



SAMARTH EDUCATIONAL TRUST
ARVIND GAVALI COLLEGE OF ENGINEERING

NAAC Accredited

Approved by AICTE, New Delhi, Recognised by Govt. Of Maha., DTE Mumbai & Affiliated to Shivaji University, Kolhapur & Dr. Babasaheb Ambedkar Technological University (BATU), Lonere.

Website:- www.agce.sets.edu.in

• Address : At. Panmalewadi, Post-Varye,
Tal. & Dist.-Satara.-415 015 (Maharashtra)
• Phone : 02162-200100
• Tele Fax : 02162 - 261122
• e-mail : agcenggsatara@gmail.com

• Institute Code : Engg. DTE EN-6545
• Poly.Code : DTE DN-6545
• Poly. MSBTE-1617 (2nd Shift)

INTERNSHIP POLICY

Introduction :

- Institute has a Training and Placement cell, responsible for grooming the students to be industry ready and provide opportunities for internships.
- Training and Placement cell organizes various programs like Guest / Expert Lecture or Industry Academia Conclave to provide exposure and to understand an importance of Internship.
- Through these activities, the students are made aware of the opportunities in various fields along with the required skills. At the same time, they get a chance to interact with these industry professionals to take advantage of their experience in respective field of expertise.
- Institute has initiated to create Internship Diary which will help students and institute to maintain track record.

Internship 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 paid. 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. Following are the intended objectives of internship training:

- Will expose Technical 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.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the Technical knowledge in real industrial situations.
- Gain experience in writing Technical reports/projects.
- Expose students to the engineer's responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

BENEFITS OF INTERNSHIP :

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.

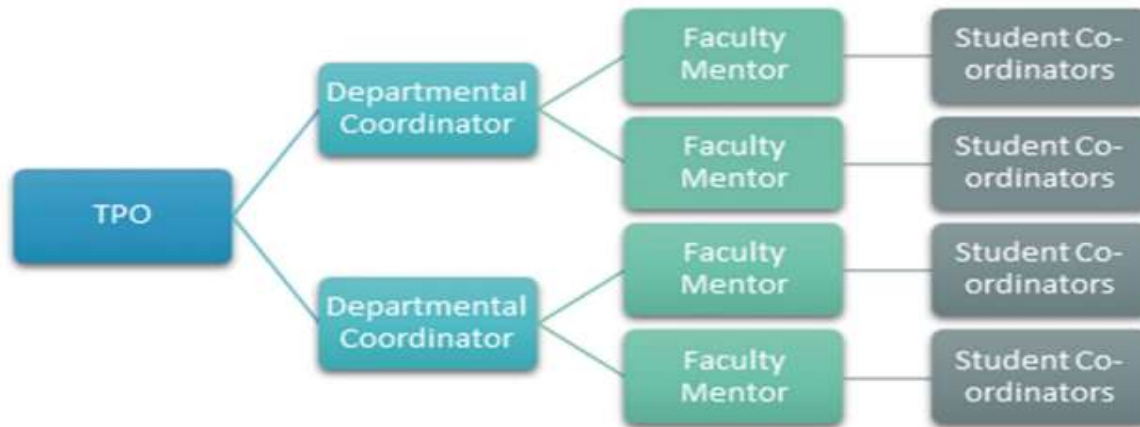
Benefits to Students

- 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 network 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 :

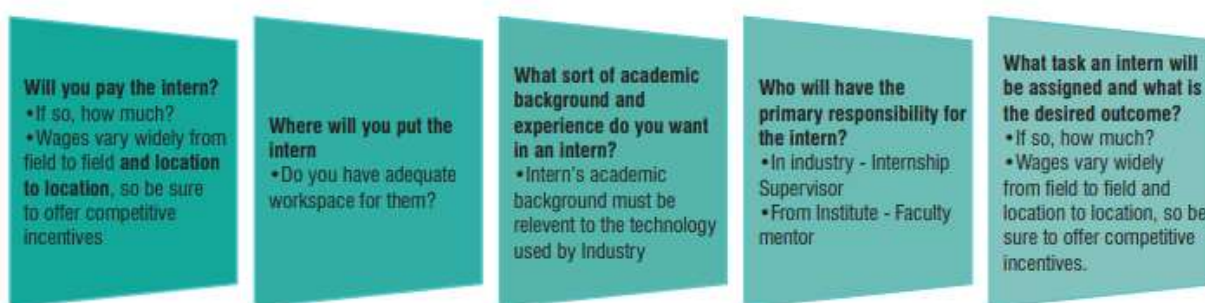
- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in teaching learning process.

Organizational Structure to Promote Internship Program :



Roles & Responsibilities of Industry :

Industry should work on various points



Documentation for Internships :

A) Students Internship Diary :

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. 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. It should contain the sketches & drawings related to the observations made by the students.

The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry from time to time and got ratified on the day of his visit.

Student's Diary 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. It will be evaluated on the basis of the following criteria:

- Regularity in maintenance of the diary.
- Adequacy & quality of information recorded.
- Drawings, sketches and data recorded.
- Thought process and recording techniques used.

- Organization of the information.

B)Final Internship Report

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 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.