



ZEAL EDUCATION SOCIETY'S
ZEAL COLLEGE OF ENGINEERING & RESEARCH
NARHE | PUNE -41 | INDIA



Department of Training & Placement

Internship Policy: Guidelines & Procedures

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**Chapter – 1
Internship & Its Importance**

1.1 About Internship

Internships serve as educational and career development experiences offering hands-on exposure to a specific field or discipline. They expose students to the industrial environment, providing valuable opportunities to learn, understand, and refine real-time technical and managerial skills essential for the job. Additionally, internships contribute to the recognition of engineers' responsibilities and ethics, serving as a gateway to future employment.

ZCOER consistently promotes and integrates internships into the academic curriculum. Students are required to undergo a semester-long internship during the final year of their engineering program. 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.

1.2 Objective

- Exposure to students to the industrial environment, which cannot be provided in the classroom and hence creating deployable professionals for the industry.
- Learn to implement the technical knowledge in real industrial situations.
- To learn various processes materials, products and their applications along with relevant aspects of quality control.
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving

1.3 Benefit of Internship/Training

1.3.1 Benefits to the Industry

- Availability of ready to contribute candidates for employment.
- Students bring new perspectives to problem-solving.
- Proven, cost-effective way to recruit and evaluate potential employees.
- Enhancement of the employer's image in the community by contributing to the educational enterprise.
- Year-round source of highly motivated pre-professionals.



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- Students bring new perspectives to problem solving.

1.3.2 Benefits to Students

- An opportunity to get hired by the industry/ organization.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor provides much more professional which is often worth more than classroom teaching.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Creating a network and social circle and developing relationships with industry people.
- Provides an opportunity to evaluate the organization before committing to a full-time position.

1.3.3 Benefits to the Institute

- Build industrial relations.
- Makes the placement process
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in the teaching-learning
- Visibility of the organization is increased on campus.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.



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Chapter - 2
Guidelines For Internship

2.1 Internship Duration:

- After completion of the 1st to 6th Semesters - 4-5 weeks' internship in Industrial/Govt./ NGO/MSME/ Rural Internship/ Innovation / Entrepreneurship Sector
- In 8th Semester - 6 months Internship in an Industry.

2. 2 Internship Process:

Step 1:

A request letter/email from the Head of Department and Dean of Training and Placement of the college should be sent to industries to allot internship slots for the students as per the guidelines provided in the curriculum. Students' request letters, profiles, and areas of interest may be submitted to industries to seek their willingness to provide the training.

Step 2:

Industry will confirm the internship slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the internship themselves the confirmation letter will be submitted by the students to the Department Internship Coordinator.

Step 3:

Students on joining Internship at the concerned Industry / Organization, submit the Joining Letter / Email to the concerned Department Internship coordinator.

Step 4:

Students undergo industrial training/Internship 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 to the Department Internship Coordinator with the consent of Industry person/ Trainer.

Step 5:

Students will submit the report in the prescribed format along with internship certificate and students' diary/daily log after completion to the concerned Department Internship Coordinator.

Step 6:

List of students who have completed their internship successfully will be issued by the concerned Department Internship Coordinator.



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2.3 General Internships Guidelines

1. Internship is always more valuable as it enables the interns to understand how companies work, build new contacts, develop a network and most importantly work on real-life projects executed within the company.
2. Many interns seem to judge the company by the number of employees in the organization. Do use more meaningful criteria to judge the company for the internship such as the time and training that they are willing to devote for you, type of products, value addition and services offered by the company in relation to what you want to learn, technologies employed by the company with respect to what you want to master etc.
3. An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
4. If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big-picture in better understanding the career prospects in relation to his ambitions.
5. Attitude and mindset play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
6. Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
7. Interns must be inquisitive and try to gain maximum knowledge and exposure.
8. Interns shall follow guidelines of allotted industry mentor and take initiative to execute new projects where one can make a difference to the company.
9. The intern will maintain a regular internship schedule given by his/her industry mentor.
10. Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship:
 - a. The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
 - b. The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.



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Chapter - 3

Guidelines For Industry for Providing Internship

3.1 Identify Targets/Goals

A meaningful discussion with management in the organization can create a consensus on program goals that can be understood by all involved.

