

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR CAREER DEVELOPMENT AND PLACEMENT CELL (CDPC)

Eighth Semester Full Time Industry Internship Policy for UG Programs Session: 2024-25

Industry internships are a vital part of a student's education, equipping them with the tools and experiences necessary to succeed in their chosen field. Whether it's enhancing academic learning, gaining practical experience, or creating valuable professional connections, internships offer immense value both to students and future employers. Through internships, students are exposed to the work environment, allowing them to gain insight into industry practices, workflows, and challenges. They also build a network of professional contacts, which can significantly aid in future job searches.

1. **Start Date and Duration of Internship:** Internships may commence starting latest by December 15 of every year or start of eighth semester as per the academic calendar. The internship period should be minimum of 135 days and can extend up to a maximum of 180 days or as per the company policy for placed students. Students are allowed to join the internship maximum by January 15 or the date given by the industry for placed students.
2. **Eligibility Criteria for applying for Industry Internship**
 - a. Seventh semester completed with no live backlog.
 - b. All the requirement of project in seventh semester to be completed.
 - c. Internship needs to be aligned in respective engineering domain.
 - d. Criteria for Internship is given in Table below.

S.No.	Criteria	Allowed / Not Allowed
1	Placement and internship in same company	Allowed
2	Placed but company not providing internship, can apply for internship in some other company	Allowed
3	Unplaced and looking for placement	Decision will be taken by Department Scrutiny Committee and CDPC.
4	Student having live backlog	Not Allowed

3. **Modes of Industry Internship Offered**

- a. Industry Internship offered in Placed Company
 - i. It is mandatory for the students to go for internship offered by the company in which they are placed.
 - ii. Students who have received placement offer through CDPC, are not allowed to back out of their commitments or decline an internship. In the event that, a student is receiving a higher job role offer during the internship period, it is mandatory to repay the entire internship stipend or fine to the company as a penalty for dishonoring the commitment, ensuring communication with the CDPC. The entire process should be closed through CDPC.
 - iii. Internship will be borne by the legal rules and regulations of the company related to the start date, stipend and other terms and conditions.

b. Industry Internship On Campus

- i. Internship opportunities provided by Career Development and Placement Cell, will be governed by the rules and regulations of the company related to start date, stipend and other terms and conditions etc.
- ii. Students who have received internship offer through CDPC, are not allowed to back out of their commitments or decline an internship after the internship period has started. In the event that, a student is receiving a higher job role offer during the internship period and the company is provided an internship, it is mandatory to repay the entire internship stipend or fine to the previous company as a penalty for dishonoring the commitment, ensuring communication with the CDPC. The entire process should be closed through CDPC.

c. Industry Internship Off Campus

- i. Student who is placed and the company doesn't offer internship or the unplaced students who are willing to secure off-campus industry internships on their own are required to receive a minimum stipend of INR 10,000/-.
- ii. The internship should be in respective engineering domain and leading to the placement.
- iii. The company should have been registered and have a legal website.

4. **Procedure for Applying for Industry Internship**

- a. The preliminary endorsement is required from the department scrutiny committee consisting of Internship Coordinator, Placement Coordinator, Two senior faculties and Head of Department.
- b. Final approval will be conferred by the Career Development and Placement Cell.
- c. All communication related to the acceptance/rejection/change in internship will be processed & authorized by CDPC only.

5. **Evaluation Process**

The evaluation of the internship will consist of two phases along with a conclusive end-semester final review. The tentative schedule is outlined as follows:

- a. Initial Phase Assessment: Latest by 1st week of March
- b. Secondary Phase Assessment: Latest by 1st week of April
- c. Conclusive End-Semester Assessment: Latest by 2nd week of May
- d. Student will be given the option to conduct an online presentation, contingent upon prior approval from CDPC and respective Chairman, BOS.
- e. All assessments, including the conclusive end-semester review, will be preferably scheduled on Saturdays/Weekends/Holidays.
- f. In case a student fails in internship, he/she will have to attend regular classes with the next batch.

