

PLACEMENT AND TRAINING DEPARTMENT

INTERNSHIP POLICY

Preamble: The objective of this policy is to provide an overview of the internship policy at Jain (Deemed to be University)

Objective:

The objective of the policy pursued by the Faculty of Engineering and Technology is to gain hands-on industrial or organizational exposure and to integrate the knowledge and skills acquired through the coursework, interact with professionals and other interns. 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.

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.

This will help the students to improve their presentation, writing, and communication skills. Internship will also acts as a gateway for final placement for many students. The internships are unique opportunities for the students to receive pre-placemen to offers from reputed organizations of their chosen fields.

Facilitation:

The academic calendar is scheduled in such a way that the classes for 8th semester will be conducted in the 7th semester examination break and the students are allowed to take up the internship from the commencement of eight semester with the following conditions:

- Students have to complete university Academic requirements like Technical Seminar, Project viva voice, Internship reviews by attending on Saturdays as per the Academic calendar
- Internship can be converted to full time placement, if the students abide the university rules and regulation and also taking the consent from the Department Heads and the Placement officer
- All the candidates who have completed the 7th semester examination are allowed to apply for the Internship

- Institute mentors nominated for the Internship batch has to monitor the work progress and discuss the same with the mentor nominated from the Industry once in 15 days.
- Any Publication resulting out of the Internship work must be published in the name of organisation as well as Industry (Joint Publication).
- Candidates has to submit Internship report as per the university prescribed template duly signed by the company mentor
- Students can convert the Internship to project work with mutual consent from both the mentors (In statute and Industry) and in that case the Credit allotted to project will be considered.
- In addition in every even semester vacation students are allowed to go for 3-4 weeks Internship which can be extended by one more week.
- Request Letter/ Email from the office of Training & Placement cell of the college should go to industry to allot various slots of 4-6 weeks during summer vacation as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training
- Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.
- Students should submit training report after completion of internship.
- Training Certificate to be obtained from industry.
- 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.
- List of students who have completed their internship successfully to be issued by Placement and Training Department.

Benefits of Internship:

- Build industry-institute tie-ups.
- 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.

Conflict of interest/ Misconduct:

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.

Any student found disregarding any of the norms would be liable for disciplinary action. Students must abide by the applicable policies and norms of the sponsoring organization during the period of internship.



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