



MAHAVIR EDUCATION TRUSTS'S
Shah & Anchor Kutchhi Engineering College
Chembur, Mumbai-400088

SAKEC - Internship Policy –UG/PG (B.E./M.E.Students)

This policy has been developed as per the AICTE Internship Guidelines

Purpose: The policy gives guideline/procedure to assist students to find an internship in the Industry at the end of each semester. The policy also mentions Standard operating procedure (SOP) to be followed by students

Scope: Procedure mentioned in the document is applicable to all the eligible students of Institute

About Internship:

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.

Objectives:

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be with stipend. The internship has to 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 objectives of internship training:

- To provide exposure to the industrial environment and create competent professionals for the industry
- To facilitate fresh opportunities to learn real time/managerial skills required at the job
- To provide exposure to the current technological developments relevant to the area of training
- To use the experience gained from Industrial internship in academic development
- To gain proficiency in writing Technical reports
- To Provide opportunity for the students to handle responsibilities and follow ethics
- To familiarize with various materials processes, products and their applications along with relevant aspects of quality control
- To promote academic, Professional and personal development.
- To expose students to the future employees
- To create awareness regarding underprivileged ,rural and deprived section of society
- To come up with innovative solutions for real life problems
- To understand the working environment of industry.

BENEFITS OF INTERNSHIP

Benefits to the Industry

- Availability of ready to contribute candidates for employment.
- Year-round source of highly motivated pre-professionals.
- Students bring new perspectives to problem solving.



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- Increased Visibility of the organization 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 work force 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 learnt in classroom teaching are integrated into the practical world. On-floor experience provides much more professional experience which further clarifies the fundamentals learnt in classroom
- 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 develop networking skills

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
- Bridge the gap between industry and academia

Internships may be full-time or part-time; they are full-time in the summer/winter vacation and part-time during the academic session. College will have the flexibility to schedule internship, Project work, Seminar etc. according to the availability of the opportunities. However, minimum requirement regarding Internship duration are as follows:

Framework for Internship

Sr.No.	Schedule	Duration	Internship Type
1	Summer vacation 2 nd Semester	6 – 8 Weeks	External/ Internal Full Time/Part-time
2	winter vacation after 3 rd Semester	3-4 Weeks	External/ Internal Full Time/Part-time
3	Summer vacation 4 th Semester	6 – 8 Weeks	External/ Internal Full Time/Part-time



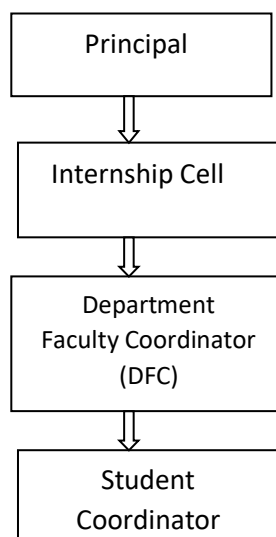
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4	winter vacation after 5 th Semester	3-4 Weeks	External/ Internal Full Time/Part-time
5	Summer vacation 6 th Semester	6 – 8 Weeks	External/ Internal Full Time/Part-time
6	winter vacation after 7 th Semester	3-4 Weeks	External/ Internal Full Time/Part-time

During the summer/winter vacations, after the 2nd/3rd Semester, students are required to be involved in Inter/Intra Institutional Activities viz; Training with higher Institutions; Soft skill training organized by Training and Placement Cell of the institutions; contribution at incubation/innovation /entrepreneurship cell of the institute; participation in conferences/workshops/competitions etc.; Learning at Departmental Lab / Tinkering Lab / Institutional workshop; Working for consultancy / research project within the institutes and Participation in all the activities of Institute's Innovation Council for e.g.: IPR workshop / Leadership Talks / Idea / Design / Innovation / Business Completion/ Technical Expos etc.

During the summer/winter vacation after 4th/5th/6th and 7th semester for degree course, students are ready for industrial experience. Therefore, they may choose to undergo Internship / Innovation / Entrepreneurship related activities. Students may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/ NGO's/ Government organizations/ Micro/ Small/ Medium enterprises to make themselves ready for the industry.

