



Mahavir Education Trust's  
**Shah & Anchor Kutchhi Engineering College**  
(Autonomous Institute Approved by AICTE & Affiliated to University of Mumbai)

### **SAKEC - Internship Policy –UG/PG (B.Tech./M.Tech.Students)**

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.

#### **Following are the objectives of internship :**

- To provide exposure to the industrial environment and create competent professionals for the industry.
- To facilitate fresh opportunities to learn the 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 an industrial internship in academic development.
- To gain proficiency in writing technical reports.
- To provide an opportunity for the students to handle responsibilities and follow ethics.
- To become familiar 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 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.

#### **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.
- Increased visibility of the organization on campus.
- Quality candidate's availability for temporary or seasonal positions and projects.

- Freedom for industrial staff to pursue more creative projects.
- Availability of a flexible, cost-effective work force not requiring a long-term employer.
- A proven, cost-effective way to recruit and evaluate potential
- Enhancement of the employer's image in the community by contributing to the educational enterprise.

#### **Benefits to Students:**

- An opportunity to get hired by the industry.
- Practical experience in an organization.
- It is an excellent opportunity to see how the theoretical aspects learned in classroom teaching are integrated into the practical world. On-floor experience provides much more professional experience, which further clarifies the fundamentals learned in the classroom.
- It helps them decide if the industry and the profession are the best career options.
- Opportunity to learn new skills and supplement
- Opportunity to practice communication and teamwork
- Opportunity to learn strategies like time management and multi-tasking in an industrial setup.
- Opportunity to meet new people and develop networking skills.

#### **Benefits to the Institute:**

- Build an industrial relationship.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in the retention of the students.
- Curriculum revisions can be made based on feedback from industry or students.
- Improvement in teaching learning process.
- Bridge the gap between industry and academia.

Internships may be full-time or part-time; they are full-time in the summer/winter vacation and part-time during the academic session. College will have the flexibility to schedule internship, Project work, Seminar etc. according to the availability of the opportunities. However, minimum requirement regarding Internship duration are as follows:

#### **Framework for Internship**

<b>Sr.No.</b>	<b>Schedule</b>	<b>Duration</b>	<b>Internship Type</b>
1	Summer vacation 2 <sup>nd</sup> Semester	6 – 8 Weeks	External/ Internal Full Time/Part-time
2	winter vacation after 3 <sup>rd</sup> Semester	3-4 Weeks	External/ Internal Full Time/Part-time
3	Summer vacation 4 <sup>th</sup> Semester	6 – 8 Weeks	External/ Internal Full Time/Part-time
4	Winter vacation after 5 <sup>th</sup> Semester	3-4 Weeks	External/ Internal Full Time/Part-time
5	Summer vacation 6 <sup>th</sup> Semester	6 – 8 Weeks	External/ Internal Full Time/Part-time
6	Winter vacation after 7 <sup>th</sup> Semester	3-4 Weeks	External/ Internal Full Time/Part-time
7	Semester long Internship (5 <sup>th</sup> , 6 <sup>th</sup> , 7 <sup>th</sup> and 8 <sup>th</sup> Semester)	Six month / One year	External Full Time/Part-time

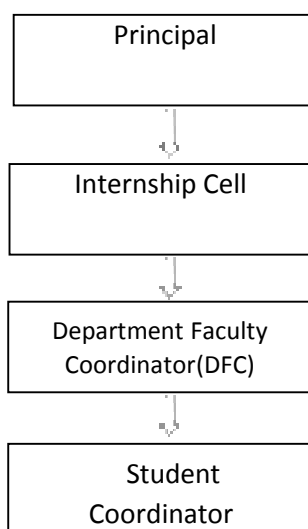
During the summer/winter vacations, after the 2nd/3rd Semester, students are required to be involved in Inter/Intra Institutional Activities viz; Training with higher Institutions; Soft skill training organized by Training and Placement Cell of the institutions; contribution at incubation/innovation /entrepreneurship cell of the institute; participation in conferences/workshops/competitions etc.; Learning at Departmental Lab / Tinkering Lab / Institutional workshop; Working for consultancy / research project within the institutes and Participation in all the activities of Institute's Innovation Council for e.g.: IPR workshop / Leadership Talks / Idea / Design / Innovation / Business Completion/ Technical Expos etc.

