



VASANTDADA PATIL PRATISHTHAN'S COLLEGE OF ENGINEERING AND VISUAL ARTS

(Formerly Known as Padmabhushan Vasantdada Patil Pratishthan's College of Engineering)

TRUST REGD. NO. F 6736 (MUMBAI)

NAAC ACCREDITATION FOR 5 YEARS : (28.03.2019 to 27.03.2024)

NBA ACCREDITED COURSES : (During 15.03.2012 to 14.03.2015) COMP. ENGG./ ELEX. ENGG. / EXTC. ENGG./ I.T.

(F.No 28-110 / 2010 - NBA Dated 02/04/2012)

Office : Vasantdada Patil Educational Complex, Eastern Express Highway, Padmabhushan Vasantdada Patil Marg, Sion, Mumbai - 400 022.

Tel: +91 22 2084 0325, 7226, 7228, 7229 | Fax : +91 22 2403 8717 | E-mail : principal@pvppcoe.ac.in | Web: www.pvppcoe.ac.in

Founder : Late MANOHAR PHALKE M.L.C.	President : Shri. NANDKUMAR M. KATKAR	Vice President : Shri. RAVINDRA V. GHORPADE	General Secretary : Adv. APPASAHEB S. DESAI
Treasurer : Adv. PRALHAD G. DESAI	Campus Director : Prof. ASHOK CHAVAN	Principal : Dr. ALAM N. SHAIKH	

INTERNSHIP POLICY

➤ INTRODUCTION

The competition in the job sector is on the rise today and it has become difficult for freshers to secure a job of their preference. The main reason behind this is the lack of practical knowledge and the skills that are required by the industry.

This increases the stress on the institutions to renew their curriculum that will be parallel to the current industry trends and requirements. The Internship Program helps in moulding the freshers in accordance to the industry requirements. The students are made corporate ready even before they acquire their degrees. An internship policy is an important strategy that ensures a talented and innovative workforce for the industry.

➤ OBJECTIVES

Internships help in shaping the students in a short time interval. Students are usually expected to work on an ongoing project of the company for a defined timeline. The internship programs are structured in such a way that it provides maximum exposure to the interns regarding the work environment of the industry. The internship must be useful for both the intern as well as the organizations. The activities involved in the internship must be clearly understood in order to obtain maximum benefits from it.

Following are the objectives of the internship training:

- Expose the students to the changing industry trends.
- Students will get experience of the industrial environment, which is not possible in the classrooms.
- It will give the students a chance to enhance their managerial skills and real time experience of the professional environment.

- It will help in stimulating the knowledge of the students and applying it in their job.
- Give the students a chance to interact with their future employers.
- Understand the environment of the corporate.
- Gain hands-on experience of the technologies trending in the industry.
- Accelerate professional as well as personality development.

➤ **BENEFITS OF INTERNSHIPS**

○ **Benefits to the Industry**

- Students bring innovations to problem solving.
- Companies get a source of motivated professionals all round the year.
- Students become ready to contribute to the industry.
- No additional training of employees required at the time of joining.

○ **Benefits to the Students:**

- Opportunity to meet new individuals and develop networking skills.
- Helps them in understanding the psychology of the industry and mould accordingly.
- Learn strategies such as time-management, leadership skills and multitasking.

○ **Benefits to the Institute:**

- Increase the quality of placement.
- Help in building relations with various industries.

➤ **INTERNSHIP DURATION**

Internship of 4-6 weeks can be provided to students.

➤ **INTERNSHIP DETAILS:**

- The T&P Department will arrange Internships for students in Industry/Organization after second, third, fourth, Fifth, sixth and seventh(s) semesters or as per AICTE affiliating university guidelines.
- Request letter, Email from the office of Placement Department of the Institute should go to industry to allot various slots of 4-6 weeks during semester vacation as duration for the students.
- Industry will confirm the training slot and the number of seats allocated for internships through confirmation letter/Email.
- List of students who have completed their internship successfully will be compiled by the training and placement department.

➤ **TRAINING & PLACEMENT OFFICE and ITS ROLE IN PROVIDING INTERNSHIP**

Our institute has a dedicated Training and Placement Cell which is headed by the Training and Placement Officer (TPO). It is the responsibility of the Training and Placement Cell to bridge the gap between the technical knowledge of the potential employees and the current industry requirements.

The Training and Placement Officer must guide the students in their career path and provide the necessary assistance to the students. The TPO must also introduce various industry personnel to the students so that they can get their doubts cleared regarding their future corporate life. The industry is always in a need of individuals who are open to learning new things, ready to adapt changes and most importantly possessing good communication skills. The Training and Placement Office must make sure that the students are exposed to a variety of internship options where they can develop their skills and become corporate ready.

It is also the responsibility of the Training and Placement Office to arrange expert lectures and industrial visits for the students. They may also conduct seminars for Personality Development, Effective Communication, Resume Building and many other sessions which are necessary for grooming a fresher.

The Training and Placement Cell must arrange the internship for students after every even semester. Following are the steps in arranging internships for students:

- 1: The Training and Placement Cell must approach various industries along with the students' profiles.
- 2: Based on the industry requirements the Training and Placement Officer may allocate the students to the industry.
- 3: Distribution of the internship completion certificates by the industry.

➤ FORMATS FOR ORGANIZING INTERNSHIPS

FORMAT 1. STUDENT'S INTERNSHIP PROGRAM APPLICATION

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

College ID No: _____ Branch: _____ Year: _____ Division: _____

Student's Name: _____ Academic Year: _____

Student's Mobile No: _____ Parent's Mobile No: _____

E-Mail ID: _____

Residential Address: _____

Campus Address: Vasantdada Patil Educational Complex, off Eastern Express Highway, Near Everard Nagar, Sion, Mumbai 400022

Internship Duration: _____ Overall CGPA: _____

Any Value Added Course/Training you completed: _____

Any Value Added Course/Training you wish to undergo: _____

Internship Preferences:

Preference	Location	Core Area	Company / Institution
1.			
2.			

Faculty (Mentor) Name & 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's Signature: _____ Date: _____

Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program.

Signature of
HOD

Signature of
TPO

Signature of
Principal

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

	Fall	Spring	Summer

FORMAT 2. REQUEST LETTER FROM INSTITUTE TO ORGANIZATIONS/COMPANIES

To

The General Manager (HR)

.....

Subject: REQUEST FOR 04/06 WEEKS INDUSTRIAL TRAINING of B. Tech/4 years Degree Programme,

Dear Sir,

Our Students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

In view of the above, I request your good self to allow our following__students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

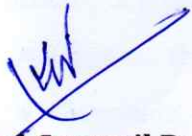
S. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for_____batch passing out students in above branches.


A line of confirmation will be highly appreciated.

With warm regards,

**Training & Placement Officer
VPPCOE&VA.**


Prof. Swapnil Desai
Head, T&P Department
Training and Placement Department
Vasantdada Patil Pratishthan's College
of Engineering and Visual Arts,
Sion, Mumbai - 400 022




Dr. Alam N. Shaikh
Principal
Principal
VPPCOE&VA
Vasantdada Patil Pratishthan's College of
Engineering and Visual Arts
Sion, Mumbai - 400 022.