



LOKMANYA TILAK JANKALYAN SHIKSHAN SANSTHA'S

PRIYADARSHINI COLLEGE OF ENGINEERING

(An Autonomous Institute Affiliated to R. T. M. Nagpur University)

Accredited with Grade "A+" by NAAC

Near CRPF Campus, Hingna Road, Nagpur-440 019, Maharashtra (India)

Phone : 07104 – 299648, Fax : 07104 – 299681,

E-mail: principal.pce.ngp@gmail.com, Website: www.pcenagpur.edu.in

AICTE ID No. 5435581, DTE CODE No. 4123, UNIVERSITY CODE No. 278



III (Industry Institute Interaction) Cell

Internship Policy

All students are required to undertake internships as prescribed in the syllabus of their respective engineering branches, in accordance with AICTE policies and guidelines. To do so, students must formally accept the Institute Internship Policy and complete the prescribed documentation. A duly signed approval-cum-NOC must first be obtained from the concerned department before seeking final approval/NOC from the college.

The Institute Internship Policy, aligned with the AICTE Model Internship Guidelines, provides a structured institutional framework for planning and executing internships. It clearly outlines the complete internship process, enabling students to understand the procedures for application, approval, and successful completion. The policy also guides students in identifying suitable internship opportunities, submitting applications through approved channels, and fulfilling all documentation, reporting, and evaluation requirements within the stipulated timelines.

I. Introduction

1. Internship Programme Outcomes

Internships serve as structured learning experiences that support academic learning through practical exposure in professional environments. The internship programme aims to achieve the following outcomes:

- To provide technical students with direct exposure to industrial settings that cannot be replicated within classrooms, thereby preparing them for professional roles.
- To enhance students' technical, managerial, and problem-solving skills required in real-world work environments.
- To familiarize students with contemporary technologies and practices relevant to their field of study.
- To encourage the integration of internship experiences into academic learning through classroom discussions and assignments.
- To promote the practical application of theoretical concepts in industrial situations.
- To develop competencies in technical documentation, report writing, and project execution.
- To instill professional ethics, responsibility, and discipline expected in engineering practice.
- To acquaint students with industrial materials, manufacturing processes, products, quality control, and their applications.
- To support students' academic growth, professional readiness, and personal development.
- To provide exposure to potential employers and workplace culture.
- To improve understanding of organizational, social, economic, and administrative aspects of industry operations.
- To develop awareness of workforce behavior, attitudes, and approaches to problem solving.

2. Benefits of Internship

Benefits to Industry

- Availability of motivated, skilled, and employment-ready candidates.
- Cost-effective and flexible workforce for short-term projects.
- Opportunity to evaluate potential employees before recruitment.
- Enhanced organizational visibility and reputation on campus.
- Fresh perspectives and innovative problem-solving approaches.

Benefits to Students

- Hands-on industrial experience and skill enhancement.
- Better understanding of career options and industry expectations.
- Improved communication, teamwork, and professional skills.
- Stronger resumes, networking opportunities, and higher employability.
- Enhanced prospects for higher education and career growth.

Benefits to the Institute

- Strengthened industry–institute collaboration.
- Improved placement outcomes and institutional branding.
- Feedback-driven curriculum enhancement.
- Improved teaching–learning processes and student retention.

II. Mode of Execution:

Internships can be pursued under the following categories, either in **online/ virtual or offline or hybrid mode**, as approved by the institute:

1. **Full-time industry internship combined with a project**, providing practical industrial training along with project work (for a minimum of 1 to 2 semesters)
2. **Short-term industry internship (2 to 4 weeks)** that includes an in-house or on-site internship to provide focused hands-on experience clubbed with the regular teaching
3. **Winter/ Summer internship (1 month to 2 months)** where the candidate can undertake the internship at the industry or at other institute/ industry

These options offer students flexibility while supporting industry exposure, research learning, and entrepreneurial development.

III. About the III Cell at the College:

Due to the liberal economic and industrial policies adopted by the Govt. of India the industrial scenario in India is fast changing and industries have to compete with the international companies. Quality products and well trained manpower is the need of the industries. To develop highly qualified and skilled manpower for industries is the main responsibility of technical institutions. These objectives can only be achieved well by bridging the gap between industry and the technical institute.

The main objective of III cell of Institute is to enhance the Industry-Institute interaction and create the confidence in industry which would result industries involving voluntarily at various stages of Institute development. This mutual interaction will also benefit the students with exposure to latest technology used in industries and working culture of industries. The III cell will make students of various disciplines more compatible for selection of various leading industries for training, internship, case study or for placement.