6. **General Guidelines**

- a. Students must provide evidence of the stipend they earn during their internships at each review session to the department internship faculty coordinator.
- b. Students should communicate mode of internship and place of work to CDPC before joining the internship.
- c. Prior to receiving the official confirmation letter for their internship from the relevant organization, students are required to attend regular classes as per the academic calendar. Students should comply with the ordinance related to the attendance.
- d. After the reception of the internship confirmation letter, CDPC will consider the student as an intern of the said company and the norms for attendance will be as per the company policy. The academic ordinance related to attendance will not be applicable in that case. In event of conclusion/termination of internship offered to the student at any stage the student will strictly comply to the academic ordinances from the same day.
- e. CDPC shall not be held responsible for the retrieval or return of any company property. Any student found

- to be misappropriating or tampering with company infrastructure will face strict disciplinary actions.
- f. Students should adhere to the safety protocols and guidelines provided by the industry. Institute will not be responsible in case of any accidents.
 - g. Students are expected to demonstrate professionalism and responsibility in all aspects of their conduct, both on and off the internship site, throughout their association with the institute. Students participating in internships as part of their degree program are strongly advised against engaging in any intoxicating activities during this period. Failure to adhere to this guideline may result in disciplinary action, in accordance with the company terms and condition and institute code of conduct.
 - h. After the completion of the internship, it is mandatory for the student to submit the internship completion certificate to the respective department for getting clearance.
 - i. Students who have successfully secured internship and placement offers through the Career Development and Placement Cell, all official communications will be facilitated by the Career Development and Placement Cell directly to the respective Department Faculty Internship / Placement Coordinator.
 - j. For the internship outside the city, the necessary arrangements should be taken care by the student.
 - k. During the internship attendance record duly signed by company officials need to be submitted to department internship coordinator of respective department.

Note:

- Students are advised to discuss in case of any query and take the final approval from following faculty
 1. Dr. Ashish Chandak, Associate Dean, CDPC: CS and IT Group, MCA students
 2. Dr. Gaurav Goyal, Associate Dean CDPC: Electronics, Electronics and Communication, Electrical, Mechanical, Civil, Biomedical, Industrial students

Career Development and Placement Cell (CDPC) serves as a facilitator for internship opportunities. CDPC disclaims responsibility for any discrepancies or issues that may arise during or after the internship. This includes, but is not limited to, the issuance of offer letters, determination of onboarding/start dates, and any alterations to terms and conditions. Additionally, CDPC will not be held liable if an internship role is not converted into a full-time offer, regardless of the reasons. These decisions rest solely with the respective organizations.

Name & Signature of Student

Mobile No of Student:

Name & Signature of Parent / Guardian

Mobile No. of Parent:

Date:

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR
CAREER DEVELOPMENT AND PLACEMENT CELL (CDPC)
REQUEST FORM FOR EIGHTH SEMESTER INDUSTRY INTERNSHIP
(To be filled and submitted by students seeking internship)

Academic Session: 2024-25 Department: _____

I request you to provide permission to pursue internship at (Name of Company and Address):

Kindly issue a request letter addressed to: - (attach Company internship offer letter proof)

Name of Company and Address: _____

Internship / Training Period From: _____ To: _____

Internship Mode: Online / Offline / Hybrid Work Location: _____

Total Duration: _____ months/weeks/days Stipend Amount per Month: Rs _____

Student Name: _____

Semester: _____ Program: _____ Roll No.: _____ Gender:(M/F): _____

Current CGPA: _____ Backlog Status: _____ Live Backlog Count: _____

Have you completed your Seventh Semester project work? (Yes / No): _____

List down the companies in which you have been placed with different package offered by companies: -

1. _____ 3. _____

2. _____ 4. _____

Name and Signature:

Project Guide

Internship Coordinator

Placement Coordinator

Head of Department

Date:

Approval from CDPC

SHRI RAMDEOBABA COLLEGE OF ENGINEERING AND MANAGEMENT, NAGPUR
CAREER DEVELOPMENT AND PLACEMENT CELL (CDPC)

UNDERTAKING

I hereby undertake that

1. I will attend the industrial internship at my own risk and cost. I am fully aware that, this is a facility extended to me by the Institute and I have voluntarily opted to attend the full semester internship. The Institute will not be responsible for any accident, injury / loss caused to me during the travel and at the place of internship. I will strictly adhere to the rules and regulations of the company / institute where the internship is being conducted and will in no case do anything that will bring disrepute to my institute. I am fully aware that appropriate disciplinary action may be initiated against me for breach of this undertaking.
2. I will submit the Completion certificate and Project Report for the award of Degree certificate and for completing all the formalities related to grade cards, results and Transfer Certificate.
3. I am aware that due to any unforeseen circumstances and in exceptional situations if unable to complete the entire internship, I have maximum one-week grace period for joining regular 8th / Final Semester Classes till 30th January 2025 for off campus industry internship.

Student Name: _____

Semester: _____ Program: _____ Roll No.: _____ Email ID- _____

Internship Company Name & Place: _____

Internship duration from _____ to _____

Date:

Signature of Student