

# **INTERNSHIP POLICY**

(APPLICABLE FOR ENGINEERING STUDENTS)

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## **TITLE**

Internship Policy of CMR Engineering College

## **PREAMBLE**

CMR Engineering College recognizes internships as an essential component of engineering education. This Internship Policy is formulated to provide structured guidelines for planning, execution, monitoring, and evaluation of internships, in alignment with AICTE, JNTUH, and industry requirements, to enhance students' professional competence and employability.

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood.

## **PURPOSE**

- \* Integrate practical industry exposure with academic learning
- \* Enhance students' technical, professional, and soft skills
- \* Promote industry–institute interaction
- \* Improve employability and career readiness of students

## **SCOPE**

- \* All Undergraduate (UG) and Postgraduate (PG) students of CMR Engineering College.
- \* All academic departments.
- \* Internships undertaken during vacation periods, semester breaks, or academic semesters.
- \* Paid and unpaid internships.

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### OBJECTIVES

Following are the intended objectives of internship training:

- Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the ‘Industrial Internship’ in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the Technical knowledge in real industrial situations.
- Gain experience in writing Technical reports/projects.
- Expose students to the engineer’s responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

### DEFINITION OF INTERNSHIP

An internship is a structured, time-bound, and supervised professional engagement undertaken by a student in an industry, research organization, startup, government organization, NGO, or academic institution, with clearly defined learning outcomes.

### TYPES OF INTERNSHIPS

1. Industry Internship
2. Research Internship

3. Startup / Entrepreneurship Internship
4. Government / Public Sector Internship
5. Virtual / Online Internship (subject to approval)
6. In-house Internship (within CMR Engineering College / Incubation Centre)

### **BENEFITS OF INTERNSHIP**

#### ***Benefits to the Industry***

- Availability of ready to contribute candidates for employment.
- Year round source of highly motivated pre-professionals.
- Students bring new perspectives to problem solving.
- Visibility of the organization is increased on campus.
- Quality candidate's availability for temporary or seasonal positions and projects.
- Freedom for industrial staff to pursue more creative projects.
- Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
- Proven, cost-effective way to recruit and evaluate potential employees.
- Enhancement of employer's image in the community by contributing to the educational enterprise.

#### ***Benefits to Students***

- An opportunity to get hired by the Industry/ organization.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.

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- Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.
- Opportunity to meet new people and learn networking skills.
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating network and social circle and developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full time position.

### ***Benefits to the Institute***

- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in teaching learning process.

### **GENERAL GUIDELINES**

- Internship is always more valuable compared to a college project 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. Institutes are advised to send students for internship at least twice during the complete program once after second year and once after third or in final year.
- 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.

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- 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.
- 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.
- Attitude and mindset play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- Interns must be inquisitive and try to gain maximum knowledge and exposure.
- Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
- Interns should enjoy during the internship and leave with tangible accomplishments.
- The intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship:
  - - The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
  - - The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.

**DURATION OF INTERNSHIP**

Program | Minimum Duration

UG Engineering | 4 to 8 Weeks (depends on organization to organization)

PG Engineering | 8 to 12 Weeks (depends on organization to organization)

\* Duration shall comply with AICTE and JNTUH norms.

\* Some of the organizations will extend the internship duration and convert to PPO.

### ELIGIBILITY CRITERIA

- \* Student must be enrolled at CMR Engineering College
- \* Completion of requisite semester(s) as per university regulations
- \* Satisfactory academic performance and attendance
- \* Approval from the Training & Placement Officer & Department Internship Coordinator (DIC)

### INTERNSHIP APPROVAL PROCESS

1. Student identifies an internship opportunity
2. Submission of internship details to the department
3. Review and approval by Department Internship Coordinator / Head of Department
4. Issue of Internship Permission / Introduction Letter by the college

### ROLES AND RESPONSIBILITIES

#### Student

- \* Obtain prior approval before joining the internship
- \* Adhere to rules and regulations of the host organization
- \* Maintain discipline, punctuality, and professional ethics
- \* Submit all required reports and certificates on time

#### Faculty Mentor

- \* Guide and mentor students during internship
- \* Monitor progress through reviews and reports
- \* Assess student performance

#### Department Internship Coordinator

- \* Coordinate internship activities at department level
- \* Maintain internship records and database
- \* Liaise with industry and organizations

### MONITORING AND EVALUATION

- \* Attendance and participation
- \* Internship report

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- \* Presentation / Viva-Voce
- \* Feedback from industry supervisor
- \* Internship completion certificate

Marks/credits shall be awarded as per academic regulations of CMR Engineering College and JNTUH.

### **DOCUMENTATION REQUIREMENTS**

- \* Internship Offer Letter
- \* Internship Report
- \* Completion Certificate
- \* Industry Feedback Form

### **CODE OF CONDUCT**

- \* Students shall maintain confidentiality of organizational data
- \* Any form of misconduct may result in cancellation of internship and disciplinary action
- \* Students must uphold the reputation of CMR Engineering College

### **SAFETY AND LIABILITY**

- \* Students shall be responsible for their own safety during internship
- \* The college shall not be liable for any accident or mishap during internship
- \* Students are advised to obtain personal insurance if required

### **RECORD MAINTENANCE**

CMR Engineering College shall maintain:

- \* Department-wise internship records
- \* MOUs with industries and organizations
- \* Student reports, feedback, and evaluation records

### **POLICY REVIEW AND AMENDMENTS**

This policy shall be reviewed periodically by the Academic Council and amended as per AICTE, JNTUH, and institutional requirements.

**EFFECTIVE DATE**

This Internship Policy shall come into effect from 1<sup>st</sup> June 2023 and shall remain in force until revised.

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**APPENDIX 1: INTERNSHIP INITIATION REPORT**

Name of the student intern:

Name of the company:

Manager supervising the internship project:

Faculty mentor:

Project start date:

Project objectives:

Project scope and activities:

How will the project be performed?

Project deliverables:

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**APPENDIX 2: MID-TERM CHECKPOINT REVIEW**

Name of the student intern:

Name of the company:

Manager supervising the internship project:

Faculty mentor:

Project start date:

Checkpoint date:

Activities completed:

Activities stalled or delayed:

Suggested interventions:

Manager comments/feedback:

### **APPENDIX 3: INTERNSHIP PROJECT REPORT**

The Internship project report is an important instrument which signals a student's potential to a recruiter. Recruiting organizations attach great significance to the Internship Project Report in the final placement interviews and often subject the interviewees to in-depth examinations. Recruiter judge the quality of the report based on student's analytical skills, methodology, grasp of research tools and contribution to the organization in terms of cost or time saving attributable to implementation of student's recommendations. The Institution expects every student to take the report preparation seriously and submit an excellent project report at the end of internship which would enhance the student's chances of placement.

The report should cover the following aspects:

- (i) Introduction: Clear understanding of the topic/subject; understanding of the organization/unit/field.
- (ii) Literature Review: Published studies, review of similar studies
- (iii) Details about the study: Objectives, formulation of the problem, scope, and rationale of the study.
- (iv) Methods/methodology adopted for the study: Analytical, Survey, Field Work or any other method with appropriate justification and reasoning.
- (v) Analysis and conclusions: The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
- (vi) Contribution and learning from the project: Details of the contribution of the study, the benefits to the organization, the learning from the study for the student, etc.
- (vii) Acknowledgements: References/Citations and Bibliography and help, if any, received from other individuals/organizations.
- (viii) Presentation of the report, format of the report, flow of the report, style, language, etc.