



Raosaheb Wangde Master Charitable Trust's

DNYANSHREE

INSTITUTE OF ENGINEERING AND TECHNOLOGY

UG STUDENTS' INTERNSHIP POLICY

Internship Policy at Dnyanshree Institute of Engineering and Technology provides structured and regulatory guidelines for the planning, execution, monitoring, and evaluation of students' internship program as an integral part of the academic curriculum. The policy stands adhered to the purpose and scope prescribed by the apex bodies.

1] Purpose -

Procedural advisory to students and faculty to pursue internship at Industry / Organization complying affiliating university guidelines.

2] Scope -

This policy is applicable to the students of all UG programs of this Institute. The mode of conduction of the internship program shall be online / offline / hybrid for the duration prescribed in the regulations of apex bodies. Internships offered by industries, research organizations, government bodies, public/private sector units, incubation center and startups related to program shall be considered. The internship may be compensated or non-compensated by industry/organization.

3] Objectives -

Following are the intended objectives of internship:

- a) To acquire with industry practices.
- b) To study various tools, techniques, platforms and technologies used in industries.
- c) To develop professional skills required at industry.
- d) To enhance industry-connect.





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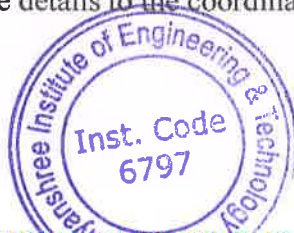
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4] Full Time Industry Internship -

The students of final year B. Tech. (Civil Engineering, Electronics & Telecommunication Engineering and Mechanical Engineering) shall identify full time internship in seventh semester and opt in eighth semester of undergraduate program. However, the students of third year B. Tech. (Computer Science & Engineering and Electrical Engineering) shall identify full time internship in sixth semester and get problem statement from the industry which is equivalent to the major project work of the final year. The students are supposed to do Project Phase – I work in the institute in seventh semester and Project Phase – II work in the respective industry in eighth semester. Industries shall be chosen based on their relevance to the curriculum in alignment with Program Outcomes (POs), Program Specific Outcomes (PSOs), and scope to gain practical exposure to current engineering practices. The selected industry operates in one/many domains of discipline and possesses adequate infrastructure, technical facilities, and safety provisions. Engineering department, Internship Cell and Industry Institute Partnership Cell (IIPC) shall identify internship opportunities at various organizations & verify and disseminate to students. Students shall apply for internship program in industries, research organizations, incubation center, government bodies, and public/private sector units after approval from respective department. Students shall work on a problem identified and assigned by the industry having equivalence of final year B. Tech Project. The internship of final year shall commence immediately after the completion of the 7th semester examinations and must be completed on or before the end of the 8th semester.

The following procedure shall be followed while applying for internship.

- 1) Internship cell shall disseminate the list of industries which provides internship. Out of these industries, Engineering departments and IIPC can recommend the industries to the cell.
- 2) Internship cell shall verify the respective industries and disseminate to the respective engineering departments.
- 3) Respective engineering department students shall apply for the post of intern through head of department based on their interest to the concerned industries as per annexure A. Head of department shall convey the details to the coordinator of internship cell.





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- 4) Internship cell shall communicate to the concerned industries for intern selection process through request letter or email.
- 5) The selection process shall be carried out as per norms set by the concerned industries complying affiliating university norms.
- 6) Internship cell shall communicate list of selected intern students to respective engineering departments and release intern students after issuing institute relieving letter as per Annexure B.
- 7) Engineering department shall appoint faculty members as a guide to internally monitor the internship program of respective interns. It is recommended to appoint industry supervisor by the concerned industries.
- 8) A daily work diary shall be maintained by students to document activities, observations, information collected, and suggestions, if any.
- 9) The work diary shall be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary shall be verified and signed by the institute guide.
- 10) Both industry supervisor and institute guide shall take month wise progress review of respective interns as per Annexure C.
- 11) After satisfactory completion, the industry supervisor and institute guide shall permit the intern to prepare internship report as per Annexure F and shall submit continuous assessment report to concerned Engineering department as per Annexure D within the period prescribed by affiliating university.
- 12) Concern industries shall provide "internship completion certificate" to the respective interns upon satisfactory completion and evaluation of the internship as per Annexure E.
- 13) The interns shall submit the daily work diary, attendance report and internship report to the concerned Engineering department after completion of the internship.
- 14) The university end semester examination shall be carried out by the internal and external examiners and both industry supervisor & institute guide can serve as internal examiners.
- 15) Internship tenure shall be concluded on the date of semester end, prescribed by the affiliating university.





