases wherein, student is not able to register for internship through any of the above four modes, he/she shall apply to the Director through Dean Training and Placements giving specific reason to arrange for alternate mode.

1. Full time Industry Internship

In this mode, students will work as full-time intern in the industry by complying all the rules and regulations of the industry. Additionally, as per the instructions of the department intern need to identify a problem within the industry if any. They need to formulate a problem statement with the help of industry and institute mentor. Students must complete this project in all aspects before the final viva-voce as per the requirements of the University.

Students and faculties must maintain all documentary records as per monitoring, assessment protocol of Internship policy documents.



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2. Full time research internship at research organization/ Indian University / Foreign University.

Under This Category, research project undertaken by research organisation Or Internship Opportunities available at Organizations recommended by AICTE in Internship Policy at India or abroad will be executed by students. Students need to adhere to guidelines set by respective organization for conduct of research activity during span of project.

If Research/ Internship tenure is more than 6 months and students are required to stay at location allotted by Research organisation, then student should appear for Institute examination with prior permissions taken from Research/ Internship Organisation during 8th semester as per documentation signed by Students to adhere to protocol of academics defined for prevailing circumstances.

Faculty mentor from respective department will be monitoring student's progress periodically.

3. Online internships on AICTE approved platforms only (Along with Project)

Under this category students are allowed to undergo online internship offered through AICTE approved platforms. Students can register for these internships on ACITE Internship Portal provided the period of academic internship matches with the duration of the internship period available on portal (Typical Academic Internship period is from January to June in any Calendar Year but may vary based on the Academic Calendar of the University). Students are advised to check for Academic Calendar before enrolling for such internships.

Under this category the internship duration must be in between 12-16 weeks minimum. In case the duration is less than 12 weeks, students can register for multiple internships to match the said duration with due permission from the faculty mentor.

Students need to engineer a project based on the technologies learnt during the internship. Engineering a project is mandatory students will be evaluated based on the projects undertaken.

For this internship students must register themselves on AICTE internship portal <https://internship.aicte-india.org/>

4. Technology Based Internships

Under this category students can upskill themselves by undergoing training programs offered by Institutes of National repute/ Private institutes of repute. However, the training duration must not be less than 15 weeks.

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For undergoing these internships prior sanction from the authorities is mandatory and students must engineer a project based on the training received. Students will be evaluated based on project for the ESE examination.

9. Internship Duration

The internship is mandatory as a part of the curriculum of Dr. B.A.T. University. Students will not graduate unless they complete the internship as prescribed. Typically, internships will start in second semester of final year around January every year and the durations range between fifteen to twenty weeks (The Start Month may vary based on the Academic Calendar of the University). In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the institute.

In many cases industry demands internship duration of minimum six months, under these circumstances students must take a note of the same and take prior permission to appear for the examinations during internship duration from the industry.

10. General Internship Guidelines

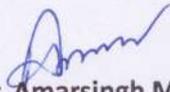
- Internship is always more valuable compared to a institute project as it enables the interns to understand how companies work, build new contacts, develop a network and most importantly work on real-life projects executed within the company.
- Many interns seem to judge the company by the number of employees in the organization. Do use more meaningful criteria to judge the company for the internship such as the time and training that they are willing to devote for you, type of products, value addition and services offered by the company in relation to what you want to learn, technologies employed by the company with respect to what you want to master etc.
- An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
- If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big picture in better understanding the career prospects in relation to his ambitions.
- Attitude and mindset play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.

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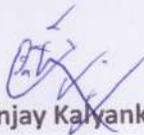
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- Interns must be inquisitive and try to gain maximum knowledge and exposure.
- Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
- Interns should enjoy during the internship and leave with tangible accomplishments.
- The intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- Interns shall view an internship as a bridge between institute and the workplace. Do use for their full advantage while undergoing internship:
 - The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
 - The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.
- Interns are advised to look after their behaviour with the industry authorities / Industry guides. In case of any misbehave the industry holds the right to terminate the internship at any point of time.
- Interns must follow the industry rules and regulations including timings, leave policy, nature of work allotted. No grievances shall be entertained after the acceptance of offer by the students.


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