

**Ajeenkya DY Patil School of Engineering, Charholi (Bk.), Pune.**



# **Internship Policy**

## **Shaping Engineers to Professional**

POLICY No: APN/ 2021/1.1.1

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## *Vision*

Empowerment through quality technical education

## *Mission*

- M1: To excel as a center of excellence in technical education
- M2: To impart skill based education to meet the needs of industry and Society
- M3: To achieve excellence in teaching, learning and research
- M4: To inculcate social & ethical values among the students

## *Quality Policy*

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the students & stakeholders.



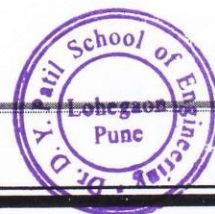
## 1. Introduction:

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.

According to vision and mission of DYP SOE has developed the policy for Internship Guidelines for organizing Internship for UG engineering students. These guidelines comprise of steps for Establishing, Maintaining & Fostering Internships. Internship provides an excellent opportunity to learner to see how the conceptual aspect learned in class are integrated into the practical word. Industry / on project experience provides much more professional experience as value addition to classroom teaching. DYP SOE has a strong Industry Institute Interaction and also having MOUs with various organizations, and MSMEs to facilitate internship.

## 2. Objective:

- 1) To encourage and provide opportunities for students to get professional experience through internship.
- 2) Exposure to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- 3) Provide possible opportunities to learn understand and sharpen the real time technical / managerial skills required at the job.
- 4) Exposure to the current technological developments relevant to the subject area of training.
- 5) Learn to apply the Technical knowledge in real industrial situations.
- 6) Expose students to the engineer's responsibilities and ethics.
- 7) Expose the students to future employers.
- 8) To create awareness of social, economic and administrative consideration in the working environment of industry organizations.



### 3. Benefits of Internship:

#### ❖ Benefits to Students:

- 1) An opportunity to get hired by the Industry/ organization.
- 2) Practical experience in an organizational setting and industry.
- 3) Students bring new perspectives to problem solving.
- 4) To choose appropriate technology and tools to solve given problem.
- 5) Helps them decide if the industry and the profession is the best career option to pursue.
- 6) Opportunity to learn new skills and supplement knowledge.
- 7) Opportunity to practice communication and teamwork skills.
- 8) Opportunity to meet new people and learn networking skills.
- 9) To learn strategies like time management, multi-tasking etc. in an industrial setup.
- 10) Makes a valuable addition to their resume.
- 11) Enhances their candidacy for higher education.

#### ❖ Benefits to the Institute:

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

#### ❖ Benefits to the Industry / Organization :

- 1) Availability of ready to contribute candidates for employment.
- 2) Year-round source of highly motivated pre-professionals.
- 3) Visibility of the organization is increased on campus.
- 4) Enhancement of employer's image in the community by contributing to the educational enterprise.



#### 4. Internship Duration:

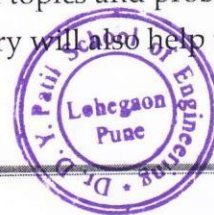
- 1) As per AICTE and SPPU, Pune norms\*, it is mandatory for every student enrolled for internship minimum 4 to 6 weeks or 14 weeks of internship during their 4 years of Engineering.
- 2) Internship is to be completed after odd semester and before commencement of even semester.

#### 5. Internship Guidelines:

- 1) Various Internship opportunities will be announced by Internship Cell from time to time 'Interested students can apply in response to these announcements' Student can also identify & opportunity for external/internal internship of their preference on their own with due permissions from Internship Coordinator / HoD, Internship cell and Principal.
- 2) Undertaken letter must be submitted by student towards Internship Cell with authentication of his/her parents / guardian.
- 3) Recommendation, letter for the internal / external internship will be issued by Internship Cell.
- 4) It is mandatory for students to submit internship joining letter within one week of joining date for internship with duration.
- 5) In case internal/external internship extends beyond available duration, extension can be granted with the permission of HOD's, Internship Cell and Principal.
- 6) Students must submit internship report of industry / organization and internship completion certificate to Internship Cell after completion of internship.
- 7) It is compulsory to students to submit industry / organization supervisor feedback to Internship Cell along with attendance and diary.

