

H.V.P. Mandal's College of Engineering and Technology, Amravati

Internship Policy 2019

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 the corporate on fresh perspectives and even discovering future business leaders. The interaction of Technical Institutions with the industries has been restricted to the level of faculty communications and 2 to 4 hour industrial visits by the students generally. The institutions are under a great stress to renew education offered by them, to be as close as possible to the industrial requirement and expectations. Competition in the job sector is rising exponentially and securing entry-level jobs is getting very difficult, as the students passing out from technical institutions lack the relevant knowledge and skills required by industry. HVPMCOET has initiated various activities for promoting industrial internship at the graduate level. The main aim of these initiatives is enhancement of the employability of the students passing out from HVPMCOET.

AICTE's efforts: - AICTE has prepared a model curriculum with the help of prominent academicians of the country so that the country may produce competent employable graduates as per the needs of the industries. The model curriculum includes the internship for students of six months' duration at different stages of the programme. Keeping this in view, AICTE has developed Model Internship Guidelines for organizing Internship at degree and diploma level. These guidelines comprise of Steps for Establishing, Maintaining & Fostering Internships. AICTE's MoUs with various Ministries, Government/ Non-Government/ Private organizations to facilitate internship have also been included. The internship experience will augment outcome based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the NBA.

HVPMCOET's intent: - Adhere to AICTE's Guidelines and procedure to implement Internships at the undergraduate level students of HVPMCOET with changes which accommodate the local Socio industrial skill requirements and without disturbing the academic scheme prescribed by affiliated university i.e. Sant Gadge Baba, Amravati University, Amravati.

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.

Following are the intended objectives of internship training: -

1. Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
2. Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
3. Exposure to the current technological developments relevant to the subject area of training.

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

Benefits of Internship: -

Benefits to the Industry

1. Availability of ready to contribute candidates for employment.
2. Year round source of highly motivated pre-professionals.
3. Students bring new perspectives to problem solving.
4. Visibility of the organization is increased on campus. Quality candidate's availability for temporary or seasonal positions and projects.
5. Freedom for industrial staff to pursue more creative projects.
6. Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
7. Proven, cost-effective way to recruit and evaluate potential employees.
8. Enhancement of employer's image in the community by contributing to the educational enterprise.

Benefits to Students: -

1. Opportunity to get hired by the Industry/ organization.
2. Practical experience in an organizational setup.
3. 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.
4. Helps them decide if the industry and the profession is the right career option to pursue.
5. Opportunity to learn new skills and supplement knowledge.
6. Opportunity to practice communication and teamwork skills.
7. Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.

8. Opportunity to meet new people and learn networking skills.
9. Makes a valuable addition to their resume.
10. Enhances their candidature for higher education.
11. Creating network and social circle and developing relationships with industry people.
12. Provides opportunity to evaluate the organization before committing to a full time position.

Benefits to the HVPMCOET: -

1. Build industrial relations.
2. Makes the placement process easier.
3. Improve HVPMCOET's credibility & branding.
4. Helps in retention of the students.
5. Curriculum revision can be made based on feedback from Industry/ students in particular for CTA – Core Technical Area Program.
6. Improvement in teaching learning process.

Guidelines for organizing Internship: -

1. Internship/ Entrepreneurial activities / Project work/ Seminar and Inter/ Intra Institutional Training may be counted toward activities under internship activities.
2. Minimum 40 - 45 hours of work is considered as one week internship activity, 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 Graduate level students
3. Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session.

Following is overall compilation of Internship activities for Undergraduates Students at HVPMCOET, Amravati

A) Major Head of Activity: - Inter/ Intra Institutional Activities

Suggested Period: - During summer vacation after 2nd semester.

Total Duration / Weeks: - 3 – 4 Weeks (120 – 135 Hrs.)

