MAEER'S

MIT | Arts, Commerce & Science College

Affiliated to Savitribai Phule Pune University

Accredited by NAAC with "A" Grade

**Training and Placement Department
internships/OJT (On the Job training)
POLICY, GUIDELINES & PROCEDURES**

w.e.f. Academic Year 2024-25

Training and Placement Department

internships/OJT (On the Job training) POLICY, GUIDELINES & PROCEDURES

w.e.f. Academic Year 2024-25

Table of Contents		
Sr. No	**Content**	**Pg No.**
1	Introduction	01
2	Objectives	01
3	Governance Structure	01
4	Duration of the Internship	01
5	Eligibility Criteria	05
6	Guidelines for Internship to students and faculty coordinators / mentors	06
7	Expectations from Student Interns	09
8	Annexures	11

1. INTRODUCTION:

Industry Internship/OJT is an integral part of the academic curricula. Its satisfactory completion is a mandatory requirement for the degree to be awarded by the Savitribai Phule Pune University. Further, depending upon the curriculum structure of various disciplines within the colleges, multiple internships may be required in summers and/or winters, and may be assigned academic credits/grades within the curricula as per the need and the credit framework. The general structure of the internship requires the students to undertake an immersive assignment within the assigned companies/organizations for a stipulated period. The internship offers the students an opportunity to gain hands on industrial or organizational exposure to integrate the knowledge and skills acquired through the coursework, interact with professionals and other interns and to improve their presentation, writing and communication skills. Internship often acts as a gateway for final placement for many students.

2. Objectives:

This policy aims to achieve the following for the students:

1. Applying their analytical, integrative, team skills in the work place
2. Networking opportunities with people from industry/organizations
3. Envisioning their post-degree career plans based on real-life work exposure
4. Accepting pre-placement offers where feasible/appropriate
5. Introducing themselves to real-world professional environments.

3. Governance Structure:

The Internship operations shall be led governed by college authorities comprising of

Director, Dy. Directors, Deans of School, Dean Training and Placement, Training and Placement Officer and Assistant Coordinator from Training and Placement Department.

Additionally Department-level Faculty Coordinators, Course wise mentors and Student Coordinators shall be appointed from each Department for efficient outreach to students.

4. Duration of the Internship:

Generally, when it is a part of the curriculum, the Internship is mandatory as the NEP 2020. Students cannot graduate unless they complete the prescribed Internship and earn the allotted credits. While the actual structure and durations of the Internship may vary from

program to program, semester to semester. It must be noted that 1 credit is equivalent to minimum 30 hours of work in the company / organization. An intern is expected to spend minimum 30 hours per week on Internship and related activities. Furthermore, internships may be done through online / virtual / digital / physical mode.

4.1 For internships in UG programmes following table may be refereed:

Type of Internship	Schedule	Duration	Activities expected	Credits
Summer	After 4th and 6th Semester	4-8 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship/ Community Engagement and Service Project	4
Winter	After 3rd/ 5th /7th Semester	2-4 weeks	Inter/ Intra Institutional Activities, Research Project, Community Engagement/ On Job Training	2 to 4
Semester Long (SLIP)	6 th / 8 th Semester	8 to 12 weeks	Students shall undergo for on-job training/Internship in industry/organization during Semester VI.	12

4.2 For internships in PG programmes following table may be refereed:

Type of Internship	Schedule	Duration	Activities expected	Credits
Summer	After 2 nd Semester	4-8 weeks	Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship/ On Job Training/, Research Project	4
Semester Long (SLIP)	3 rd & 4 th Semester	4-8 weeks	Project work, Seminar, Industrial Training (excluding credits for Advanced Courses). This can be Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship / academic / industry research project	12
Details about the Activities expected during the internships for technical and non-				

technical programmes:

1. Technical and non-technical Internship in industry shall include, working on real-time projects to get industry exposure such as Start-ups, SMEs, MNCs, Public Limited Companies, etc. / recognized national institutions (IISc, IITs, NITs, NASSCOM, MCCIA, DICCI, FICCI, etc) / research institutions (BARC, DRDO, NCL, ISER, CDAC, NSE, BSE, NISM etc.) best fitting the requirement of the programme/course.