ROLE & RESPONSIBILITIES:

- ✓ To strengthen and sustain effective linkages with industry by identifying nearby industrial organizations and categorizing them based on academic and training requirements.
- ✓ To organize and prepare student groups for industrial training, sponsored projects, mini projects, industrial case studies, internships, and vocational training. This includes identifying relevant industries, facilitating industry interactions, coordinating training programs, and ensuring proper communication, reporting, and documentation to enhance students' industry readiness.
- ✓ To support continuing education and professional development for industry personnel and faculty members through knowledge upgradation programs. This includes facilitating expert exchanges between the institute and industry and developing a database of senior executives and technologists to deliver expert talks and interact with faculty and students.
- ✓ To identify gaps between academic curricula and industry expectations and develop action plans to bridge these gaps. Guest lectures and visiting faculty sessions by industry experts will be organized to share practical insights and real-world expertise.
- ✓ To promote research collaboration and consultancy activities aligned with industry needs and emerging technological trends.
- ✓ To prepare and submit proposals to various funding and development agencies to support and expand III Cell initiatives.

- ✓ To organize meetings with industry professionals on campus, collect structured feedback, conduct impact analysis, and develop actionable improvement plans.
- ✓ To establish Memoranda of Understanding (MoUs) and formal agreements with industrial organizations to strengthen collaboration and enhance industry–institute interactions across all academic programs.

IV. METHODOLOGY / STRATEGY:

To achieve its objectives following methodology/ strategy adopted by III Cell:

Symbiotic Relationship

- In order to promote close relationship between various departments and industry, III cell is continuously making dialogue with industry.
- Inviting industry executives to discuss and share thoughts, ideas and experiences.
- Sign Memorandum of Understanding (MoU) between the departments and industries to exchange of knowledge transfer and to bring the two sides strategically closer

Industry Exposure to Students and Faculty members

- Industry exposure to students through industry visits, expert lecture of industry persons, practical training/summer and winter internship in industries.
- Students' projects/dissertation work in industries under joint guidance of the faculty and experts from industry.
- Organizing Industrial tour, Industrial visit, Field trip, Guest lectures, workshops, seminars on latest trends/developments for faculty members by industry experts.
- Motivating and allowing the students to participate Vocation Educational Training program (VET), Summer/Winter Industry Internship, Industrial Case Study

Providing help to Industries and Faculty members

- To motivate the students and faculty members for submission of various funding proposal

- To motivate the students and faculty members for submission of patents on their project work or research work , etc
- Consultancy assignment by the faculty to help the industries.
- Providing testing and calibration services to industry.
- Conducting joint research programs with industries.

Industry involvement in Curriculum Development, Delivery and Assessment to bridge the curriculum gap

- Participation of experts from industry in curriculum development and developing mechanism to bridge the curriculum gap.
- Inviting industry professional to deliver expert lectures on the advanced topic or to teach some portion of regular curriculum.
- Involvement of industry professional in students' project assessment, industry based projects or sponsored projects from industries

V. Disciplinary Committee:

For investigating any reported act of indiscipline during internship programme and/or violation of Internship Policy by a student and suggesting suitable action, a committee comprising of concerned Head of Department, Dean – Student Affair and III Cell Coordinator will be constituted. The report of the committee will be submitted to the Principal, Priyadarshini College of Engineering, Nagpur for final decision.

Prepared by:
III Cell Coordinator,
PCE, Nagpur

Date: 15/06/2023

Dr. S. A. Dhale,
Principal, PCE, Nagpur
(Digitally signed)

Annexures

(Formats)



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III (Industry Institute Interaction) Cell

FORMAT1. STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the TPO/ Internship Program Coordinator. Type or write clearly.

1. Student Name:			
2. College Address:			Phone:
3. Home Address:			Phone:
3a. Student email address:			
4. Branch:	5. Internship Semester: _____ Year.		
6. Overall GPA:			
9. Internship Preferences			
	Location	Core Area	Company/ institution
Preference-1			
Preference-2			
Preference-3			
Faculty mentor Signature: _____ Date _____.			
Signature confirms 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 Advisor..			
Student Signature: _____ Date _____.			
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program			



III (Industry Institute Interaction) Cell

FORMAT 2. REQUEST LETTER FOR THE INTERNSHIP

To,

_____,
_____(Organization Name),
_____(Branch/ City)

Subject: REQUEST FOR INTERNSHIP of M.Tech/B. Tech Degree Programme.

Dear Sir/Madam,

You must be aware that internship plays an important and valuable role in students overall development.

Hence in view of the above, I request your good self to allow our following student/s for practical training in your esteemed organization. Kindly accord your permission.

S. No.	Name	Roll No.	Sem/ Year	Branch

A line of confirmation will be highly appreciated.

With warm regards.

Yours sincerely,

Head of the department

III Cell college coordinator

Principal



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FORMAT 3: RELIEVING LETTER OF STUDENT

To,

.....
.....

Subject: Relieving students for joining Internship in the Industry. Dear Sir,

As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions from _____ to _____.

S.No.	Name of Students	Roll No.	Branch

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. 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.