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5] Full Time Research Internship:

Full-time research internships are offered by premier academic institutions like Indian Institute of Technologies (IITs), Indian Institute of Sciences (IISc), Government research labs such as Council of Scientific and Industrial Research (CSIR), Indian Space Research Organization (ISRO), Bhabha Atomic Research Centre (BARC) based on science, technology and engineering related fields. The research internship shall commence immediately after the completion of the 7th semester examinations and must be completed on or before the end of the 8th semester.

The internship procedure is as follows.

- 1) Students shall identify appropriate host institutions or research programs relevant to their respective domains.
- 2) Students shall visit the official websites of the identified organizations to review eligibility criteria, application procedures, application deadlines, and the list of required documents, including a CV, cover letter, and research writing sample.
- 3) The selection process shall be carried out as per norms set by the concerned research organization, complying affiliating university norms.
- 4) Engineering department shall release selected intern students after issuing institute relieving letter as per Annexure B.
- 5) Research problem shall be assigned by the concerned research organization supervisor and shall serve as the problem statement for the 8th semester academic project.
- 6) The Engineering department shall appoint institute guide to monitor the internship program of selected interns.
- 7) Both research organization supervisor and institute guide shall take month wise progress review of respective interns as per Annexure C or standard operating procedure of research organization.
- 8) After satisfactory completion, the research organization supervisor and institute guide shall permit the intern to prepare internship report as per Annexure F and shall submit continuous assessment report to concerned Engineering department as per Annexure D within the period prescribed by affiliating university.





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- 9) Concern research organizations shall provide “internship completion certificate” to the respective interns upon satisfactory completion and evaluation of the internship as per Annexure E.
- 10) The university end semester examination shall be carried out by the internal and external examiners and both research organization supervisor and institute guide can serve as internal examiners.
- 11) Internship tenure shall be concluded on the date of semester end, prescribed by the affiliating university.

6] Pre-final Year Internship:

As per the University guidelines, students shall undergo internship / industrial training of 15 days after the winter end semester examination and 15 days after the summer end semester examination within the same academic year. Alternatively, students may choose to complete a one-month (30 days) internship immediately after the winter/summer end semester examination. The evaluation of the internship undertaken in an academic year shall be conducted in the odd Semester of the following academic year by the respective departmental evaluation committee. Students shall choose online internship mode covering duration 200 hours to 600 hours as per concerned norms of internship. The institution encourages students to explore both physical and online internship opportunities to enhance their technical competence, professional readiness, and understanding of industrial practices.

The internship procedure is as follows.

- 1) Internship cell shall gather the list of industries which provides both physical and virtual internship. Out of these industries, Engineering departments and IIPC can recommend the industries to the cell.
- 2) Internship cell shall verify the respective industries and disseminate to the respective engineering departments. In case the students arrange the training themselves, concerned Engineering department shall verify the respective industries.
- 3) Respective engineering department students shall send request letter from institute to internship provider industry.





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- 4) The selection process shall be carried out as per norms set by the concerned industries. 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 to concerned Engineering department.
- 5) Engineering department shall appoint faculty members as a guide to monitor the internship program of respective selected interns. It is mandatory to appoint industry supervisor by the concerned industries.
- 6) A daily work diary shall be maintained by students to document activities, observations, information collected, and suggestions, if any.
- 7) The daily work diary shall be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary shall be verified and signed by the institute guide during the fortnightly industry visit.
- 8) Concern industries shall provide "internship completion certificate" to the respective interns as per Annexure E upon satisfactory completion of the internship.
- 9) The intern shall prepare the internship report as per the guidance provided in Annexure F.
- 10) The interns shall submit the daily work diary, attendance report and internship report to the concerned Engineering department after completion of the internship.
- 11) The university end semester examination shall be carried out by the internal and external examiners.

