



Sant Dnneshwar Shikshan Sansth's

**Annasaheb Dange College of Engineering and Technology,
Ashta, Dist: Sangli - 416301, Maharashtra.
(An Autonomous Institute Affiliated to Shivaji University, Kolhapur)**

INTERNSHIP POLICY

Guidelines and Procedures

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1. Introduction:

The internship program provides students with valuable hands-on experience in industrial or organizational settings. It enables them to apply the knowledge and skills gained through coursework in real-world scenarios. Additionally, students have the chance to interact with industry professionals and fellow interns, enhancing their presentation, writing, and communication skills. For many students, internships also serve as a stepping-stone to final job placements. Participating in an internship offers numerous benefits, including gaining practical industry experience, exploring potential career paths, adding valuable skills and experiences to their resumes, and understanding company cultures.

2. Objectives

Internships offer practical experience in a specific field, supporting both educational and career development. These structured, short-term positions involve working on clearly defined tasks or projects under supervision, with specific timelines. Whether paid or unpaid, internships aim to provide valuable benefits for both the intern and the organization.

- **Industrial Exposure:** Immerse students in real-world industrial environments, covering materials, processes, products, and quality control that cannot be simulated in the classroom. [PO 6, 7]
- **Technical and Managerial Skills:** Offer opportunities to develop practical technical and managerial skills essential for a professional career. [PO 5]
- **Broader Workplace Understanding:** Educate students on the social, environmental, economic, and administrative factors influencing the workplace. [PO 6, 7]
- **Ethical Responsibilities:** Introduce the ethical responsibilities and duties of an engineer. [PO 8]
- **Team Dynamics:** Help students understand industry hierarchy and teamwork. [PO 9]
- **Professional Communication:** Improve skills in professional communication, including applications, interpersonal interactions, documentation, and report writing. [PO 10]
- **Lifelong Learning:** Highlight the internship's role in ongoing personal and professional development. [PO 12]
- **Career Connections:** Provide connections for future job or research opportunities. [PO 12]

3. Mode of Execution:

Internship may be done through following verticals through offline /online mode

- I. Full time Industry Internship cum project
- II. Full time research internship at research organization/ Indian University/ Foreign University
- III. Short duration (8-16 weeks) internship/industrial training in industry with in house project
- IV. Internship accounted through incubation centre (Project Prototype through entrepreneur development and start-up)
- V. Internship cum Placement Opportunity through Companies

Students may be allowed to change mode of execution in certain unavoidable circumstances. Department head shall take decision for change of mode on application by student with a valid reason with due permission of the director/Executive Director. List of such a students shall be submitted to the academic council for the information. In certain specific cases wherein student is not able to register for internship through any of the above five modes, he/she shall apply to the director through Dean Training and Placement giving specific reason to arrange for alternate mode.

I. Full time Industry Internship cum project

Under this category, Execution methodology expects that students should work with respective industrial domains of Engineering. **Students will be working on a problem identified and assigned by industry. This Problem will be treated as Problem statement of Academic Project for 7th and 8th semester.** Departmental faculty will work as a guide/ supervisor in coordination with industry mentor to arrive at a feasible solution to problem assigned by industry within 7th and 8th semester of Engineering curriculum. For this activity, time spent by student for collaborating with industry either in discussion (preapproved with prior appointments) OR Joining activity at location of industry OR periodical visits related to data collection will be treated as Industrial Internship activity. In this category no special provision is made to define specific period of 8th semester dedicated for Internship. However, project guide and industry mentor to prepare a mutual schedule of student interaction with industry throughout the

project duration. This schedule needs to be strictly followed as a part of assessment mechanism.

II. Full time research internship at research organization/ Indian University/ Foreign University

Under this category, research project undertaken by research organization Or Internship Opportunities available at Organizations recommended by AICTE in Internship Policy at India or abroad will be executed by students. Students need to adhere to guidelines set by respective organization for conduct of research activity during span of project. Faculty mentor from respective department will be monitoring student's progress. If Research/ Internship tenure is more than 6 months/ spanned between last academic year of B. tech and students are required to stay at location allotted by Research organisation then student should appear for Institute examination with prior permissions taken from Research/ Internship Organisation during 7th and 8th semester as per documentation signed by Students to adhere to protocol of academics defined for prevailing circumstances.

III. Short duration (8-16 weeks) internship in industry with in house project

Under This category, Academic Project and Internship will be treated as separate entity. Students will perform academic project issued by departmental faculties. Tenure of this project will be for 7th and 8th semester. Internship activity will be commenced from ESE of 7th semester for minimum period of 8 to 16 weeks. This internship should be preferably aligned with Project activities and domain area.

IV. Internship accounted through incubation centre (Project Prototype through entrepreneur development and start-up)

This program aims to provide students with practical learning experiences by supporting entrepreneurial projects and start-ups. Eligible students will submit project proposals, and selected candidates will receive mentorship, resources, and seed funding to develop prototypes. The internship, typically lasting 3-6 months, includes regular evaluations and final presentations, with successful projects potentially receiving further support for commercialization.

V. Internship cum Placement Opportunity through Companies

This program allows final-year students placed through campus recruitment to join companies as trainee engineers or interns during their last semester. Interns will go through a selection process, receive mentorship, and participate in structured training. The 3-6 month program includes continuous performance assessments and can lead to full-time employment based on the intern's performance and company needs.

