

**Mahatma Education Society's
Pillai College of Engineering, New Panvel
(An Autonomous Institute Affiliated to University of Mumbai)
Dr. K. M. Vasudevan Pillai Campus, Sector 16, New Panvel**

General Internship Policy

This policy depicts the purpose and procedures to facilitate the students of Pillai College of Engineering, New Panvel to take up the internships during the tenure of Engineering Program. There are two internships facilities mentioned in the program structure

1. End semester internship (Optional and Non Credit)
2. Semester long internship (Compulsory and Credit Based)

The guidelines in this document are applicable to all the bonafide students of PCE. The students of FY, SY, TY and Final Year B. Tech, FY and Final Year M. Tech taking up the internships have to strictly follow the standard operating procedure set in this document.

Objectives:

1. To extend the classroom learning to the experiential learning Bridge the gap between traditional classroom instruction and hands-on experiential learning.
2. To Offer firsthand exposure to cutting-edge technologies employed in industries, research laboratories, and startup environments.
3. Familiarize students with organizational work ethics and the professional work environment.

Outcomes:

Students will be able to

1. Demonstrate the practical application of expertise and competencies within a particular field or industry.
2. Cultivate a sense of social responsibility and uphold ethical standards in professional endeavors.
3. Foster the capacity to collaborate as a team member or leader, emphasizing effective communication and proficient project management skills.
4. Recognize personal educational requirements to stay competent in an evolving global landscape.

1. End Semester Internship (Optional and Non Credit)

Guidelines:

1. The internship slot is marked in the term calendar of the institute. Students are advised to utilize the given slot for the non-credit internships
2. Interested students have to submit the Application Form in the prescribed format to the Internship Cell/ Internship Coordinator at **Room No. S - 004** at least a month prior to the scheduled internship



3. Following are the suggested categories of a valid Internships:
 - a. Industrial Internship- Private, Public, LLP or Start-up company
 - b. Incubation center - Under start-up or pre-incubation registered with Incubation center, Innovation / Entrepreneurship related activities.
 - c. Government Sector - BSNL, BEL, BHEL, ONGC, GMRT, Railways etc..
 - d. Government Research organization - IIT's, NIT's, IITM, IISR, DIAT, ISRO, TIFR etc..
 - e. Research lab - NCL, CSIR, CME, CPR, HEMRL, DRDO, Police Research Centre etc..
 - f. Institutional Internship - Research lab, Industrial tools, different technical activity clubs, learning at departmental Lab/ Tinkering Lab/ Institutional workshop etc.
 - g. Socio-techno internship - Technical activates/work carried out by different social groups can be considered only once as a non-evaluated internship
4. Expenses, if any, towards or during the internship, like traveling, stay, food are to be borne by the student.
5. After successful completion of the internship, the student has to submit the completion certificate to his respective department through the faculty mentor and also update his ASK portal.
6. The non-credit internships will not lead towards any academic concession like attendance consideration, exemption from the courses/lectures/tutorials/practical unless specifically mentioned in the academic scheme of the program/course

2. Semester long internship (Compulsory and Credit Based)

Guidelines

1. The duration of internship will be after the completion of the ESE of Semester VII. The duration will be a minimum of 14 weeks to a maximum of 20 weeks.
2. Students are advised to refer the curriculum of the program of study to know the details of the credits assigned for the semester long internship
3. The internship duration/slot will start immediately after completion of semester VII examinations and it will end on the last instructional date of the semester VIII (as per the academic calendar).
4. All students enrolled in semester VII have to submit the Application Form in the prescribed format to the Internship Cell/ Internship Coordinator at **Room No. S - 004** at least a month prior to the last instructional day of the semester VII
5. Following are the suggested categories of a valid Internships:
 - a. Industrial Internship- Private, Public, LLP or Start-up company
 - b. Incubation center - Under start-up or pre-incubation registered with Incubation center, Innovation / Entrepreneurship related activities.
 - c. Government Sector - BSNL, BEL, BHEL, ONGC, GMRT, Railways etc..
 - d. Government Research organization - IIT's, NIT's, IITM, IISR, DIAT, ISRO, TIFR etc..
 - e. Research lab - NCL, CSIR, CME, CPR, HEMRL, DRDO, Police Research Centre etc..
 - f. Institutional Internship through UGROP



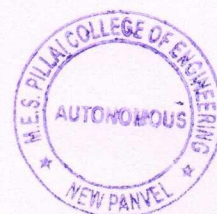
- g. Internships other than UG project work offered by PI/CoPI of any Research project, live Industry projects, different technical activity clubs, learning at departmental Lab/ Tinkering Lab/ Institutional workshop etc..
6. Internship opportunities generated through the institute as well as generated through personal contacts of the students are valid internships. **In any case there has to be a mentor/guiding member assigned from the internship offering organization, who will provide hand holding to the student during the internship duration and will be one of the evaluators for the student at the time of completion of the internship.**
7. In case of an internship offered through the college selection process, the student is eligible for only one offer and cannot appear for further process once selected.
8. The applications will be scrutinized by the internship approval committee at college /department level for its merit. The decision of the committee will be final and further grievances will not be entertained.
7. The college will assign a mentor for each student who will monitor the student's progress throughout the duration of the internship. The students are expected to be in contact with the mentor on a regular basis.
8. Expenses, if any, towards or during the internship, like traveling, stay, food are to be borne by the student.
9. Students can join an internship only after getting an approval from the internship-committee. An undertaking prescribed by the college required to be signed by the student and parent needs to be submitted.
10. In case any student attempts to join an internship bypassing college procedure, it will not be considered for credit completion of semester VIII and hence for award of the B. Tech degree.

Eligibility:

1. **Non-credit internship:**
 - a. Bonafide students of PCE who have paid the full fees for the ongoing academic year.
 - b. Students who are in academic drop due to any reason.
2. **Semester long internship:** Bonafide students of PCE who have completed semester VII and have paid the full fees for the ongoing academic year.

Monitoring and Evaluation:

1. The institute shall ask the Internship offering Organization to allocate a mentor to the students to monitor and update the progress of the student and undertake a ground work to make internship more effective.
2. The institute (concerned department) will allocate an internal faculty mentor to the students. The faculty mentor will undertake continuous evaluation of the students and will be responsible for submission of his/her grades. The interactions may be through Email/Skype/ Video Conferencing etc. or a personal visit by faculty mentor to the internship site, as the need be or the policy of the institute.



3. The student needs to submit the internship joining report duly signed by the mentor from the organization and the mentor from the institute to the department within two weeks from the commencement of the internship.
4. Students undergoing semester-long internships may require to attend online classes or IA evaluations if any.
5. However, students will be evaluated based on interim internships progress evaluation(s) and final presentation related to the internship for the total marks mentioned in the syllabus of the program of study.
6. **Assigned credits of internship will be awarded only after In-Semester presentation / final presentation / viva, submission of final report and internship certificate to the department within a weeks time after completion of the internship.**
7. In case of any unforeseen reason/s if a student decides to discontinue the internship and /or the internship is discontinued by the Internship offering organization, he/she has to immediately report to the internship coordinator and join the another internship, whichever is available. In any case student has to complete the internship tenure of minimum 14 weeks to earn the academic credits assigned for said internship. Else he/she can repeat the internship in the subsequent semester/academic year to complete the degree program of study. Such students may have to pay the additional fees as per the rules and regulations of the institute

College authorities reserve the right to change / update the policy from time to time and as per the directives from the higher authorities.



PRINCIPAL

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