During the summer/winter vacation after 4<sup>th</sup>/5<sup>th</sup>/6<sup>th</sup> and 7<sup>th</sup> semester for degree course, students are ready for industrial experience. Therefore, they 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.

### **Semester long Internship guideline:**

During the internship period, students need to complete the equivalent courses (online or offline) as per the respective department guidelines. The details of the equivalent courses will be shared with the students by the respective department. Interested students should apply for approval with the respective department and internship cell on or before 10 days of the commencement of the academic year. If the student is selected for the semester-long internship through the internship cell, then the internship cell will coordinate with the respective department for approval of the same.

### **Internship cell: Organization structure**



### **Internship Cell:**

Identifying internship opportunities with different industries, NGOs, start-ups, outside institutes, government organizations, etc. Sharing available opportunities with students and facilitating the campus, off-campus, or online selection process for companies hiring interns. Coordinate with each DFC and maintain internship track records and statistics department-wise. Issue a recommendation letter to students for obtaining various external internships. Issue an internship completion certificate for in-house internships.

### **Department Faculty Coordinator (DFC) :**

Identify in-house internship opportunities within the department and share the same with students through Internship Cell. Monitor the student's internship progress and update the same to Internship Cell. Maintain the department wise statistics of in-house & external internships. Assign & monitor the duties of Student Coordinators.

**Student Coordinator:**

Assist DFC to monitor, track and collect information for internships done by all the students of particular department Assist the Internship cell in conducting campus online selection process for internship Assist DFC to prepare and validate the internship statistics

**Internship options Available to students In-house internship offered by**

Assist DFC in monitoring, tracking, and collecting information for internships done by all the students in a particular department. Assist the internship cell in conducting the campus online or offline selection process for internships. Assist DFC in preparing and validating the internship statistics

**External Internship**

Industry Internship with/Without stipend Govt /PSU Internship

Internship with outside Institute/Professional Industrial training programme

Any other Internship offered by concerned Authorities Internship Duration

Sr.No.	Schedule	Activities	Duration
1	After Semester II, IV, VI	Internship	8 Weeks
2	After Semester I, III, V, VII	Internship	4 Weeks

**Guidelines for students:**

1. Various Internship opportunities will be announced by Internship cell from time to time. Students can also identify and opt for external internship of their preference with due permission from DFC/HOD and Internship Cell.
2. Recommendation Letter for the External Internship will be issued by internship cell.
3. Student should submit the offer letter/Joining confirmation mail received from industry/organization to DFC before joining the Internship with intimation to internship cell.
4. Students should submit Internship report and certificate to DFC after Completion of Internship. Students will receive the Internship Certificate from Industry in case of External Internship and From SAKEC Internship cell in case of In house Internship.
5. Students are required to inform and take due approval from Internship cell before starting any internship.

After Completion of Internship, students are required to submit

- Report of work done.
- Feedback from employer/internship mentor.
- Feedback from Intern.

**Guidelines to the Faculty members offering Internship**

1. Faculty member can offer Internship like Projects.

**Research work**

Training on software/Hardware Model Making/simulation Content Development

Administrative work (faculty member/persons holding admin positions of Dept./College Other area in coordination with Internship cell)

2. To offer Internship, faculty members will need to inform Internship Cell/ Respective DFC.
3. Faculty member should specify their details of Internship through the form.
4. Faculty members may identify the students and submit their details to Internship cell/DFC.
5. At the End of the Internship, faculty member has to mention the number of weeks/hours completed by students on the internship report and submit the same to DFC with intimation to IC.

**Internship Policy is subject to change any time considering the global/domestic job market scenario with prior approval of principal office**

**(Note: All internship must be approved by the internship cell)**