



Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, PUNE
Accredited with 'A' Grade by NAAC

POLICY FOR INTERNSHIP

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

Keeping this in view, MMCOE has developed the policy for Internship Guidelines for organizing Internship for UG engineering students. These guidelines comprise of steps for Establishing, Maintaining & Fostering Internships. MMCOE has a strong Industry Institute Interaction and also having MOUs with various organizations, and MSMEs to facilitate internship. Further our Corporate Relationship Division (CRD) cell with their training and placement department provides Internship for students.

Objectives:

1. Exposure to students to the industrial environment, which cannot be provided in the classroom and hence creating deployable professionals for the industry.
2. Learn to implement the Technical knowledge in real industrial situations.
3. To learn various processes materials, products and their applications along with relevant aspects of quality control.
4. Understand the psychology of the workers and their habits, attitudes and approach to problem solving

Benefits:

- Year round source of highly motivated pre-professionals.
- Students bring new perspectives to problem solving.

- Visibility of the organization is increased on campus.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.

Internship Duration:

- Internship of 3 to 4 week after 3rd, 4th, 5th, 6th, and 7th semester during the leave period after the Examinations during winter or summer vacation period.
- After the Semester, students are required to be involved in Inter/ Intra Institutional Activities viz; Training with higher Institutions; Soft skill training organized by CRD.
- Students may choose to undergo Internship / Innovation / Entrepreneurship related activities. Students may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/ NGO's/ Government organizations/ Micro/ Small/ Medium enterprises to make themselves ready for the industry

Internship Guidelines:

Step 1: Request Letter/ Email from the office of Training & Placement cell/HOD of respective department 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 CRD and same should be maintained by the respective department.

Internship Report:

After completion of Internship, the student should prepare a report to indicate what he has observed and learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor/TPO for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor, TPO and Faculty Mentor. The Internship report will be evaluated on the basis of following criteria:

- i. Originality.
- ii. Adequacy and purposeful write-up.
- iii. Organization, format, drawings, sketches, style, language etc.
- iv. Variety and relevance of learning experience.
- v. Practical applications, relationships with basic theory and concepts taught in the course.

Dr. V. W. Bhatkar
III Functional Head

Dr. R. J. Yadav
Dean R & D

Dr. S. M. Deshpande
Principal

Student Internship Program Application

1. Student Name:			
2. Campus Address:		Phone No:	
3. Home Address:			Phone No:
4. Student email address:			
5. Academic Concentration		6. Internship Semester: _____ Year.	
7. Overall GPA:			
8. Internship Preferences			
	Location	Core Area	Company/Institute
Preference-1			
Preference-2			
Preference-3			
Faculty mentor Signature: _____ Date: _____			
Signature confirms that student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received the approval from his/her advisor.			
Student Signature: _____ Date: _____			
Signature confirms that the student agrees to the terms, conditions, and requirements of the internship program.			

Request letter from Institute to Internship provider

To

The General Manager (HR)

Subject: Request for 04/06 weeks industrial training of 4 years Degree Programme,

Dear Sir/Madam,

Marathwada Mitra Madal's College of Engineering (MMCOE) is affiliated to Savitribai Phule Pune University (SPPU), established in 2006, accredited by NAAC with 'A' grade. MMCOE has awarded as **Best Engineering College** in Pune by SPPU for A. Y 2018-19. MMCOE offers five UG engineering programmes (Computer, Electrical, E&TC, Information Technology and Mechanical) and two PG programmes MBA and ME (Computer Engg). It houses more than 2500 students and 230 staff members. The institution has an active robotics cell, foreign language cell, NSS, NCC, training and placement cell, various student chapters such as ISHRAE, ASHRAE, IE(I), SAE, Institution of Engineers, IETE, ACM, CSI, ISACA, ISTE etc. The students are motivated to actively participate in co-curricular and extra-curricular activities such as Dexterity and Ensemble.

You must be aware that AICTE has made internship mandatory for all technical education students. So, I request your good self to allow our following students for practical training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

Sr. No.	Name	Roll No	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for _____ batch passing out students in above branches.

A line of confirmation will be highly appreciated

With warm regards,

Yours sincerely,

Training & Placement Officer

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Proforma for Evaluation of internship by Institute/Industry

1. Name of Student _____ Mob. No. _____
2. College Roll No. _____ Uni. Roll No. _____
3. Branch/Semester _____ Period of Training _____
4. Home Address with contact No. _____
5. Address of Training Site: _____
6. Address of Training Providing Industry: _____
7. Name/Designation of Internship Supervisor: _____
8. Type of Work: _____
9. Date of Evaluation: _____
- a) Attendance: (Satisfactory/ Good/ Excellent)
- b) Practical Work: (Satisfactory/ Good/ Excellent)
- c) Faculty's Evaluation: (Satisfactory/ Good/ Excellent)
- d) Evaluation of Industry: (Satisfactory/ Good/ Excellent)
- Overall grade:** (Satisfactory/ Good/ Excellent)

Signature of Faculty Mentor

Signature of Internship Supervisor (Industry)
With date and stamp

Photocopy of the attendance record duly attested by the training in-charge should be attached with the evaluation Proforma.