- What does the company hope to achieve from the interns?
- Is a small company searching for technical help?
- Is the company growing quickly and having difficulty in finding motivated new employees?
- Is it a non-profit organization that doesn't have a lot of money to pay, but can provide an interesting and rewarding experience?
- Is the organization searching out new employees with management potential?

3.2 Allocation of Students to Industry

After the allocation of internship slots by the industry to the institute, the students have to be allocated to the industry. In case the industry wants to select the students based on their requirements, the industry can conduct an interaction/ interview with the students and select the students. In case the industry leaves it to the Institute to select the students, TPO may evolve transparent criteria for allocation of students to the industry based on the requirements of industry and students' interest.

3.3 Managing/ Facilitating the Intern(S)

Orientation of Interns: Orient intern in the new workplace. This might take the form of a conventional orientation program or merely a walk around the office, depending on the size of the company. Give interns an overview of the organization; some companies give talks or hand out information about the company's history, vision and services. Explain who does what and what the intern's duties will be. Introduce him or her to co-workers.

Guidance/ Regular Feedback: It's important to give regular feedback to the students about internship performance.



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**CHAPTER – 4
Internship Report**

4.1 Student's Diary/ Daily Log

The main purpose of writing a daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. The students should record in the daily training diary the day-to-day account of the observations, impressions, information gathered and suggestions are given if any. It should contain the sketches & drawings related to the observations made by the students.

The daily Internship diary should sign after every day by the in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry from time to time and got ratified on the day of his visit.

Student's Diary 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. It will be evaluated on the basis of the following criteria:

- Regularity in the maintenance of the diary.
- Adequacy & quality of information recorded.
- Drawings, sketches, and data recorded.
- The thought process and recording techniques used.
- Organization of the information.

4.2 Internship Report

After completion of the Internship, the student should prepare a comprehensive report to indicate what he has observed and in the training period. A daily diary will also help to a great extent in writing the industrial since much of the information has already been by the student into the daily diary. The training report should be signed by the Departmental Internship Coordinator and Head of Department. The Internship report will be evaluated on the basis of the following criteria:

- Originality.
- Adequacy and purposeful write-up.
- Organization, format, drawings, sketches, Style, language etc.
- Variety and relevance of learning
- Practical applications, relationships with basic theory and concepts taught in the course.



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CHAPTER – 5

Monitoring & Evaluation of Internship

The internship of the students will be evaluated as follows:

1) For 4-5 weeks internship:

- a) Evaluation by Industry.
- b) Evaluation by faculty supervisor on the basis of site visit(s).

2) For 6 months internship:

- a) Evaluation by Industry.
- b) Evaluation by faculty supervisor on the basis of site visit(s).
- c) Evaluation through seminar presentation/viva-voce at the Institute.

5.1. Evaluation By Industry

The industry will evaluate the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary.

5.2. Monitoring/ Visit by Faculty Mentor

Faculty Mentor of the institutes will make a surprise visit to the internship site, to check the student's presence physically, if the student is found absent without prior intimation, entire training will be cancelled. Students should inform the faculty mentor as well as the industry supervisor at least one day prior to availing leave by email. Students are eligible to avail 1-day leave in 4-5 weeks internship and 6 days leave in 6 months of the internship period apart from holidays and weekly offs.

5.3. Evaluation Through Seminar Presentation/Viva-Voce at The Institute for 6 months internship

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

- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.
- Attendance record, daily diary, departmental reports shall also be analyzed along with the Internship Report.



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Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.



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FORMAT 1: REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

To
The General Manager (HR)

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Subject: Request for Permission to Attend the 1 Month Internship.

Dear Sir/Madam,

Zeal Education Society is established in year 1996 by Hon. Shri S. M. Katkar, an eminent industrialist committed to noble cause of education. Society runs eight institutes from Pre-primary to PhD courses. It caters to educational needs of more than 7000 students, and it's continuously expanding to cope up with growing demands in the field of technical education.