4. Internship Duration

The internship is mandatory as a part of the curriculum. Students will not graduate unless they complete the internship/industrial training as prescribed. The structure and durations of the Internship may vary, it is normal for a minimum duration of 15 days – 6 month for summer/winter internship and industrial training. Typically, final year internships will start in second semester of final year around January every year and the durations range between 2 months – 6 months. In case the duration of an internship needs to be extended, it would be necessary for the student to obtain a prior written approval from the college.

Industrial Training/Internship Duration:

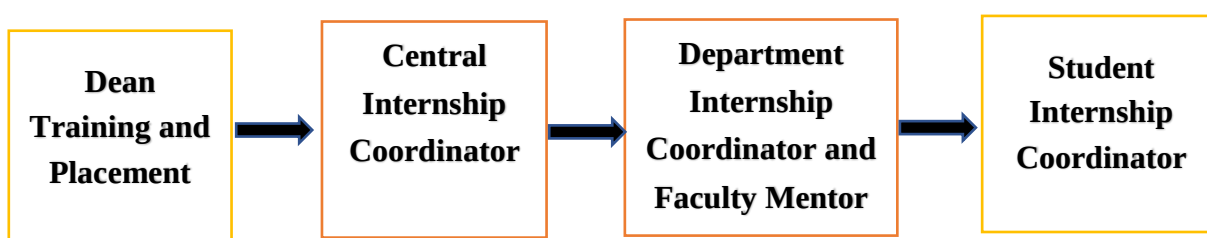
1. Summer and Winter – Internship/Industrial Training

Duration for this training may vary from min. 15 days - 1 month during semester break. Ideally candidate should complete industrial training/internship during semester break.

2. B. Tech Final year internship Program

Candidates need to complete long internship in the second semester of the final year which starts from January – June 2024. Duration can be min. 2 months – 6 months subject to respective department requirements. In case candidates want to extend the internship duration then it would be necessary for the student to obtain a prior written approval from the college.

5. Roles and Responsibilities



Dean Training and Placement of the college will be supported by a Central internship coordinator/ Department Internship coordinator assigned by the Head of the concerned Department. Each Departmental Internship Coordinator /Faculty Mentor of department will have a student's committee comprising of 1-2 students from each class for supporting Internship activities headed by Student Coordinator. Departmental coordinator and Faculty Mentors will be nominated at the start of the Academic year for each batch. However, student coordinator being the representative of students will be selected by the students with the help of Central Internship coordinator. Department Internship Coordinator /Faculty Mentor have to play active role during the internship and minimum 4 students are to be supervised by each faculty mentor.

I. Role of Dean Training and Placement:

The Dean of Training and Placement (T&P) plays a leadership role in overseeing the overall internship program within the college. They provide strategic direction, manage resources, and collaborate with various stakeholders to ensure a successful internship experience for students. Here's a breakdown of their key responsibilities related to internships:

➤ **Strategic Leadership and Program Development:**

- i. **Develop and implement internship program vision:** They work with central coordinator, dean, senior faculty, career services, and industry partners to define the internship program's goals and objectives, aligning them with the institution's overall educational mission.
- ii. **Allocate resources and budget:** They oversee the budget allocated to the internship program and ensure resources are available for program development, student support, and faculty training.
- iii. **Stay updated on industry trends:** They keep abreast of current industry trends and internship opportunities, ensuring the program reflects the demands of the job market.

➤ **Collaboration and Partnership Building:**

- i. **Oversee central internship coordinator's work:** They provide guidance and support to the central internship coordinator who manages the day-to-day operations of the program.

- ii. **Develop relationships with external stakeholders:** They build strong relationships with companies, government agencies, and non-profit organizations to procure high-quality internship opportunities for a diverse range of students.
- iii. **Facilitate faculty involvement in internship program:** They encourage faculty to integrate internship experiences into their curriculum and provide guidance on best practices for supervising interns.

➤ **Program Evaluation and Improvement:**

- i. **Oversee internship process and policy revisions:** The dean ensures the internship program adheres to relevant regulations and makes recommendations for updates or revisions to the application process, credit requirements, or safety protocols.
- ii. **Monitor internship program performance:** They analyze data on student participation, internship placements, and feedback to gauge the success of the program and identify areas for improvement.
- iii. **Develop program enhancements:** Based on data and feedback, the dean may recommend and implement program enhancements to improve student preparedness, internship quality, or industry engagement.

➤ **Advocacy and Promotion:**

- i. **Promote the internship program to students and faculty:** They raise awareness of the internship program's benefits and encourage student participation through workshops, information sessions, and campus promotions.
- ii. **Advocate for funding and support:** They champion the internship program with college administration, highlighting its contribution to student development and career preparedness.
- iii. **Maintain industry and alumni relations:** They maintain relationships with industry professionals and alumni to create networking opportunities for students and identify potential internship placement opportunities.

Overall, the Dean of Training and Placement acts as a strategic leader for the internship program. They ensure its smooth operation, provide direction for program development, and advocate for its importance in supporting student success in the job market.

