



Ref No : SKNSCOE /2019-20/ Sem-I/Cir/Policy/ 112

Date :17/09/2019

Internship Policy

Guidelines and Procedures

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.

Objectives of internship training

1. To expose the students to industrial environment (viz. various materials, processes, products and their applications along with relevant aspects of quality control which cannot be simulated in the classroom) for application of existing engineering knowledge in industrial situations
2. To expose students to the engineer's responsibilities and ethics
3. To get acquainted with the daily functioning of industries at different hierarchy and learnto work in a team
4. To gain experience in all types of professional communications (viz. pre-internship applications, during internships interpersonal skills and documentation skills and post internship reports/projects writing skills)
5. To provide possible opportunities to learn and sharpen the real time technical and managerial skills required for professional career.
6. Understand the social, environmental, economic and administrative considerations that influence the working environment.
7. To provide the linkages of future job/research opportunities to students in the organization
8. To demonstrate the impact of the internship on their lifelong learning and professionaldevelopment.

Benefits of Internship



Benefits to the Industry

- Students bring new perspectives to problem solving.
- Availability of ready to contribute candidates for employment.
- Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
- Freedom for industrial staff to pursue more creative projects.
- Visibility of the organization is increased on campus.
- Quality candidate's availability for temporary or seasonal positions and projects.
- 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.
- On-floor experience provides much more professional experience which further clarifies the fundamentals learnt in classroom
- 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 develop networking skills

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



- 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 (Virtual) 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

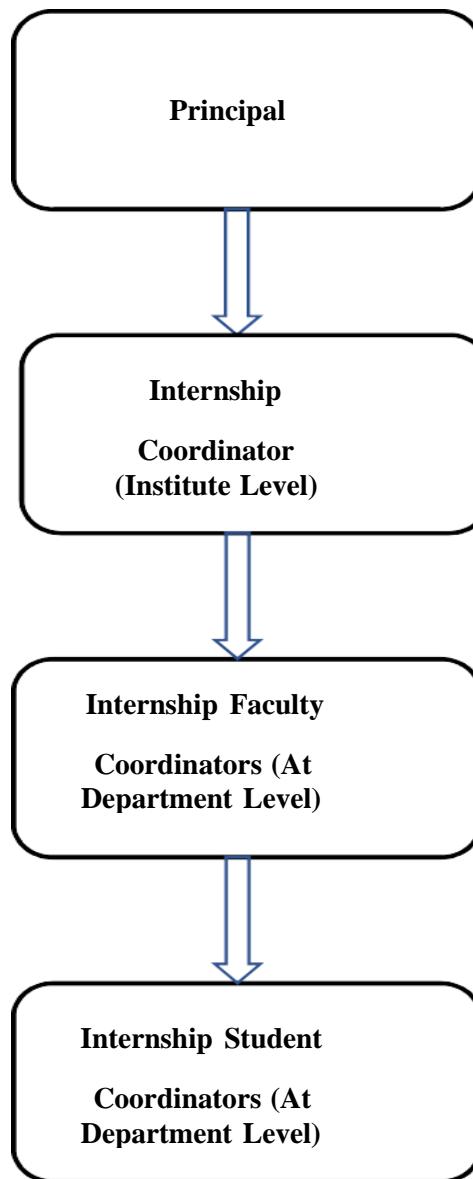
Internship will be Full Time/Part-time or Virtual

Sr. No.	Schedule	Duratio n
1	Summer vacation after 4 th Semester	4 – 6 Weeks
2	Winter vacation after 5 th Semester	3-4 Weeks
3	Summer vacation after 6 th Semester	4 – 6 Weeks

During the summer/winter vacation after 4th/5th and 6th semester, students are ready 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 them ready for the industry.



Organization structure of Internship Cell



Internship options Available to students

- Industry Internship with/without stipend
- Govt. /PSU Internship
- Internship with outside Institute/Professor
- Industrial training programme



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- Any other Internship offered by concerned Authorities

Guidelines for students

- Various Internship opportunities will be announced at department level from time to time.
- Students can also identify and opt for internship of their preference with due permission from Department Faculty Internship Coordinator or HOD of the concern department
- Request letter/Recommendation Letter to Internship provider will be issued at department level.
- Student should inform confirmation mail received from industry/organization to Department Faculty Internship Coordinator before joining the Internship.
- Students should submit Internship report and certificate to Department Faculty Internship Coordinator after Completion of Internship.



Dr. K. J. Karande
Principal

Copy to

- 1) Deans
- 2) HODs
- 3) TPO
- 4) Admin Office