Zeal College of Engineering & Research is established in 2007 which symbolized the beginning of new era in technical education. The college offers UG engineering degree courses in Artificial Intelligence & Data Science Engineering, Artificial Intelligence & Machine Learning, Civil Engineering, Computer Engineering, Electrical Engineering, Electronics & Computer, Electronics & Telecommunication Engineering, Information Technology, Mechanical Engineering and Robotics and Automation Engineering. The college also offers PG courses in Computer Engineering (Data Science) Electrical Engineering (Power System), Electronics & Telecommunication (IoT & Sensor Systems), Mechanical Engineering (ME Design / Robotics & Automation) and Master of Business Administration. The institute is also granted as PhD Research Center in Computer Engineering, Electronics & Telecommunication and Mechanical Engineering under Savitribai Phule Pune University, Pune (SPPU) since 2013. The University Grants Commission (UGC) has granted **Autonomous** status to Zeal College of Engineering and Research for a substantial period of 10 years, from the academic year 2024-25 to 2033-34.

According to the curriculum and guidelines set by AICTE, it is mandatory for engineering students to complete a 4-week internship after each semester. Upon completion of the internship, students can earn 2 academic credits. Therefore, we kindly request that you consider allowing the following students to undertake their internship at your esteemed organization.



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Sr. No.	Name	Roll No	Year (FE/SE/TE/BE)	Branch

The duration of the internship is from _____ to _____.

A line of confirmation will be highly appreciated

With warm regards,

Yours Obviously,

Name of HoD

HoD, Name of Department

Prof. Viraj Barge

Dean Training and Placement



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To
The General Manager (HR)

.....
.....

Subject: Request for Permission to Attend the 6 Months of Internship.

Dear Sir/Madam,

Zeal Education Society is established in year 1996 by Hon. Shri S. M. Katkar, an eminent industrialist committed to noble cause of education. Society runs eight institutes from Pre-primary to PhD courses. It caters to educational needs of more than 7000 students, and it's continuously expanding to cope up with growing demands in the field of technical education.

ZCOER is established in 2007 which symbolized the beginning of new era in technical education. The college offers UG engineering degree courses in Artificial Intelligence & Data Science Engineering, Artificial Intelligence & Machine Learning, Civil Engineering, Computer Engineering, Electrical Engineering, Electronics & Computer, Electronics & Telecommunication Engineering, Information Technology, Mechanical Engineering and Robotics and Automation Engineering. The college also offers PG courses in Computer Engineering (Data Science) Electrical Engineering (Power System), Electronics & Telecommunication (IoT & Sensor Systems), Mechanical Engineering (ME Design / Robotics & Automation) and Master of Business Administration. The institute is also granted as PhD research center in Computer Engineering, Electronics & Telecommunication and Mechanical Engineering under Savitribai Phule Pune University, Pune (SPPU) since 2013. The University Grants Commission (UGC) has granted autonomous status to Zeal College of Engineering and Research for a substantial period of 10 years, from the academic year 2024-25 to 2033-34.

According to the curriculum and guidelines set by AICTE, it is mandatory for engineering students to complete a 6 months' internship during their 8th Semester. Upon completion of the internship, students can earn 12 academic credits. Therefore, we kindly request that you consider allowing the following students to undertake their internship at your esteemed organization.



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Sr. No.	Name	Roll No	Year (FE/SE/TE/BE)	Branch

The duration of the internship is from _____ to _____.

A line of confirmation will be highly appreciated.

With warm regards,

Yours Obviously,

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HoD, Name of Department

Prof. Viraj Barge

Dean Training and Placement



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FORMAT 2: STUDENT'S DAILY DIARY/ DAILY LOG

DAY		Date	
Time of Arrival		Time of Departure	
Dept./Division		Remarks	
Name of HOD/ Supervisor			
Description of Daily Work:			

Signature of Industry Supervisor



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FORMAT 3: SUPERVISOR EVALUATION OF INTERN

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following behaviours:

Parameters Needs	Improvement	Satisfactory	Good	Excellent
Behavior				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				



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Parameters Needs	improvement	Satisfactory	Good	Excellent
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one):

(Needs improvement/ Satisfactory/Good/ Excellent)

Additional comments, if any:

Signature of Industry Supervisor: _____

HR Manager _____



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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 _____

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					
Expanded my sensitivity to the ethical implications of the work involved					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					



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Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/or use equipment not available at my Institute					

In what areas did you most develop and improve?

Considering your overall experience, how would you rate this internship? (Circle one).
(Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Signature of Student