[Prof. N. M. Patil]
Internship Coordinator

[Dr. C. S. Shinde]
Co-Ordinator
Internal Quality Assurance Cell
RWMCT's Dnyanshree Institute of
Engineering & Technology, Satara.



Principle
PRINCIPAL
RWMCT's Dnyanshree Institute of
Engineering and Technology, Sonawadi-Gajawadi
Sajjangad Road, Satara



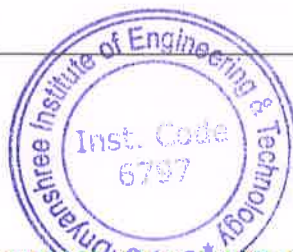
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Annexure A

Student Name:		
Residential Address:		
Permanent Address:		
Student email address:		
Name of Program / Department		
Class		
Overall CGPA:		
Internship Preferences		
	Core Area	Name of Industry / Organization
Preference-1		
Preference-2		
Preference-3		
I agree with the terms, conditions, and requirements of the Internship Program.		
Student Signature: _____		Date _____
Remark: Recommended / Not Recommended		
Head of _____		





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Annexure B

Format of Relieving letter of student as an intern

To

.....

.....

Subject: Relieving letter of student as an intern

Dear Sir,

Kindly refer your letter/e-mail dated..... on the above cited subject. As permitted by your good self the following student will undergo Industrial Internship in your esteemed organization under your sole guidance & directions:

Sr. No.	Name of Student	Roll No.	Branch

This internship being an essential part of the curriculum, the following guidelines have been prescribed as per internship policy. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

Your efforts in this regard will positively enhance knowledge and practical skills of the student, your cooperation will be highly appreciated and we shall feel obliged. The student will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their internship. The student will report to you on dated..... along with a copy of this letter.

Yours sincerely,

Internship Coordinator





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Annexure C

Format of Monthly Progress Review

**Raosaheb Wangde Master Charitable Trust's
Dnyanshree Institute of Engineering and Technology, Satara.**

Department:

Academic Year:

EVALUATION SHEET

Guide Name:

Date of Review:

Project Title / Task Undertaken:

Roll No.	PRN	Student Name	Understanding (10)	Initiative (5)	Earned skills (5)	Presentation (5)	Punctuality (5)	Total (30)	Remark

Overall performance of student intern (tick mark one):

(Needs improvement/ Satisfactory/Good/Excellent)

Additional comments, if any:

Signature of Industry supervisor

Signature of Institute Guide

Reviewed by,
Head, Department of _____ Engineering





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Annexure D

Format of Continuous Assessment Sheet

**Raosaheb Wangde Master Charitable Trust's
Dnyanshree Institute of Engineering and Technology, Satara.**

Department:

Academic Year:

CONTINUOUS ASSESSMENT (CA)

Roll No.	PRN	Student Name	Presentation 1	Presentation 2	CA 1	Presentation 3	Presentation 4	CA 2	Total CA

Signature of Institute Guide

Reviewed by,
Head, Department of _____ Engineering





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Annexure E

Format of internship completion certificate

Ref. No.:

Date:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr./Ms.** _____, a student of **<Institution Name>** enrolled in **<Course/Program>**, has completed an internship at **<Organization Name>** from _____ to _____ at **<Location>**.

During the internship period, he/she worked under the guidance of _____ on the following area/topic:

He/she has demonstrated satisfactory performance, professional behavior, and punctuality. I extend my best wishes for his/her future career and success.

Name of Industry Supervisor:

Designation:

Organization

Signature:

Seal of the Industry / Organization





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Annexure F

Format of Internship Report

Internship Report Format includes –

I. Front Pages

1. Title page
2. Certificate
3. Acknowledgement
4. Abstract
5. Content
6. List of Figures
7. List of Tables
8. Abbreviations

II. Content Wise Report of Internship

1. Company Details
 - 1.1. Company/organization overview
 - 1.2. Product and services of the company
2. Internship Details
 - 2.1. Internship objectives
 - 2.2. Background and context
 - 2.3. Internship duration and schedule
 - 2.4. Work description and responsibilities handled
 - 2.5. Skills and knowledge acquired
3. Project/Task Details
 - 3.1 Problem Statement
 - 3.2 Description of project/task undertaken
4. Outcomes
5. Skills Earned
6. References