I. Role of Central Internship Coordinator:

A central internship coordinator, compared to a department internship coordinator, has a broader scope that focuses on managing the internship program for the entire institution. Here's a breakdown of their key responsibilities:

➤ Program Management and Strategy:

- i. Develop and oversee the overall internship program: They work with academic departments, career services, and administration to create a comprehensive internship program aligned with the institution's goals.
- ii. Develop internship policies and procedures: They establish guidelines for student eligibility, application processes, credit requirements, and safety protocols for internships.
- iii. Manage internship database and online platform: They maintain a central database of internship opportunities and an online platform for students to search and apply for positions.
- iv. Maintain Lessoning with external organizations: They build relationships with companies, government agencies, and non-profit organizations to secure internship placements for students across various disciplines.

➤ Student Support and Outreach:

- i. Promote internship opportunities: They organize workshops, career fairs, and information sessions to educate students about the benefits of internships and available opportunities.
- ii. Advise students on internship selection: They offer guidance to students on their career goals and help them identify internship opportunities that align with their interests and academic background.
- iii. Review applications and conduct pre-internship workshops: They may assist departments in the initial application review and conduct workshops to prepare students for interviews and professional conduct in the workplace.
- iv. Track student progress and internship performance: They maintain communication with students and faculty advisors to monitor internship progress and ensure students are meeting their learning objectives.

➤ **Collaboration and Assessment:**

- i. Collaborate with department internship coordinators: They act as a resource and provide support to department-level internship coordinators, ensuring consistency across the program.
- ii. Facilitate communication between departments and industry partners: They help departments connect with external organizations for internship placements and facilitate communication throughout the placement process.
- iii. Collect and analyse feedback: They gather feedback from students, departments, and industry partners to assess the effectiveness of the internship program and identify areas for improvement.
- iv. Prepare reports and recommendations: They create reports on the internship program's performance, highlighting successes and areas for improvement, and advise on program development based on data analysis.

In essence, the central internship coordinator is the central hub for the institution's internship program. They ensure a smooth and efficient experience for students, faculty, and external organizations by managing the overall program structure, facilitating communication, and fostering valuable internship opportunities.

II. Role of Department internship Coordinator :

A department internship coordinator plays a crucial role in facilitating and managing internships for students within a specific department of an organization. Their responsibilities can be categorized into three main areas:

➤ **Internship Program Development and Management:**

- i. Execute internship programs: They work with faculty mentor or department heads to create internship opportunities aligned with departmental learning objectives and industry needs.
- ii. Advertise internship opportunities: They promote internship positions through various channels like the college website, career fairs, and departmental bulletin boards.
- iii. Review applications and screen candidates: They coordinate the application process, review resumes and cover letters, and shortlist candidates for interviews.
- iv. Coordinate logistics: They handle paperwork, schedule interviews, and ensure proper on boarding for interns placed within the department.
- v. Maintain Database of companies offering internships

➤ **Student and Faculty Support:**

- i. Advice students: They help students identify internship opportunities relevant to their academic and career goals, guide them through application processes, and prepare them for interviews.
- ii. Liaison between students and faculty: They facilitate communication between interns and their faculty supervisors, ensuring smooth project execution and progress.
- iii. Provide ongoing support to interns: They offer guidance and support to interns throughout their internship, answer their questions, and help them navigate any challenges they may face.

➤ **Maintaining Relationships:**

- i. Develop relationships with industry partners: They build relationships with companies and organizations to create internship opportunities for students.
- ii. Facilitate positive internship experiences: They work to ensure positive experiences for both interns and the department, encouraging repeat partnerships with external companies.
- iii. Gather feedback and monitor internship programs: They collect feedback from students, faculty, and industry partners to assess the effectiveness of internship programs and make improvements for future iterations.

In essence, the department internship coordinator acts as a bridge between students, faculty, and industry partners, ensuring a successful internship experience for all involved.

6. Criteria for identifying companies for internship:

Choosing the right company for a 6-month internship is a crucial decision that can significantly impact your learning and career trajectory. Here are some key criteria to consider when selecting a company for your internship:

- **Project Relevance:** This is a top priority. Does the internship project align with your engineering discipline and career goals? Will it allow you to apply your classroom knowledge and develop new technical skills relevant to the industry?

- **Learning Opportunities:** Does the internship offer opportunities to learn new technologies, tools, and software used in the engineering field? Are there chances to expand your knowledge beyond your specific project?
- **Mentorship and Guidance:** Will you have access to experienced engineers who can mentor you, answer your questions, and provide feedback on your work? Strong mentorship can significantly enhance your learning experience.
- **Growth Potential:** Does the internship offer opportunities to take on increasing responsibility and showcase your abilities? Look for an internship where you can grow your skillset and demonstrate your potential.
- **Career Opportunity:** Identify an organization, which can offer internship cum placement/career opportunity post completion of 6-month internship or Full time opportunity with PPO offer will be preferred.
- **Financial Compensation:** It is recommended students to look for stipend based internship which will add more value to your profile and offer better opportunity.
- **Company Culture and Work Environment:**
 - i. Positive and Supportive Culture: Seek a company with a collaborative and supportive work environment where you feel comfortable asking questions, learning from others, and contributing your ideas.
 - ii. Teamwork and Collaboration: Does the internship involve opportunities to work with other engineers and professionals on projects? This fosters teamwork, communication, and collaboration skills – key assets for engineers.
 - iii. Diversity and Inclusion: Consider the company's commitment to diversity and inclusion. A diverse and inclusive work environment allows you to learn from different perspectives and feel valued and respected.
- **Additional Considerations:**
 - i. Company Reputation: Research the company's reputation in the industry. Does it have a strong track record for innovation, ethical practices, and a positive work environment?
 - ii. Location: Consider the location of the internship and whether it aligns with your preferences and career aspirations. Will it provide opportunities to network with professionals in your field?