Sub Activity Head: -

1. Inter/ Intra Institutional Workshop/ Training
2. Working for consultancy/ research project
3. Knowledge Events (Technical / Business / Others)
4. Contribution in Incubation/ Innovation/ Entrepreneurship Cell/ Institutional Innovation Council
5. Learning at Departmental Lab/Tinkering Lab/ Institutional workshop

Proposed Document as Evidence: - Certificate of completion activity

Evaluated By: - Program Head / Cell In-charge

Performance Appraisal / Maximum Points / Activity: - Satisfactory/ Good/ Excellent

B) Major Head of Activity: - Innovation / IPR / Entrepreneurship

Suggested Period: - During summer vacation after 4th/ 6th semester

Total Duration / Weeks: - 4 – 6 Weeks (160 – 180 Hrs.)

Sub Activity Head: -

1. Participation in innovation related completions for eg. Hackathons etc.
2. Development of new product/ Business Plan/ registration of start-up
3. Participation in all the activities of Institute's Innovation Council for eg: IPR workshop/ Leadership Talks/ Idea/ Design/ Innovation/ Business Completion/ Technical Expos etc.
4. Work experience at family business

Proposed Document as Evidence: - Certificate for Point no. 1, 2 & 3; Declaration by Parent for Point No. 4

Evaluated By: - 1. Faculty Mentor; 2. Program Head; 3. President or Convener of ICC; 4. TPO

Performance Appraisal / Maximum Points / Activity: - Satisfactory/ Good/ Excellent

C) Major Head of Activity: - Internship

Suggested Period: - During summer vacation after 4th/ 6th semester

Total Duration / Weeks: - 4 – 6 Weeks (160 – 180 Hrs.)

Sub Activity Head: - Internship with Industry/ Govt. / NGO/ PSU/ Any Micro/ Small/ Medium enterprise/ Online Internship

Proposed Document as Evidence: - Report submitted

Evaluated By: - Faculty Mentor/ TPO/ Industry supervisor

Performance Appraisal / Maximum Points / Activity: - Satisfactory/ Good/ Excellent

D) Major Head of Activity: - Rural Internship

Suggested Period: - During summer vacation after 4th/ 6th semester

Total Duration / Weeks: - 4 – 6 Weeks (160 – 180 Hrs.)

Sub Activity Head: - Long Term goals under rural Internship

Proposed Document as Evidence: - Report Submitted

Evaluated By: - Faculty Mentor/ TPO/ NSS/NCC head

Performance Appraisal / Maximum Points / Activity: - Satisfactory/ Good/ Excellent

E) Major Head of Activity: - Project Work/ Seminar

Suggested Period: - During 8th semester

Total Duration / Weeks: - 3 – 4 Weeks (120 – 135 Hrs.)

Sub Activity Head: - As specified in the curriculum of the prescribed by Sant Gadge Baba Amravati University (Affiliated University)

Proposed Document as Evidence: - Project Report

Evaluated By: - Project Head

Performance Appraisal / Maximum Points / Activity: - Satisfactory/ Good/ Excellent

Note: -

1. Majority of Internship Activities should be focus on CTAs – Core Technical Areas identified by College
2. Making available the opportunities for Internship to students is responsibility of Faculties / HoDs / CTA In-charges in consultation with Head, C-IIITP in the capacity of individual and joint as well.
3. Communication with Internship providers in case of Industry should be from C-IIITP Office.
4. Take fullest extent use of the Internship Portal provided by AICTE
5. Identify and sign MoUs with Agencies that have MoUs with AICTE for CTAs – Core Technical Areas identified by College

References: -

1. AICTE Internship Policy: Guideline & Procedure: - <https://www.aicte-india.org/sites/default/files/AICTE%20Internship%20Policy.pdf>

Note: -

As per Resolution No. 2. in 14th Meeting of Governing Body of HVPMCOET, Amravati held on 21st June 2019 at 12.30 PM at College conference hall regarding implementation of Induction and Internship program for students, it is resolve to accept it as “Policy” for the college and the policy document so prepared is accepted being consonance with AICTE Policy