2. From an employability point of view internships based on exposure of Python, C programming, Fusion 360, Finance , Marketing, Human Resources Management, Import Export Companies, International Business, Banks, etc.

3. Small work/tasks can also be taken from startups, small or medium scale industries as part of internship.

4. Industrial Training or Equivalent from GOI recognized training institutions such as MSME Department. **e.g.** *https://msme.gov.in/about-us/training-institutes*

5. Technical Skill or Soft Skill or Life Skill Development **(ONLINE / OFFLINE courses of 3-4 weeks duration offered by SWAYAM, NPTEL, COURSERA, etc.)**

   e.g. 1. Course conducted by Excelr Academy, ICT Academy, etc.

   2. Courses Recommended by College, Department as per the requirement of the course/programme.

   3. Technical Skill Development:

   https://www.indiascienceandtechnology.gov.in/youth-corner/courses-skill-development/skill-development

4. Project-based full-time Internship (3 - 4 weeks) at MIT ACSC, under the supervision of Faculty Mentors for eg.

5. Preparation for Smart India Hackathon or Start Up competitions, Avishkar Research Competition etc.

6. Participation in various entrepreneurial activities identified and designed Cell/ IIC/ Department Clubs, Committees, Flagship events as Event Head, Coordinator, Co-ordinator etc.

Students must be selected based on the standard selection process established by the

respective cell/department.

7. Internship at Sports Academy / Music Academy / Arts Academy / Dance Academy / Drama Academy etc., anywhere in India (Certificate based only)

8. Internship related to social services (Work experience through NSS /SDC/ NGO activities. It is expected that they should identify and understand various challenges/issues/problems of the society. (In future, using their technical knowledge, students should address the identified problems and better solutions could be provided to the society.)

9. Important Resources/Platforms for more insights about internships:

a. Government Internship Programs

1. AICTE Internship: https://internship.aicte-india.org/

2. NITI Ayog Internship: https://www.niti.gov.in/internship

3. TULP Internship Program:

   https://smartcities.gov.in/The_Urban_Learning_Internship_Program

4. Digital India Internship:

   https://www.meity.gov.in/writereaddata/files/Digital%20Internship%20Scheme%20 2023 %20%281%29.pdf

5. Directorate General of Foreign Trade Internship program: https://www.dgft.gov.in/CP/?opt=intership-scheme

6. National Commission for Scheduled Tribes Internship: https://ncst.nic.in/sites/default/files/2021/Internship/3677

7. Corporate Affairs Ministry Internship program: https://www.mca.gov.in/bin/dms/getdocument?mds=aC%252B%252F82boz%252FD %2 52FdHcFkAAJ0A%253D%253D&type=open

8. Finance Ministry Internship program:

   https://dpe.gov.in/schemes/scheme-internship

9. Women and Child Development Ministry Internship program:

   https://wcd.nic.in/sites/default/files/Internship%20Guideline.._0.pdf

10. Ministry of Culture Internship programs:

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

> ### b. Online Platforms for Internships opportunities:
>
> 1. Internshala: https://internshala.com/
>
> 2. LetsIntern: https://letsintern.in/
>
> 3. Twenty19: http://twenty19.com.testednet.com/
>
> 4. HelloIntern: https://hellointern.co/
>
> 5. Freshersworld: https://www.freshersworld.com/
>
> 6. Youth4work: https://www.youth4work.com/
>
> 7. Freshersnow: https://www.freshersnow.com/internships-in-delhi/
>
> 8. Zuno by Foundit: https://www.foundit.in/zuno/
>
> 9. LinkedIn:https://www.linkedin.com/jobs/internshipjobs/?currentJobId=3647611763&originalSubdomain=in
>
> 10. Well Found (earlier, AngelList Talent): https://wellfound.com/location/india
>
> 11. Indeed:https://in.indeed.com/jobs?q=internships&l=&vjk=fd2d4f96a256471
>
> 12. Naukri.com: https://www.naukri.com/internship-jobs
>
> 13. TimesJobs: https://www.timesjobs.com/jobs-by-roles/intern-jobs
>
> 14. NGO Box: https://ngobox.org/job_listing.php
>
> 15. CSR Box: https://csrbox.org/

5. Eligibility Criteria:

- The applicant must be a Bonafide student enrolled in any of the program at the college.

