

**Marathwada Shikshan Prasarak Mandal's
Deogiri Institute of Engineering and Management Studies, Aurangabad
Internship Policy**

INTERNSHIP & ITS IMPORTANCE

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. 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 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 experience and skills required by industry. DIEMS has initiated various activities for promoting industrial internship at the graduate level in technical institutes. The main aim of these initiatives is enhancement of the employability skills of the students passing out from Technical Institutions.

2. 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 on particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship must be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Following are the intended objectives of internship training:

- Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.

3. BENEFITS OF INTERNSHIP:

Benefits to the Industry

- Availability of ready-to-contributing 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 workforce 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 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.
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating networks and social circle and developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full-time position.

Benefits to the Institute:

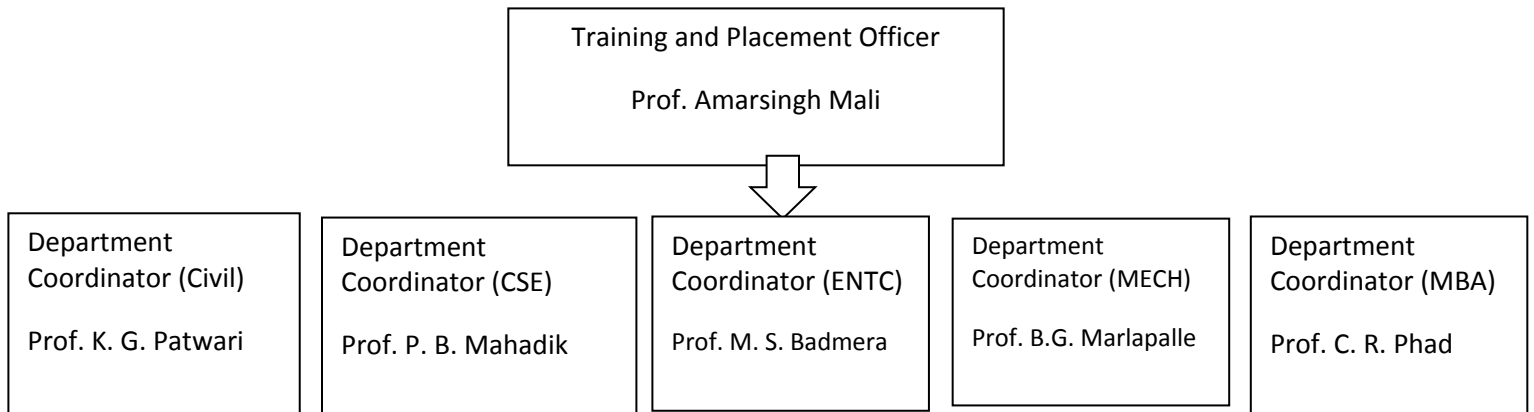
- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in teaching learning process

4. TRAINING & PLACEMENT CELL & ITS ROLE IN PROVIDING INTERNSHIP

In any institute TPO plays an important role in boosting the career of students. The purpose of the Training and Placement Officer is to guide students to choose the right career and to plan for programs and activities to enhance knowledge, skill, attitude and the right kind of aptitude to meet the manpower requirements of the industry. The overall role of the Training & Placement cell is of a facilitator and counselor for training and placement related activities. The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, with a good academic background, fast learners, open to learning even at work and more importantly possessing good communication skills. TPO shall assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions. The

placement cell shall act as a contact place and facilitator to arrange internship of the students, campus visits and conduct of the recruitment process of the employers for the purposeful placement of students of the institution. Further, to assist students for industrial training at the end of fourth and sixth semester, Training & Placement cell shall also design and implement internal curriculum, take classes, arrange experts, arrange agency for student's Personality Development, Improve Communication Skills, Vocabulary, prepare students for Resume Preparation & Email Writing, Group Discussion, Interview Skills, Aptitude Training & Practice Tests, Technical report writing, presentation skills, Foreign Languages proficiency etc. Every institute may allocate 1% of their total budget to facilitate the functioning of Training and Placement Cell and meet the funding requirements for various activities.

The proposed organizational structure of each Training and placement cell is as follows:



The general procedure for arranging internship is given below:

Step 1: Request Letter/ Email from the office of Training & Placement cell of the college should go to industry to allot various slots of 4-24 weeks during summer/Winter 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 Training & Placement through concerned department. Based on the number of slots agreed to by the Industry, TPO 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 TPO or other members of the T&P cell / 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/TPO with the consent of Industry persons/ Trainers. (Sample Attached)

Step 5: Students will submit reports after completion of internship.

Step 6: Internship Certificate to be obtained from industry.

A. Internships opportunities provided by TPO at College Level:

Step 1: TPO will float various opportunities of internships to students.

Step 2: Students will apply as per instructions given by TPO.

Step 3: If selected in process, then with permission of TPO students can join industry.

Step 4: Students will submit reports after completion of internship.

Step 5: Submit Internship Certificate to be obtained from industry.

B. Online Certification program on NPTEL, Coursera, Swayam, MOOCS etc.: (PAID/UNPAID)

Step 1: Respective department will float various courses to students.

Step 2: Students will enroll as per instructions given by department.

Step 3: Students will join the course and complete the certification.

Step 4: Submit Training course Certificate to be obtained from online platform.

C. Training/Internship courses provided by TPO in vacation period: (PAID)

Step 1: TPO will float various training courses to students.

Step 2: Students will enroll as per instructions given by TPO.

Step 3: Students will join the course and complete the certification.

Step 4: Submit Training course Certificate to be obtained from training institute.