#### 6. Internship Report:

After completion of Internship, the student should prepare a report to indicate what he has observed and learnt in the internship period. The student may contact Industrial Supervisor/ Faculty Mentor/Internship Cell 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 report should be signed by the Industry Supervisor, Internship Cell and Faculty Mentor.

The report shall be presented covering following recommended fields but limited to,

- 1) Title / Cover Page
- 2) Internship completion certificate.
- 3) Internship place details:- Company background organization and activities / Scope and objective of the study / Supervisor details.
- 4) Index / Table of Contents.
- 5) Title / Problem statement.
- 6) Motivation and objectives.
- 7) Scope and rational of the study.
- 8) Methodological details.
- 9) Result / Analysis / inferences and Conclusion.
- 10) Suggestion / Recommendation for improvement to industry, if any
- 11) Attendance and daily diary record.
- 12) Acknowledgement
- 13) References if any

#### 7. Evaluation of Internship:

##### **Seminar Presentation / Viva-Voce**

The student will give seminar based on his/her internship/training report, before an expert committee constituted by the concerned department as per norms or policy of Institute.

The evaluation is based on following criteria:

- Depth of knowledge and skill.
- Communication and presentation
- Attitude and behavior at work
- Regularity and punctuality
- Ethics and Social understanding



8. Format of Internship Request Letter From Student To Department:

Date:- dd/mm/yyyy

To,  
The Principal,  
Dr. D. Y. Patil School of Engineering,  
Dr. D. Y. Patil Knowledge City, Charholi Bk., Via. Lohegaon, Pune – 412 105

*Subject: Permission/ Request for Internship at {Company / Industry / OrganizationName}*

Respected Sir,

I Mr. / Miss \_\_\_\_\_ a third year student of computer engineering department at Dr. D. Y. Patil School of Engineering. My roll number is {Roll No.} I am currently pursuing {program name} at the \_\_\_\_\_ engineering department. According to my study **TE 2019 pattern (6<sup>th</sup> semester)** program, I am due for an internship this academic year. I am, therefore, writing to request permission for the same.

I recently got selected for {internship name} at {institution / organization name}. The institution is {briefly describe the institution}. As per the schedule, the internship will run from {start date} to {end date}.

This internship program is an integral part of my education of (TE 2019 pattern) Savitribai Phule pune University. I also believe it will {mention benefits of the internship}. Therefore, I would appreciate it if you grant me permission to attend.

So it's my humble request to grant my request.

Sincerely,  
Your Name

Prof. Nilesh R. Pinjarkar  
Internship Coordinator

Dr. Pankaj Agarkar  
HOD

Dr. F. B. Sayyad  
Principal

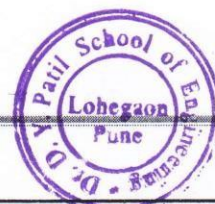




### 9. Format 1: Student Internship Program Application

Complete and submit to the TPO/ Internship Program Coordinator.

1. Student Name:			
2. Campus Address:		Phone:	
3. Home Address:		Phone:	
3a. Student email address:			
4. Academic Concentration		5. Internship Semester: _____ Year.	
6. Overall GPA:			
9. Internship Preferences			
	Location	Core Area	Company/ institution
Preference-1			
Preference-2			
Preference-3			
Faculty mentor Signature: _____ Date _____.			
Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her Advisor..			
Student Signature: _____ Date _____.			
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program			



### 10. Format 2: Request Letter from Institute to Internship Provider

To

The General Manager (HR)

.....  
.....