- The college would facilitate internship placement of its students undergoing UG/PG Programme provided that the student has successfully completed his previous semester examinations and his conduct at the college has been satisfactory throughout the program.

- Students with a CGPA equivalent to 6 or higher, who have no backlogs in and who have not defaulted in paying the requisite fees to the college will be considered for internship placements assistance. Students are required to maintain a good record of attendance in their courses, to be eligible to participate in internship placement facility. Those having poor attendance record may not be permitted to participate in the internship placement process.

- Students are required to have 75% attendance in the placement lectures and Placement Related Workshops. Those who fall short of attendance may not be permitted to participate in the campus internship placement process.

- Students are required to keep a track of the communications regarding the companies with Internship opportunities by Training and Placement Cell. If a student eligible as per the Job Description chooses not to apply for three (3) consecutive eligible internship postings, then it may validly imply that the student is not interested in pursuing the internship assistance process. In such cases, the student will be denied further internship assistance

6. Guidelines for Internship to students and faculty coordinators / mentors:

- The Placement Department of College is responsible for implementing the Internship Placement Process. At the commencement of each academic year, the Training and Placement Department will constitute a Placement Committee consisting of students and faculty members representing each programme/department/ school to be nominated by the Heads of the Department and the Dean of the Schools.

- The Training and Placement Cell will organize the internship opportunities for the students. The students and faculty coordinators are also encouraged to search for internships aligned to their specific career interests. Any such internship opportunities directly obtained by the student need to be approved by the T&P Call in writing before the student embarks upon the internship.

- In line with the college's intent to nurture the spirit of entrepreneurship, the Training and Placement Office of the College will support students working on their own ventures in lieu of industry internships if these are formally approved by the Deans of the respective schools / Head of the Departments and are conducted under respective faculty mentors.

- Any engagement involving freelancing, work from home etc. if not approved by the respective Dean or Head of the Department will not be accepted as valid internships.

- All students who are eligible and are required to undergo internships must fill an Internship Registration Form. (Annexure I)

- Students must complete the minimum duration of internship as specified in the curriculum with all requisite formalities adhering to the host organization's policies and ethical practices.

- The students must complete the requisite paperwork, including project reports, progress reports and presentations in the prescribed formats (if any) and obtain the completion certificates from the sponsoring organizations adhering to minimum specified duration of internship.

- The concerned mentors/faculty members/ Department/ School must ensure the compliance with internship policies and deadlines considering the need of the programmes/ course.

- Evaluation and Credit Allocation will be done based on the rubrics designed by respective department / school. .Students must submit an internship report (Annexure II) for credit allocation. Credits will be given as per the college's academic framework.

- During the internship, the reporting officers within the industry organizations assign specific projects to the student interns. Each student will be assigned a faculty mentor from the respective school depending on the project domain and the type of organization. The projects will be performed under the direct supervision of the Reporting Manager and will receive guidance from the faculty mentor from the college.

6.1 Internship Process:

The following process for internships/OJT (On the Job training) is envisioned:

1. A faculty mentor will be assigned for each batch of 20 students by the Head of the respective Department.

2. The allocation of faculty mentor shall seek to obtain a match with the faculty expertise areas, to allow interaction between the faculty and the industry. Such interactions are expected to lead to collaborations for research, executive education and consultancy projects etc. and are viewed as beneficial to the faculty members of the College.

3. Upon the allocation, Placement Office will communicate with the organization and introduce the assigned faculty to the organization as well as to the student interns.

4. During this course, several interactions between the Faculty and the organization are expected. These can be conducted through multiple modes such as email, phone, video or in-person as may be expedient/appropriate.