You are requested to evaluate the student's performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

S.No.	Name of Students
a	Attendance and general behavior
b	Relation with workers and supervisors
c	Initiative and efforts in learning
d	Knowledge and skills improvement
e	Contribution to the organization

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated along with a copy of this letter.

Yours sincerely,

HoD

III Cell coordinator

Principal



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FORMAT 4: STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Date: _____

Industrial Supervisor: _____ Title: _____

Supervisor Email: _____ Internship is: _____ Paid _____ Unpaid _____

Company/Organization: _____

Internship Address: _____

Faculty Coordinator: _____ Department: _____

Dates of Internship: From _____ To _____

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible): Was your internship experience related to your major area of study?

_____ Yes, to a large degree _____ Yes, to a slight degree _____ No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree

Expanded my sensitivity to the ethical implications of the work involved				
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FORMAT 5: PROFORMA FOR EVALUTION OF INTERNSHIP BY INSTITUTE

Mobile_____ Email_____

Evaluation (I)_____

1. Name of Student _____ Mob. No. _____
2. College Roll No. _____ University Roll No. _____
3. Branch/Semester _____ Period of Training _____
4. Home Address with contact No. _____
5. Address of Training Site: _____
6. Address of Training Providing Agency: _____
7. Name/Designation of Training In- charge _____
8. Type of Work _____
9. Date of Evaluation _____
 - a) Attendance: _ (Satisfactory/ Good/ Excellent)
 - b) Practical Work:__ (Satisfactory/ Good/ Excellent)
 - c) Faculty's Evaluation: _ (Satisfactory/ Good/ Excellent)
 - d) Evaluation of Industry:_____ (Satisfactory/ Good/ Excellent)

Overall grade: (Satisfactory/ Good/ Excellent)

Signature of Faculty Mentor/ Incharge

Signature of Company/ Institute (with seal)



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FORMAT 6: INTERNSHIP EVALUATION REPORT

(For 4 years Degree Programme. / M.Tech.)

Name & Address of Organization

Sr. No.	Name of Student	Roll No.	Marks to be awarded by			OVER ALL GRADE
			Punctuality Grade (Satisfactory/ Good/ Excellent)	Maintenance of Daily Diary Grade (Satisfactory/ Good/ Excellent)	Skill Test Grade (Satisfactory/ Good/ Excellent)	

Sign of Dept. Incharge

Sign of H.O.D.



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FORMAT 7: ATTENDANCE SHEET

(For 4 years Degree Programme. / M.Tech. & MBA)

Name & Address of Organization

Name of Student	
Roll. No	
Name of Course	
Date of Commencement of Trg.:	
Date of Completion of Training:	

Initials of the student

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Note :

1. Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
2. Student should sign/initial in the attendance column. Do not mark 'P'
3. Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as 'A' in **Red Ink**.

Signature of Company internship supervisor with the

company stamp/ seal

(Name _____) Contact No. _____



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FORMAT 8: INTERNSHIP EVALUATION REPORT

(For 4 years Degree Programme. / M.Tech.)

Name & Address of Organization

Sr. No.	Name of Student	Roll No.	Marks to be awarded by			OVER ALL GRADE
			Punctuality Grade (Satisfactory/ Good/ Excellent)	Maintenance of Daily Diary Grade (Satisfactory/ Good/ Excellent)	Skill Test Grade (Satisfactory/ Good/ Excellent)	

Sign of Dept. Incharge

Sign of H.O.D.

Sign of Dept. Incharge

Sign of H.O.D.

FORMAT 9. OBJECTIVES/ GUIDELINES/ AGREEMENT: INTERNSHIP

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

Part I: Contact Information

Student

Name: _____ Student ID# _____ Class Year: _____
Campus Address: _____
City, State: _____
Phone: _____ Email: _____

Industrial Supervisor

Name: _____ Title: _____
Company/Organization: _____
Internship Address: _____
City, State, Pin: _____
Phone: _____ Email: _____

Faculty Mentor

Name: _____ Phone: _____
Campus Address: _____

Academic Credit Information

Internship Title: _____ Department: _____
Course #: _____ Credits: _____
Grading Option: _____ Credit/Non-credit _____
Beginning Date: _____ Ending Date: _____
Hours per Week: _____ Internship is: _____ Paid _____ Unpaid _____

Part II: Internship Objectives/Learning Activities

Internship Objectives: What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding

- Skills

Learning Activities: How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching/Mentoring Activities: How your technical knowledge can be applied at the site of the internship. How you can create value through mentoring/help people learn new things.

Off the job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Part III: The Internship

Job Description: Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines, etc. How can you contribute to the organization/site of internship.

Supervision: Describe in as much detail as possible the supervision to be provided/needed at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: Agreement

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student _____

Date _____

Faculty Mentor _____

Date _____

Industry Supervisor _____

Date _____