



G. K. GUJAR MEMORIAL CHARITABLE TRUST'S
DR. ASHOK GUJAR TECHNICAL INSTITUTE'S
DR. DAULATRAO AHER COLLEGE OF ENGINEERING, KARAD

Accredited by NAAC with " B+ " Grade
An ISO 9001 : 2008 & ISO 10002 : 2014 Certified Institute

Approved by AICTE New Delhi, DTE, Govt. of Maharashtra & Affiliated to Shivaji University Kolhapur



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Internship Policy

This policy has been developed as per the AICTE Internship Guidelines

PURPOSE: The policy gives guideline/procedure to assist students to find an internship in the industry at the end of each semester. The policy also mentions Standard Operating Procedure (SOP) to be followed by students

Scope: Procedure mentioned in the document is applicable to all the eligible students of Institute

ABOUT INTERNSHIP:

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 fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

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 around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be with stipend. The internship has to 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 objectives of

INTERNSHIP TRAINING:

- To provide exposure to the industrial environment and create competent professionals for the industry



- To facilitate fresh opportunities to learn real time/managerial skills required at the job
- To provide exposure to the current technological developments relevant to the area of training
- To use the experience gained from Industrial internship in academic development
- To gain proficiency in writing technical reports
- To Provide opportunity for the students to handle responsibilities and follow ethics
- To familiarize with various materials processes, products and their applications along with relevant aspects of quality control
- To promote academic, Professional and personal development.
- To expose students to the future employees
- To create awareness regarding underprivileged, rural and deprived section of society
- To come up with innovative solutions for real life problems
- To understand the working environment of industry.

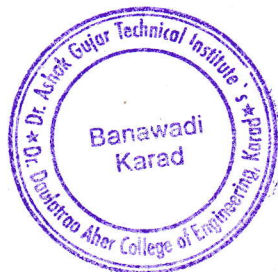
INTERNSHIP DURATION

The internship is mandatory as a part of the curriculum.) Summer internship/ training for minimum 2 weeks after Sem V or Sem VI is compulsory and should be evaluated in Sem VII based on submission of training report. Although this course has no credit the 25 marks of term work will be allotted for the evaluation of the training report. 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 college.

INTERNSHIP EXECUTION PROCEDURE

The T&P cell will arrange internship for students in industries/organization after second, fourth and six/seventh semester(s) or as per AICTE/ affiliating University guidelines. 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 college should go to industry to allot various slots of 4-6 weeks during summer vacation as internship periods for the students. Students request letter/profile/ interest areas may



be submitted to industries for their willingness for providing the training. (Sample attached)

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 training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department. 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.

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/TPO with the consent of Industry persons/ Trainers. (Sample Attached)

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

Step 6: Training Certificate to be obtained from industry.

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




Dr. A. M. Mulla
PRINCIPAL