5. While there is no explicit guideline about the number of interactions, the following interactions are envisaged:

a. Initiation stage: Placement Office will introduce the Reporting Manager of the sponsoring organization to College's faculty mentor. The faculty mentor will interact with the reporting manager and set expectations about the Objectives, Scope, Methodologies to be followed and Deliverables from the internship. The student intern will prepare a short write-up documenting these elements and get it signed by both the reporting manager of the sponsoring organization & the Faculty mentor. (See Appendix II for the report format).

b. Mid-term checkpoint: Faculty Mentor will conduct a mid-term review of the progress of the internships typically around half duration after commencement. After the review, the Faculty Mentor shall prepare a mid-term progress report.

c. Closure: At the end of the internship, the student intern shall prepare a report and may be required to make a presentation to the organization. As a proof of completion of internship, the student intern will obtain a letter of completion from the organization showing the performance evaluation in terms of OS (Outstanding), EE (Exceeds expectations), ME (Met expectations), and BE (Below expectations). The student intern shall submit the letter and the report to the Faculty and Placement Office upon arrival at the campus. The Faculty shall engage the organization to receive the feedback and record the same. Based on the data as described herein, the Faculty mentor shall assign an appropriate rating/grade as per the grading norms of the school.

6. Where possible, the Faculty mentor should make at least one visit to the workplace of the student for a meeting with the organization to review the progress

made by the student and to build up long term relationship between the college and the organization.

7. Absenteeism, premature abandonment, non-submission of reports, misconduct at the workplace are some examples of serious misconduct during the internship. In case the student intern is found to have indulged in such misconduct, then he/she is liable for disciplinary actions which may also include: Cancellation of internship, withdrawal of final placement assistance etc.

7. Expectations from Student Interns:

- The internships are unique opportunities for the students to receive pre-placement offers from reputed organizations of their chosen fields. They also represent occasions for the students to showcase the quality and the caliber of the college. Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility.

- Students should aim at working with such organizations, institutions or start-ups who provide challenging learning opportunities and avoid choosing the organizations solely based on hometown convenience or stipend.

- The college expects that all students will adhere to the proper standards of intellectual honesty and professional decency in their conduct. Students are advised not to do anything directly or indirectly which may create a poor impression about the college. Any student found disregarding any of the norms would be liable for disciplinary action.

- The students should abide by the dress code and other professional norms of their Internship organization. Punctuality is a quality that is appreciated by professionals across all organizations.

- Any act of non-cooperation or manipulation with the internship organization's selection process and/or misconduct or acts of dishonesty are liable to withdrawal of Internship at the college's sole and absolute discretion. Refusal to attend selection process, refusal to join the selected organization, demanding special privileges or negotiating with the sponsoring organizations for locations, job profiles or stipend

and any such behaviour that can be considered as unprofessional would invite disciplinary action besides withdrawal from internship / placement process.

- Students must abide by the applicable policies and norms of the sponsoring organization during the period of internship.

- The sponsoring organization has the right to terminate students from the internship at any time due to inappropriate behaviour and/or non-cooperation with the internship process and/or continued non-performance in assignment.

- The college cannot be held responsible for any delay in commencement of internship as these are left to the internal regulations and guidelines of the sponsoring organization.

- Student who does not accept an offer or fail to join the assigned organization will not be eligible for placement assistance from the College.

- If a student gets a pre-placement offer (PPO) from an Organization, he/she will be considered as campus placed and will not eligible for further placement assistance from the college.

8. Annexures:

- **Annexure I:** Undertaking Form
- **Annexure II:** Internship Registration Form
- **Appendix III:** Organization Outreach Letter
- **Annexure IV:** Attendance Sheet
- **Annexure V:** Industry Supervisor Evaluation of Intern
- **Annexure VI:** Performa for Evaluation of Internship by College
- **Annexure VII:** OJT/Internship project report

Annexure I: Undertaking Form

1.Student Name: (In Capital)	
2.Current Address	
3.Residence Address	
4.Email Id	
5.Mobile Nos.	
6.Aadhar	
7.PAN	
8.Overall GPA	
9.Mode of Internship	
10.Internship Preferences	

	Location	Core Area	Organization /Institute
Preference-1			
Preference-2			
Preference-3			

I confirm that I agree with the terms, conditions,and requirements of the Internship Policy.

Student Signature:

Date_____

Class_____

I confirm that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her mentor.

Sign of Department Faculty Coordinator with Date

Annexure II: Internship Registration Form

Application from for Internship

Name of the Applicant:_____

Phone Number:_____

Date of Birth:_____

Communication Address:

_____

_____

_____

Email ID: _____

Present Qualification:_____

Applying for (Tick the appropriate option): Summer Internship / Winter Internship/ Semester Long Internship

Suggested topic / Projects on which internship is proposed:

_____

_____

_____

Internship period: From_____ To:_____

Name of the Department:_____

Name of the Programme:_____

Course Year: _____

Appendix III: Organization Outreach Letter

<HEI Letter Head>

Outward Number   **Date:**

To,

The (Manager, HR)

………………………………..