Internship cell: Organization structure



Internship Cell:

Identifying internship opportunities with different industries, NGOs, start-ups, outside institutes, Govt organizations etc. Sharing available opportunities with students, facilitating campus / off campus / online selection process for companies hiring interns. Coordinate with each DFC and maintain internship track, record and statistics department wise Issue recommendation letter to



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students for obtaining various external internships Issue Internship Completion Certificate for in-house internships

Department Faculty Coordinator (DFC) :

Identify in-house internship opportunities within the department and share the same with students through Internship Cell

Monitor the student's internship progress and update the same to Internship Cell

Maintain the department wise statistics of in-house & external internships

Assign & monitor the duties of Student Coordinators

Student Coordinator:

Assist DFC to monitor, track and collect information for internships done by all the students of particular department

Assist the Internship cell in conducting campus online selection process for internship

Assist DFC to prepare and validate the internship statistics

Internship options Available to students

In house Internship offered by

Faculty members

Workshop/ Training Programme organized by college/Department

Library/Department/Institute/Campus Administration

Any other concerned authority

External Internship

Industry Internship with/Without stipend

Govt /PSU Internship

Internship with outside Institute/Professor

Industrial training programme

Any other Internship offered by concerned Authorities

Internship Duration

Sr.No.	Schedule	Activities	Duration
1	After Semester II,IV,VI	Internship	8 Weeks
2	After Semester I,III,V,VII	Internship	4 Weeks

Guidelines for students:

Various Internship opportunities will be announced by Internship cell from time to time. Students can also identify and opt for external internship of their preference with due permission from DFC/HOD and Internship Cell

Recommendation Letter for the External Internship will be issued by internship cell

Student should submit the offer letter/Joining confirmation mail received from industry/organization to DFC before joining the Internship with intimation to internship cell.

Students should submit Internship report and certificate to DFC after Completion of Internship

Students will receive the Internship Certificate from Industry in case of External Internship and From SAKEC Internship cell in case of In house Internship

Students are required to inform and take due approval from DFC/Internship cell before starting any internship.



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After Completion of Internship, students are required to submit

- Report of work done
- Feedback from employer/internship mentor
- Feedback from Intern

Guidelines to the Faculty members offering Internship

1. Faculty member can offer Internship like

Projects

Research work

Training on software/Hardware

Model Making/simulation

Content Development

Administrative work (faculty member/persons holding admin positions of Dept./College

Other area in coordination with Internship cell)

2. To offer Internship, faculty members will need to inform Internship Cell/ Respective DFC

3. Faculty member should specify their details of Internship through the form

4. Faculty members may identify the students and submit their details to Internship cell/DFC

5. At the End of the Internship, faculty member has to mention the number of weeks/hours completed by students on the internship report and submit the same to DFC with intimation to IC

Student Coordinator				
Dept.	Students Name	Email id	Class	Mobile No.
EXTC	Parth Tander	Parth.tander15555@sakec.ac.in	TE	9619436571
IT	Dhairya Thakker	dhairya.thakker_19@sakec.ac.in	TE	9619297756
Cyber Security	Solanki Safwaan Abdul Jabbar	safwaan.solanki16275@sakec.ac.in	SE	8104672899
Computer	Abdul Qadir Ujjanwala	abdulqadir.ujjanwala15500@sakec.ac.in	TE	8291465261
AI and DS	Mr. Manish Patil	manish.patil15667@sakec.ac.in	SE	8104533669
ECS	Jayashree Gajare	jayashree.bhole@sakec.ac.in	SE	9702282812
Faculty Coordinator				
Dept.	Faulty Name	Email id	Mob.No.	
EXTC	Ms.Uma Raj	uma.raj@sakec.ac.in	9892907203	
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Cyber Security	Prof. Vishakha Ramchandra Shinde.	vishakha.shinde@sakec.ac.in	9373965450	
Computer	Krupa Chotai	Krupa.chotai@sakec.ac.in	9619714086	
AI and DS	Ms Sayali Salkade	sayali.salkade@sakec.ac.in	9011337852	
ECS	Satyam Jagdale	satyam.jagdale_19@sakec.ac.in	8369656113	



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