- iii. **Benefits:** While not the top priority, some internships may offer additional benefits like health insurance, meals, or travel allowances.

- **Finding the Right Fit:**

- i. **Match your Skills and Interests:** Identify your skillset and career interests. Look for internships that allow you to leverage your strengths and explore areas that align with your long-term goals.
- ii. **Company Size and Structure:** Consider your preferences. Do you thrive in a fast-paced start up environment or a larger, more established company? Each offers unique learning experiences.
- iii. **Internship Reviews:** Look for online reviews or ratings from previous interns to gain insights into the company culture, workload, and learning opportunities offered by the internship program.

- **Recommended Areas:**

- i. Government Recognized Research Laboratories i.e. CSIR Labs, Research institutes
- ii. All Established IIT/NIT/IIIT/Centrally funded Govt Colleges
- iii. Public Ltd/Pvt Ltd/LLP/Partnership firm
- iv. Technology Business Incubation Centre / Private and Gov. Incubation Centre
- v. Emerging and recognized Start-up
- vi. Non Paid Certification Program by Companies under Student Development Program which offers internship certificate

- **Strictly Avoid:**

- i. External Paid Training Agencies – where candidates are asked for one to get internship certificate. It's strictly not recommended
- ii. Avoid Firm with employee strength less than 2
- iii. Online Internship by Training Institutes
- iv. Mooc Courses as internship

7. Internship Execution Procedure

The Internship cell will arrange internship for students in industries/organization after seventh semester or as per AICTE/ DTE/ affiliating University guidelines. TPO Cell will assist in identifying potential industries for internship program. Internship team has to take follow-up with industries and coordinate for the same.

The following general procedure shall be adopted for execution of internship:

Step 1: Request Letter/ Email from the office of the Internship cell of the institute shall be sent to the industry to allot different slots of 4-20 weeks during the 8th semester as internship periods for the students. Student's request letter/profiles/ interest areas will be submitted to industries for their willingness for providing the training. (Sample attached)

Step 2: The industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email.

Step 3: Submission of Joining Letter: Once students secure their internship placements, they are required to submit their joining letters to the department as proof of acceptance.

Step 4: During the internship period, students undergo a comprehensive evaluation process, which includes

- Workplace Assessment: Evaluation of students' performance by designated personnel within the company.
- Faculty Evaluation: Ongoing monitoring and evaluation of students' progress and learning by faculty members.
- Seminar Presentation: Students are expected to deliver comprehensive seminar sessions, sharing insights and case studies from their internship experiences with their peers and faculty.

Step 5: Students will submit internship report in the format provided by the institute after completion of internship along with certificate obtained from the industry.

Step 6: List of students who have completed their internship successfully will be issued by Internship Coordinators to the office of concern department.

8. Guidelines for students:

1. All the students need to go for internship for minimum of 2 to 6 months.
2. Students can take mini projects, assignments, case studies by discussing it with concerned authority from industry and can work on it during internship.
3. All students should compulsorily follow the rules and regulations as laid by industry.
4. Every student should take prior permissions from concerned industrial authority if they want to use any drawings, photographs or any other document from industry.
5. Student should follow all ethical practices and SOP of industry.
6. Students have to take necessary health and safety precautions as laid by the industry.
7. Student should contact his /her academic guide from college on weekly basis to communicate the progress.
8. Each student has to prepare internship report in consultation with the academic guide

9. General Internships Recommendations

An internship is a great opportunity to learn in an industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.

- If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big-picture in better understanding the career prospects in relation to his ambitions.
- Attitude and mind-set play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- Interns must be inquisitive and try to gain maximum knowledge and exposure.
- Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.

- Interns should enjoy during the internship and leave with tangible accomplishments.
- The intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship: - The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
- The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.

10. Student's Diary/ Daily/weekly Log:

The main purpose of writing weekly diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. The students should record in the daily/weekly training diary the day to day account of the observations, impressions, information gathered and suggestions given, if any. It should contain the sketches & drawings related to the observations made by the students. The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. Student's Diary and Internship Report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Institute immediately after the completion of the training.

It will be evaluated on the basis of the following criteria:

- Regularity in maintenance of the diary.
- Adequacy & quality of information recorded.
- Drawings, sketches and data recorded.
- Thought process and recording techniques used.
- Organization of the information.

11. Internship Report:

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. The student may contact

Industrial Supervisor/ Faculty Mentor/TPO 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 Internship report will be evaluated on the basis of following criteria:

- i. Originality.
- ii. Adequacy and purposeful write-up.
- iii. Organization, format, drawings, sketches, style, language etc.
- iv. Variety and relevance of learning experience.
- iv. Practical applications, relationships with basic theory and concepts taught in the course.

