



**South Indian Education Society's**  
**GRADUATE SCHOOL OF TECHNOLOGY,**  
**Navi Mumbai.**

## **Proposed Internship Policy**

The Industry Institute Interaction Cell (IIIC) of SIES Graduate School of Technology, Nerul, Navi Mumbai supports students to undergo internship program during their winter/summer vacation. This is in-line with the AICTE Model Internship guidelines to organize internship program for B.E students at Industry/ Institute.

**The internship program is offered to students with the following objectives:**

- To expose Technical students to the industrial environment.
- To provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- To expose students the current technological developments relevant to the subject area of training.
- 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.

**Internship Duration and Academic Credentials:**

The following framework is proposed to give academic credit for the internship undergone as part of the programme.

- A minimum of 14-20 credits of Internship/ Entrepreneurial activities / Project work/ Seminar and Inter/ Intra Institutional Training may be counted toward B. Tech. degree programme and 10-14 credits for three-year diploma programme.
- Here, 1 credit is equivalent to minimum 40-45 hours of work. Therefore, a full-time intern is expected to spend 40 - 45 hours per week on Internship, Training, Project work, Seminar activities etc.
- This will result in about 600 to 700 hours of total internship duration for B. Tech and 450-500 hours for diploma.
- Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session. AICTE curriculum is flexible to adjust internship duration. Therefore, opportunities must be provided for experiences that cannot be anticipated when planning the course.

- The institutes have the flexibility to schedule internship, Project work, Seminar etc. according to the availability of the opportunities. However, minimum requirement regarding Internship duration and credits is as follows:

### **The following are the benefits of Internship Program:**

#### **Benefits to the 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.

#### **Benefits to 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 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.

## **Internship Guidelines:**

The general procedure for arranging internship is given below:

Step 1: Request Letter/ Email from the office of Industry Institute Interaction 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 Industry Institute Interaction through concerned department. Based on the number of slots agreed to by the Industry, IIIC 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 IIIC or other 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/IIIC with the consent of Industry persons/ Trainers.

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 Industry Institute Interaction Cell.

## **Guidelines to Students:**

Any absenteeism by students during their internship should be informed immediately to the mentor/reporting manager and the internal guide. No special considerations will be accepted. Students cannot take leave for college work or fest activities. The leave permission for any college related activities will be solely approved by the HOD. The monthly attendance format should be duly submitted to the internal guide by the intern.

## **Internal Reporting Guidelines:**

Every intern should send weekly report to their internal guide without fail. It is mandatory for the intern to send weekly reports to their respective guide and alumni mentor on regular basis. Interns should have at least fortnightly verbal communication with the internal guide and alumni mentor without fail. In cases

where in the company wants to secure their confidential information in the project / internship report, the internal guide should duly co-ordinate with the respective mentor/reporting manager on the method of reporting to assure that no information will be leaked outside and is purely for academic purposes. Non-compliance to above points will be strictly monitored by IIC.