



JAIHIND COMPREHENSIVE EDUCATIONAL INSTITUTE'S

JAIHIND COLLEGE OF ENGINEERING, KURAN

Affiliated to Savitribai Phule Pune University

DTE :- EN6609 SPPU:- CEGP015730



Hon'ble Late Shri Tatyasaheb Gunjal
Founder-President

Ref No. JCEI/JCOE/

Date:- 21/09/22

Internship Policy

Guidelines of Internship

Internships are educational and career development opportunities, providing practical experience in a field or discipline. Internships are far more important as the employers are looking for employees who are properly skilled and having awareness about industry environment, practices and culture. Internship is structured, short-term, supervised training often focused around particular tasks or projects with defined time scales.

Core objective is to expose technical students to the industrial environment, which cannot be simulated/experienced in the classroom and hence creating competent professionals in the industry and to understand the social, economic and administrative considerations that influence the working environment of industrial organizations.

Engineering internships are intended to provide students with an opportunity to apply theoretical knowledge from academics to the realities of the field work/training. The following guidelines are proposed to give academic credit for the internship undergone as a part of the Third Year Engineering curriculum.

- 1. Duration:** Internship to be completed after semester V and before commencement of semester VI of at least 4 to 6 weeks. It is to be assessed and evaluated in semester VI.
- 2. Internship work Identification:** Student may choose to undergo Internship at Industry/Govt./NGO/MSME/Rural Internship/Innovation/IPR/Entrepreneurship. Student 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 [1].

Contacting various companies for Internship and Internship work identification process should be initiated in the Vth semester in coordination with training and placement cell/ industry institute cell/internship cell. This will help students to start their internship work on time. Also, It will allow students to work in vacation period after their Vth semester examination.

Student can take internship work in the form of online/onsite work from any of the following but not limited to:

- a. Working for consultancy/ research project
- b. Participation at events (technical/business) in innovation related completions
Like Hackathon



- c. Contribution in incubation/innovation/entrepreneurship cell/institutional innovation council/startups cells of institute
- d. Learning at departmental lab/tinkering lab/institutional workshop
- e. Development of new product/business plan/registration of start-up
- f. Participation in IPR workshop/leadership talks/ideal design/innovation/business completion/technical expos
- g. Industry/government organization internship
- h. Internship through Internshala
- i. In-house product development, intercollegiate, inter department research internship under research lab/group, micro/small/medium enterprise/online internship
- j. Research internship under professors, IISC, IIT's, research organizations
- k. NGOs or social internships, rural internship
- l. Participate in open source development
- m. Development of Physical and/or numerical, mathematical, soft computing model
- n. Carrying out surveys related to society related but Engineering problems. For example, a survey of solid waste management in a particular area/town/village, survey of watersupply network in a locality, town, village etc. , survey of air quality etc.

3. Internship Diary/ Internship Workbook: Students must maintain Internship Diary/Internship Workbook. The main purpose of maintaining diary/workbook is to cultivate the habit of documenting. The students should record in the daily training diary the day-to-day account of the observations, impressions, information gathered and suggestions given, if any. The training diary/workbook should be signed after every day by the supervisor/ in charge of the section where the student has been working.

Internship diary/workbook and internship report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the institute immediately after the completion of the training. Internship diary/workbook may be evaluated on the basis of the following criteria.

- i. Proper and timely documented entries
- ii. Adequacy & quality of information recorded
- iii. Data recorded
- iv. Thought process and recording techniques used
- v. Organization of the information

4. Internship Work Evaluation: Every student is required to prepare and maintain documentary proofs of the activities done by him as internship diary or as workbook. The evaluation of these activities will be done by programme head/cell in-charge/project head/ faculty mentor or Industry Supervisor based on overall compilation of internship activities, sub-activities, level of achievement expected, evidence needed to assign the points and the duration for certain activities.

Assessment and evaluation is to be done in consultation with internship supervisor (internal and external) and a supervisor from place of



internship.

The student will present a seminar based on his training report, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria.


Depth of knowledge, communication skills, presentation skills, team work, creativity, planning & organizational skills, adaptability, analytical skills, attitude and behavior at work, societal understanding, ethics, regularity and punctuality, attendance record, log book, student's feedback from external internship supervisor

After completion of Internship, the student should prepare a comprehensive 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 student's presence physically, if the student is found absent without prior intimation to the department/institute/concern authority/T & P Cell, entire training can be cancelled.

The report shall be presented covering following recommended fields but not limited to:

- ✓ Title/cover Page
- ✓ Internship completion certificate
- ✓ Internship place details: Company background-organization and activities/scope and object of the study/personal observations
- ✓ Index/table of contents
- ✓ Introduction
- ✓ Title/problem statement/objectives
- ✓ Motivation/scope and rationale of the study
- ✓ Methodological details
- ✓ Results/analysis/inferences and conclusion
- ✓ Suggestions/recommendations for improvement to industry, if any
- ✓ Attendance record
- ✓ Acknowledgement
- ✓ List of reference (books, magazines and other sources)




Principal
JCEI's Jainind College Of Engineering
Kuran, Tal. Junnar, Dist. Pune - 410511