12. Monitoring & Evaluation Monitoring Phase

Monitoring at the Industry Side –

1. Internship schedule may be prepared and a copy of the same may be sent to departmental project guide/faculty mentor/supervisor.
2. Each student is required to keep Internship diary/ notebook, update daily and get it checked by industrial mentor/supervisor.
3. Each student is required to prepare a monthly report, presentation and get it verified by industrial mentor/supervisor.
4. The early termination of the internship (earlier than the stipulated time period) or the extension of the stipulated tenure is required to be discussed from time to time with departmental project guide/faculty mentor/supervisor. (This in turn will be notified and discussed with departmental internship coordinator and head.)

Monitoring at the Institute Side –

1. Each student is required to send a monthly report, presentation and get it verified by departmental project guide/faculty mentor/supervisor.
2. Each student is required to present monthly activities online/offline to departmental project guide/faculty mentor/supervisor.
3. Each student is required to present the whole activities of internship online/offline to departmental project guide/faculty mentor/supervisor at the end of the internship.

4. Faculty Mentor/ Internship coordinator/ HoD of the department or Dean Training and Placement will make a surprise visit to the internship site to check the student's presence physically (if the student is found absent without prior intimation to the industry mentor, entire training will be cancelled/ student is liable for the punishment)

5. Students are eligible to avail 1-day leave in every 4 weeks training with permission of the respective industry during the internship period apart from holidays and weekly offs. Students should inform industry mentor and Faculty Mentor, Internship coordinator, HoD, TPO, at least one day prior to availing leave by email.

13. Student Resources: Internship Programs and Platforms

Government Internship Programs

- AICTE Internship: <https://internship.aicte-india.org/>
- NITI Ayog Internship: <https://www.niti.gov.in/internship>
- TULP Internship Program:
[https://smartcities.gov.in/The Urban Learning Internship Program](https://smartcities.gov.in/The_Urban_Learning_Internship_Program)
- Digital India Internship:
<https://www.meity.gov.in/writereaddata/files/Digital%20Internship%20Scheme%202023%20%281%29.pdf>
- Directorate General of Foreign Trade Internship program:
<https://www.dgft.gov.in/CP/?opt=intership-scheme>
- National Commission for Scheduled Tribes Internship:
<https://ncst.nic.in/sites/default/files/2021/Internship/3677>
- Corporate Affairs Ministry Internship program:
<https://www.mca.gov.in/bin/dms/getdocument?mds=aC%252B%252F82boz%252FD%252FdHcFkAAJ0A%253D%253D&type=open>
- Finance Ministry Internship program:
<https://dpe.gov.in/schemes/scheme-internship>
- Women and Child Development Ministry Internship program:
https://wcd.nic.in/sites/default/files/Internship%20Guideline.._0.pdf
- Ministry of Culture Internship programs:

<https://nationalmuseumindia.gov.in/en/national-museum-internship-programme>

Online Platforms for Internships:

- Internshala: <https://internshala.com/>
- LetsIntern: <https://letsintern.in/>
- Twenty19: <http://twenty19.com.testednet.com/>
- HelloIntern: <https://hellointern.co/>
- Freshersworld: <https://www.freshersworld.com/>
- Youth4work: <https://www.youth4work.com/>
- Freshersnow: <https://www.freshersnow.com/internships-in-delhi/>
- Zuno by Foundit: <https://www.foundit.in/zuno/>
- LinkedIn: <https://www.linkedin.com/jobs/internship-jobs/?currentJobId=3647611763&originalSubdomain=in>
- Well Found (earlier, AngelList Talent): <https://wellfound.com/location/india>
- Indeed: <https://in.indeed.com/jobs?q=internships&l=&vjk=fd2d4f96a2564717>
- Naukri.com: <https://www.naukri.com/internship-jobs>
- TimesJobs: <https://www.timesjobs.com/jobs-by-roles/intern-jobs>
- NGO Box: https://ngobox.org/job_listing.php
- CSR Box: <https://csrbox.org/>


Internship Incharge


Director

14. Annexures

Annexure-1	Request Letter from Student Applying for Internship and Student Undertaking
Annexure-2	Parents Undertaking
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Date:

To,
Head of Mechanical Department,
ADCET,
Ashta.

Subject: Requesting letter from college for an in-plant training

Respected Sir,

I am _____ (Full Name) studying in the
Department of Mechanical Engineering

Class	Second Year
Division	
Roll Number	
URN Number	
Student Mobile Number	

I have to undergo an in-plant training program of a minimum of **15 days (Before the start of the sixth semester)**. as a part of my academics. I have the lookout for an in-plant training opportunity at,

Company Name	
Company Address with Pin code	
Reference Person Name(with Designation)	
Reference Person Mobile Number	
Company email id	

This in-plant training will provide me with real-world exposure in the core sector as well as strengthen my skills

Undertaking

I am the undersigned to do my internship at my own cost, risk, and responsibility and behave as per the rules and regulations of the company.

I kindly request you to provide me Requesting letter from our institute for applying for internship training

Sincerely

Annasaheb Dange College of Engineering and Technology, Ashta
(An Autonomous Institute affiliated to Shivaji University, Kolhapur)

Industrial Training Student Undertaking Form

- I,from A.Y. FY/SY/TY/Final Year 202- 20.... of department understand that participation in the Industrial Training program is a requirement as part of curriculum program.
- I have reviewed the Industrial Training program guidelines and agree to abide by all safety regulations, company policies, and ethical standards set forth by the company and the college.
- I understand that I am responsible for my own transportation, meals, and any other personal expenses incurred during the training period.
- I grant permission from ADCET to share my copy of academic records with the company listed above solely for the purpose of evaluating my suitability for the Industrial Training program.
- I understand that I am responsible for completing all assigned tasks and projects during the training period and maintaining satisfactory performance as determined by the company supervisor.
- In the event of any injury or accident during the training period, I understand that I am responsible for seeking medical attention and following all necessary procedures.
- I understand that Annasaheb Dange College of Engineering and Technology is not liable for any accidents, injuries, or losses incurred during the Industrial Training program.
- I hereby confirm that, I will take all safety precautions while pursuing my industrial training at company premises.