………………………………..

Subject: Request for_____ weeks internship of Students pursuing _____

Dear Sir,

MAEER's MIT Arts, Commerce & Science College, Alandi (D), Pune reflects the vision of leading industrialists and educationalists. Institute is accredited with 'A' grade by NAAC in the Year April 2022. The college has been recognized about it's over all academic excellence and infrastructure.

In view of the above, I request your good self to allow our following _____ (no. of students) students for practical knowledge gaining in your esteemed organization. Kindly accord your permission for students to join training after confirmation.

Sr. No.	Name	Roll No.	Year	Department

The resumes of these students are attached with this letter. If vacancies exist, kindly do plan for Interviews for the students in above branches.

A line of confirmation will be highly appreciated.

Yours sincerely,

Nodal Officer / Head of the Department

Department Name:

Date:

Appendix IV: Student Diary (Log) Recording Format (to be maintained by student)

Week	Task Assigned	Activities Performed	Key Learning	Additional Remarks
1.				
2.				
3.				
4.				
5.				
6.				

Signature of Industry Supervisor

Appendix V: Attendance Sheet

<Organization Letter Head>

Name & Address of Organization

_____

_____

_____

Name of the Student	
Roll Number	
Name of Course	
Date of Commencement of Training	
Date of Completion of Training	

Month and Year:_____

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

• Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.

• Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.

Name and Signature with date of Internship Supervisor_____

Annexure VI: Supervisor Evaluation of Intern

Student Name: _____ Date: _____

Name of the Work Supervisor: _____

Designation: _____

Company / Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

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

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Behavior				
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/feedback				
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: _____

Additional Comments if any: _____

Signature of Industry Supervisor: _____

HR Manager _____

Annexure VII: Performa for Evaluation of Internship by College

<HEI Letter Head>

1. Name of Student _____

2. Mob. No. _____ 3. Roll No. _____

4. Branch/Semester:_____

5. Period of Training:_____

6. Home Address with contact No._____

7. Address of Training Site: _____

8. Address of Training Providing Agency:_____

9. Name/Designation of Training In- charge _____

10. Type of Work_____

11. Date of Evaluation _____

12. Please rate the following:

Sr. No.	Particular	Grade
1.	Quality and effectiveness of presentation	
2.	Depth of knowledge and demonstrated skills	
3.	Variety and relevance of learning experience	
4.	Practical applications and relationships with concepts taught	
5.	Internship Report	
6.	Attendance record, student log, supervisor evaluation	

Overall grade: _____

Additional Remarks:_____

Signature of Faculty Mentor_____

Annexure VII: Internship project report

The Internship Project Report plays a crucial role in showcasing a student's abilities to potential employers. Recruiting organizations place significant value on the report during final placement interviews, often conducting thorough assessments of the candidates. Recruiters evaluate the quality of the report by examining the student's analytical skills, methodology, understanding of research tools, and the tangible contributions made to the organization, such as cost or time savings resulting from the implementation of the student's recommendations. The College expects students to approach the report preparation with seriousness, ensuring the submission of a high-quality report at the end of the internship, which can significantly improve their chances of securing a placement.

The report should cover the following aspects:

i)   Introduction: Clear understanding of the topic/subject; understanding of the organization/unit/field.

ii)   Literature Review: Published studies, review of similar studies

iii)   Details about the study: Objectives, formulation of the problem, scope, and rationale of the study.

iv)   Methods/methodology adopted for the study: Analytical, Survey, Field Work or any other method with appropriate justification and reasoning.

v)   Analysis and conclusions: The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.

vi)   Contribution and learning from the project: Details of the contribution of the study, the benefits to the organization, the learning from the study for the student, etc.

vii)   Acknowledgements: References/Citations and Bibliography and help, if any, received from other individuals/organizations.

viii)   Presentation of the report, format of the report, flow of the report, style, language, etc.

Prepared by

09/01/25

Dr. Mangesh M. Bhople,
Dean Training and Placement

Approved by

Dr. B. B. Waphare
Director