

Marathwada Mitra Mandal's
COLLEGE OF ENGINEERING, PUNE

Permanently Affiliated to SPPU | Accredited with “A++” Grade by NAAC
Recipient of ‘Best college’ award by SPPU | Accredited by NBA (Electrical and Mechanical Engineering)



Vision

**To aspire for the Welfare of Society
through excellence in Science and Technology.**

Mission

Our Mission is to

- ❖ **Mould young talent for higher endeavours.**
- ❖ **Meet the challenges of globalization.**
- ❖ **Commit for social progress with values and ethics.**
- ❖ **Orient faculty and students for research and development.**
- ❖ **Emphasize excellence in all disciplines.**

Internship Policy

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Internship Guidelines

- **Step 1:** Request Letter/ Email should go to industry to allot various slots of 4-6 weeks as internship periods for the students. Students request letter /profile / interest areas may be submitted to industries for their willingness for providing the training.
- **Step 2:** 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.
- **Step 3:** Students on joining Training at the concerned Industry / Organization, submit the **Joining Report/ Letters / Email**.
- **Step 4:** Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department.
- **Step 5:** Students will submit training report after **completion of internship**.
- **Step 6:** Training Certificate to be obtained from industry.
- **Step 7:** List of students who have completed their internship successfully will be assessed.
- Any absenteeism by students during their internship should be informed immediately to the mentor/reporting manager and the internal guide.
- Student should take prior permission before preceding to the internship by submitting undertaking duly signed by parents and students.
- The monthly attendance format should be duly submitted to the internal guide by the intern.
- Every intern should send weekly report to their internal guide without fail. It is mandatory for the intern to send weekly reports to their respective guide on regular basis. Interns should have at least fortnightly verbal communication with the internal guide without fail.

Internship Diary / Internship Workbook:

Students must maintain Internship Diary/ Internship Workbook. The main purpose of maintaining diary/workbook is to cultivate the habit of documenting. The students should record in the daily training diary account of the observations, impressions, information

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gathered and suggestions given, if any. The training diary/workbook should be signed after every day by the supervisor/ in charge of the section where the student has been working.

Internship Diary/workbook and Internship Report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Institute immediately after the completion of the training. Internship Diary / workbook may be evaluated on the basis of the following criteria:

- Proper and timely documented entries.
- Adequacy & quality of information recorded
- Data recorded.
- Thought process and recording techniques used.
- Organization of the information.

Evaluation through Seminar presentation / Viva-voce at the institute:

The student will give a seminar based on his training report, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

- Depth of knowledge and skills Communication & Presentation Skills.
- Team Work
- Creativity
- Planning & Organizational skills
- Adaptability and Analytical Skills
- Attitude & behaviour at work.
- Societal Understanding
- Ethics
- Regularity and punctuality
- Attendance record
- Log book
- Student's Feedback from External Internship Supervisor

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Internship Report / presentation:

The report and presentation shall be presented covering following recommended fields but limited to:

- Title/Cover Page
- Internship completion certificate.
- Internship Place Details- Company background-organization and activities/Scope and object of the study / personal observation.
- Index/Table of Contents
- Introduction
- Title/Problem statement/objectives
- Motivation/Scope and rationale of the study
- Methodological details
- Results / Analysis /inferences and conclusion
- Suggestions / Recommendations for improvement to industry, if any
- Attendance Record
- List of reference (Library books, magazines and other sources)



Dr. V. N. Gohokar
Principal