Student Signature:

Date:

Parent/Guardian Name :

Parent/Guardian Signature

Date



- 'A' Grade Institute Accredited by NAAC, Bangalore
 - NBA Accredited courses
 - ISO 9001:2015 Certified Institute
- An Autonomous Institute**



ADCET
Sant Dnyaneshwar Shikshan Sanstha's
**ANNASAHEB DANGE COLLEGE OF
ENGINEERING & TECHNOLOGY**
(Approved by AICTE, New Delhi, Govt. of Maharashtra,
Affiliated to Shivaji University, Kolhapur)

Ref. ADCET/Mech/2024-25/Internship Training/

Date:

To

The Manager,

Subject: Request for Internship Training at your organization

Dear Sir,

We have the pleasure of introducing our institute 'Annasaheb Dange College of Engineering & Technology, Ashta has been established in the year 1999. The college offers Degree Engineering Programs in Mechanical, Electrical, Computer Science, Artificial Intelligence, and data science, IOT and Cyber Security, Civil, Aeronautical, and Food Technology streams.

Our commitment is to impart quality education to students. As a part of it, we seek to provide industrial exposure to the students. In this endeavour, we request you to permit our student_____ (Mechanical Department) his/her Internship Training at your highly reputed organization. Student has to undergo an internship of a minimum of 8 weeks to a maximum of the 16-week of training. He/she will visit at his/ her own cost, risk, and responsibility, and behave as per the rules and regulations of your organization.

To enhance our industry and institute relations, I take this opportunity to invite you to visit our institute as per your convenience. Your visit will certainly add value to our institute.

Sincerely,

Director

Annasaheb Dange College of Engineering and Technology, Ashta
Taluka: Walwa, District: Sangli, Maharashtra, INDIA, Pin: 416 301
Web: www.adcet.ac.in
Email: - director@adcet.in

**Annasaheb Dange College of Engineering and Technology, Ashta**

(An Autonomous Institute affiliated to Shivaji University, Kolhapur)

Internship Permission Form**Candidate Details:**

Name of the Candidate: _____

Branch: _____ Class: _____ Div.: _____

URN Number: _____ Roll Number: _____

Academic Year: _____ Email Id: _____ Mob. : _____

Company Details:

Name of Company: _____

Address of Company: _____

Name of Contact Person (Technical Manager / HR): _____

Email Id of Contact Person: _____ Mobile: _____

Internship Details:

Start Date: _____ End Date: _____

Stipend (Yes/ No): _____ If Yes, how much stipend offered per month _____

Name of Faculty Coordinator: _____

Remarks by Faculty Coordinator with Signature: _____

Undertaking

I _____, assure of fulfilling all academic requirements laid down by the institute and department and abide to the rules and regulation of the institute and department.

Signature of Candidate**Date:** _____**Remarks and Signature:**

Permitted/ Not Permitted

Remarks and Signature:

Permitted/ Not Permitted

Remarks and Signature:

Permitted/ Not Permitted

Head of Department_____
Dean, Training and Placement_____
Director/ Executive Director

Note: Candidate must attach Internship request letter/ mail copy sent to company and approval letter/ mail from the company along with this application form.



ATTENDANCE SHEET

Name & Address of Organization

Name of Student																															
Roll. No																															
Date of Commencement of Training.:																															
Date of Completion of Training:																															

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

(Name & Sign of Authority with seal)

(Note: Attendance to be marked as P, Absence to be marked as A)



Sant Dnyaneshwar Shikshan Santh's
Annasaheb Dange College of Engineering and Technology, Ashta
(An autonomous Institute)

Department of _____

STUDENT'S DAILY DIARY/ DAILY LOG

DAY-1		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name of finished Product		
Name of HOD/ Supervisor With e-mail id				
Main points of the day				

Signature of Industry Supervisor



Sant Dnyaneshwar Shikshan Sanstha's
Annasaheb Dange College of Engineering & Technology, Ashta
Department of Mechanical Engineering
Internship Training: 2022-23
Assessment rubric (By Industry Person)



Student Name:

Roll No. :

Class

Division:

Industry Name:

Performance criterion	Sub criterion	Excellent	Average	Poor	Grading				
					5	4	3	2	1
Oral /Written Communication	Essential parameter to deliver and understand information quickly and accurately	Intern always exhibits strong communication skills, including the ability to - Clearly express ideas - Process instructions - Implement feedback - Use technology	Intern usually exhibits strong communication skills, including the ability to - Clearly express ideas - Process instructions - Implement feedback - Use technology	Intern sometime exhibits strong communication skills, including the ability to - Clearly express ideas - Process instructions - Implement feedback - Use technology					
Problem-Solving	Use of problem-solving to determine the core problem to improve logic, creativity, resilience, imagination, lateral thinking, and determination	Deeply understand the - Identifying the Problem. - Defining Goals. - Brainstorming. - Assessing Alternatives. - Choosing the Solution. - Active Execution of the Chosen Solution. - Evaluation.	Understands the - Identifying the Problem. - Defining Goals. - Brainstorming. . - Assessing Alternatives. - Choosing the Solution. - Active Execution of the Chosen Solution - Evaluation.	Little ability to understand the - Identifying the Problem. - Defining Goals. - Brainstorming. - Assessing Alternatives. - Choosing the Solution. . - Active Execution of the Chosen Solution. - Evaluation.					
Modern tools usage	Use of different modern tools to solve the problem	Modern tools used - Different techniques, - Software with good accuracy (AUTOCAD, Solid works. CATIA, ProE, Fusion 360, etc.) - Metrology & Quality Control (process control,	Modern tools are used but have less accuracy in the results of the software used.	No use of modern tools is used for solving industrial problems.					



Sant Dnyaneshwar Shikshan Sanstha's
Annasaheb Dange College of Engineering & Technology, Ashta
Department of Mechanical Engineering
Internship Training: 2022-23
Assessment rubric (By Industry Person)



		control charts, acceptance sampling, and product quality control. To calibrate the machinery used during production and to measure the resulting parts.							
Team/ Individual Work	Tasks given or completed in a team or individually	The student worked well in a team and contributed in a valuable way to training;	The student's behavior in a team is moderate	Less involvement in a team of training.					
Ethical & Professional Behavior	- Complying with the procedure - Questions about new concepts - Emphasis on self-learning - Neat and tidy, Punctuality	Intern always exhibits high standards for personal behavior and work ethics, Including - Confidentiality - Reliability - Accountability - Dress and appearance	Intern usually exhibits high standards for personal behavior and work ethics, Including - Confidentiality - Reliability - Accountability - Dress and appearance	Intern sometimes exhibits high standards for personal behavior and work ethics, Including - Confidentiality - Reliability - Accountability - Dress and appearance					

(Name & Sign of Authority with seal)



Sant Dnyaneshwar Shikshan Sanstha's
Annasaheb Dange College of Engineering & Technology, Ashta
Department of Civil Engineering
Internship Training: 2023-24
Assessment rubric (By Industry Person)



Industry Name & Location:

Student Name:

Class

Roll No. :

URN:

Performance criterion	Sub criterion	Excellent	Average	Poor	Grading				
					5	4	3	2	1
Engineering Knowledge (PO1)	Apply knowledge of civil engineering during the internship.	Demonstrates a deep understanding of relevant civil engineering concepts and principles. Can explain complex topics clearly and concisely.	Demonstrates a good understanding of relevant concepts. Can apply them to solve most problems.	Limited understanding of concepts. Frequently makes mistakes or struggles to apply knowledge.					
Problem-Solving (PO2)	Use of problem-solving to determine the core problem to improve logic, creativity, resilience, imagination, lateral thinking, and determination	Deeply understand the - Identifying the Problem. - Defining Goals. - Brainstorming. - Assessing Alternatives. - Choosing the Solution. - Active Execution of the Chosen Solution. - Evaluation.	Understands the - Identifying the Problem. - Defining Goals. - Brainstorming. - Assessing Alternatives. - Choosing the Solution. - Active Execution of the Chosen Solution - Evaluation.	Little ability to understand the - Identifying the Problem. - Defining Goals. - Brainstorming. - Assessing Alternatives. - Choosing the Solution. - Active Execution of the Chosen Solution. - Evaluation.					
Modern tools usage (PO 5)	Use of different modern tools to solve the problem	Modern tools used - Different techniques, Software with good accuracy (AUTOCAD, Solid works, CATIA, ProE, Fusion 360, etc.) - Metrology & Quality Control (process control, control charts, acceptance sampling, and product quality control.	Modern tools are used but have less accuracy in the results of the software used.	No use of modern tools is used for solving industrial problems.					



Sant Dnyaneshwar Shikshan Sanstha's
Annasaheb Dange College of Engineering & Technology, Ashta
Department of Civil Engineering
Internship Training: 2023-24



Assessment rubric (By Industry Person)

		To calibrate the machinery used during production and to measure the resulting parts.							
Ethical & Professional Behavior (PO 6)	- Complying with the procedure - Questions about new concepts - Emphasis on self-learning - Neat and tidy, Punctuality	Intern always exhibits high standards for personal behavior and work ethics, Including - Confidentiality - Reliability - Accountability - Dress and appearance	Intern usually exhibits high standards for personal behavior and work ethics, Including - Confidentiality - Reliability - Accountability - Dress and appearance	Intern sometimes exhibits high standards for personal behavior and work ethics, Including - Confidentiality - Reliability - Accountability - Dress and appearance					
Team/ Individual Work (PO 9)	Tasks given or completed in a team or individually	The student worked well in a team and contributed in a valuable way to training;	The student's behavior in a team is moderate	Less involvement in a team of training.					
Oral /Written Communication (PO 10)	Essential parameter to deliver and understand information quickly and accurately	Intern always exhibits strong communication skills, including the ability to - Clearly express ideas - Process instructions - Implement feedback - Use technology	Intern usually exhibits strong communication skills, including the ability to - Clearly express ideas - Process instructions - Implement feedback - Use technology	Intern sometime exhibits strong communication skills, including the ability to - Clearly express ideas - Process instructions - Implement feedback - Use technology					
Project Management (PO 10)	- Project goals, objectives, and deliverables - Preparation of project schedule - Identification of potential risks	Clearly defines project goals, objectives, and deliverables. Develops a detailed work breakdown structure (WBS) and project schedule. Identifies potential risks and creates a mitigation plan.	Defines project goals and objectives. Develops a work breakdown structure and project schedule. Considers potential risks.	Project goals and objectives are unclear. WBS or project schedule is incomplete or lacks detail. Risk assessment is minimal.					
PSO-1 : An ability to get acquainted with the	Understanding of Contemporary Trends	Demonstrates a comprehensive understanding of current trends and innovations in civil	Understands key contemporary trends in civil engineering. Can explain their significance in a	Knowledge of contemporary trends is limited or superficial.					