Subject: REQUEST FOR 04/06 WEEKS INDUSTRIAL TRAINING FOR THIRD YEAR COMPUTER ENGINEERING (2019 pattern).

Dear Sir,

Our Students wants to seek internship training in your esteemed Organization. Iacknowledge the help and the support extended to our students during training.

In view of the above, I request your good self to allow our following\_\_\_\_\_students for practical rainingin your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

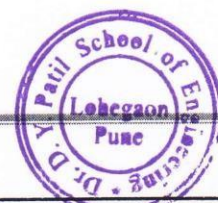
S. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for\_\_\_\_\_batch passing out students inabove branches.

A line of confirmation will be highly appreciated.

With warm regards, Yours sincerely,

Training & Placement Officer / Dept. Internship Coordinator



### 11. Format 3: Objective/Guidelines/Agreement: Internship Synopsis

#### Objectives/ Guidelines/ Agreement: Internship Synopsis (This Will Be Prepared In Consultation With Faculty Mentor)

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

#### Part I: Contact Information Student

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Class Year: \_\_\_\_\_

Campus Address: \_\_\_\_\_

#### Industrial Supervisor

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

Internship Address: \_\_\_\_\_

#### Faculty Mentor

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

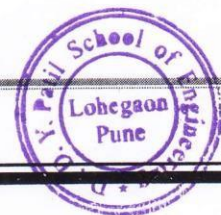
Campus Address: \_\_\_\_\_

#### Academic Credit Information

Internship Title: \_\_\_\_\_ Department: \_\_\_\_\_ Course #: Credits: \_\_\_\_\_

Grading Option: \_\_\_\_\_ Credit/Non-credit \_\_\_\_\_

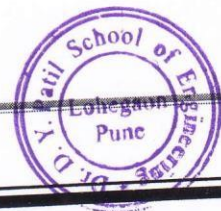
Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_



## 12. Format 4: Student's Daily Diary / Daily Log

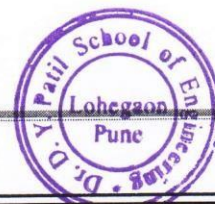
NAME OF STUDENT:- Mr./Miss \_\_\_\_\_

DAY-1		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name the finished work		
Main points of the day / Work done				
DAY-2		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name the finished work		
Main points of the day / Work done				
DAY-3		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name the finished work		
Main points of the day / Work done				
DAY-4		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name the finished work		
Main points of the day / Work done				
DAY-5		DATE		



Time of arrival		Time of Departure		Remarks
Deptt./Division		Name the finished work		
Main points of the day / Work done				

Signature of Industry Supervisor



**13. Format 5: Proforma for Evaluation of Internship by Institute / Department**

**DEPARTMENT COMPUTER ENGINEERING**

Evaluation (I) \_\_\_\_\_

1. Name of Student \_\_\_\_\_ Mob. No. \_\_\_\_\_
  2. College Roll No. \_\_\_\_\_ University Roll No. \_\_\_\_\_
  3. Branch/Semester \_\_\_\_\_ Period of Training \_\_\_\_\_
  4. Home Address with contact No. \_\_\_\_\_
  5. Address of Training Site: \_\_\_\_\_
  6. Address of Training Providing Agency: \_\_\_\_\_
  7. Name/Designation of Training In- charge \_\_\_\_\_
  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)**

Name & Sign

Name & Sign

Name & Sign

Faculty Mentor

Internship Coordinator

HOD

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



14. Policy Details:

Policy drafted by	T&P Cell
Policy Applies to	The students of the college
Effective from the date	1 June 2020
Approved by	IQAC/Principal
Responsible Authority	T&P Cell
Superseding Authority	Principal
Last Reviewed	1 June 2020
Policy No.	DYPSOE / POLICY/ 2020/ Internship / Version 1

  
Prepared by  
T & P Cell

  
Approved by  
Principal

  
Approved by  
Management