Sant Dnyaneshwar Shikshan Sanstha's
Annasaheb Dange College of Engineering & Technology, Ashta
Department of Civil Engineering
Internship Training: 2023-24



Assessment rubric (By Industry Person)

contemporary trends in civil engineering and thereby demonstrate proficiency in the fields of structural health monitoring, Remotes Sensing, GIS and GPS, Construction technology, and management.		engineering. Can articulate the impact of these trends on various aspects of the field	general sense.						
PSO-2 : Understand and provide solutions to issues faced during professional practice such as the procurement and interaction with stakeholders during the construction phase of the work.	- Stakeholder Interaction - Procurement Issues	Identifies a wide range of stakeholders involved in construction projects (e.g., clients, contractors, architects, engineers, community members). Develops clear and effective communication strategies for different stakeholder groups. Proposes solutions to manage stakeholder conflicts and ensure project success.	Identifies key stakeholders in construction projects. Develops basic communication strategies for some stakeholder groups. Attempts to address potential conflicts.	Understanding of stakeholders or communication strategies is limited. Struggles to address conflicts effectively.					

(Name & Sign of Authority with seal)

Supervisor Evaluation of Intern

Student Name _____ Date: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate the intern by indicating the frequency with which you observed the following

Parameters:

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behaviour				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (Tick one): Needs improvement/ Satisfactory/ Good/Excellent

Name & Signature of Industry supervisor with seal



Student Internship Feedback Form

Student Name: _____

URN No.:_____ Roll No.:_____ Div.:_____

Company Details: _____

➤ Please rate your experience on the following aspects:

1. Learning Experience:

How did the internship contribute to your learning in the field of study?

- 1: Strongly Disagree / Poor
- 2: Disagree / Fair
- 3: Neutral / Okay / Neither Satisfied nor Dissatisfied
- 4: Agree / Good / Satisfied
- 5: Strongly Agree / Excellent / Very Satisfied

2. Supervisor Support:

What was the impact of guidance and support provided by the supervisor or mentor during the internship?

- 1: Strongly Disagree / Poor
- 2: Disagree / Fair
- 3: Neutral / Okay / Neither Satisfied nor Dissatisfied
- 4: Agree / Good / Satisfied
- 5: Strongly Agree / Excellent / Very Satisfied

3. Work Environment:

How would you describe the work environment during your internship?

- 1: Strongly Disagree / Poor
- 2: Disagree / Fair
- 3: Neutral / Okay / Neither Satisfied nor Dissatisfied
- 4: Agree / Good / Satisfied
- 5: Strongly Agree / Excellent / Very Satisfied



Student Internship Feedback Form

4. Relevance to Studies:

How well did the internship content align with your academic coursework?

- 1: Strongly Disagree / Poor
- 2: Disagree / Fair
- 3: Neutral / Okay / Neither Satisfied nor Dissatisfied
- 4: Agree / Good / Satisfied
- 5: Strongly Agree / Excellent / Very Satisfied

5. Challenges and Growth:

How would you rate the level of challenges presented during the internship and its impact on your personal/professional growth?

- 1: Strongly Disagree / Poor
- 2: Disagree / Fair
- 3: Neutral / Okay / Neither Satisfied nor Dissatisfied
- 4: Agree / Good / Satisfied
- 5: Strongly Agree / Excellent / Very Satisfied

6. Overall Experience:

How would you rate the overall experience of your internship?

- 1: Strongly Disagree / Poor
- 2: Disagree / Fair
- 3: Neutral / Okay / Neither Satisfied nor Dissatisfied
- 4: Agree / Good / Satisfied
- 5: Strongly Agree / Excellent / Very Satisfied

7. Additional Comments:

Any additional comments or feedback you would like to share?



Sant Dnyaneshwar Shikshan Sanstha's
ANNASAHEB DANGE COLLEGE OF ENGINEERING & TECHNOLOGY, ASHTA

DEPARTMENT OF _____

INTERNSHIP TRAINING ASSESSMENT SHEET

CLASS: - Final Year B.Tech.

Division-

Academic Year: -

Date: / /

GROUP NO. & Guide Name	ROLL No.	NAME OF STUDENT	NAME OF COMPANY	Marks Distribution				
				Observation in Industry/ Case Study [20 Marks]	Presentation [10 Marks]	Report and Formatting [10 Mark]	Questions and Answers [10 Marks]	Total (50 Marks)

PAC Member_1

PAC Member_2

H.O.D