



PADRE CONCEIÇÃO COLLEGE OF ENGINEERING

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P.C.C.E. INTERNSHIP POLICY (RC 2019-20)

1 Introduction

Industry Internship is an integral part of the AICTE Model Curriculum (RC 2019-20). Its satisfactory completion is a mandatory requirement for the degree to be awarded by the College. Further, considering the curriculum structure, full-time 8-weeks of internship are possible, and this will be assigned 3 academic credits within the curricula. The general structure of the internship requires the students to undertake an immersive assignment within the assigned organizations for 8 weeks.

2. Benefits to Students:

- ✓ Opportunity to gain hands-on industrial exposure and learn new skills.
- ✓ Practical setting to integrate and apply the knowledge acquired through coursework.
- ✓ Opportunity to improve communication, presentation and reporting skills.
- ✓ A gateway for final placement by the industry, based on performance.
- ✓ An effective way to add recommendations, skills, and experience to the CV.
- ✓ Opportunity to learn time management, multi-tasking, team-work etc. in an industrial setup.
- ✓ An effective way to know the industry and plan their career.

3. Benefits to Industry:

- ✓ Availability of job-ready candidates for employment.
- ✓ Good source of highly motivated pre-professionals.
- ✓ New perspectives to problem solving.
- ✓ Greater visibility of the organization on campus.
- ✓ Availability of flexible, cost-effective work force, without long-term employer commitment.
- ✓ Effective way to recruit and evaluate potential employees.

4. Benefits to Institute:

- ✓ Boost industrial relations.
- ✓ Enhance placement processes.
- ✓ Improve institutional credibility & branding.
- ✓ Curriculum revision can be made based on feedback from Industry/ students.
- ✓ Improvement in teaching learning process.

5. Internship Guidelines for Semester 7 (RC 2019-20):

I. Registering for Internships at the college-level

- a) Each department has a Faculty Internship Coordinator. Students are required to register for internships on a Google Form which will be shared 4 weeks after the 6th semester begins. Students who want to arrange their own internships must not register on this form.
- b) The resumes of the registered candidates will be collected and used to map each student to a company. The mapping will be based on the student's choice of location, technical interests and skills.
- c) For students being assigned internships by the college, the final decision on which company is assigned, will be at the discretion of the Faculty Internship Coordinator. Changes can be considered with consent from the Head of Department and Training and Placement Officer.
- d) For students finding their own internships, the details of the company and external examiner must be informed to the Faculty Internship Coordinator BEFORE applying to the company.

II. Applying for internship

- a) All students of the batch must download the *Internship Request Letter* from the college Itsp server <http://172.16.40.1/~internship2023> and use it to apply to companies.
- b) All students of the batch will be assigned Internal Examiners by the college i.e. a faculty member from the programme the student belongs to.
- c) The students must fill their details in the Internship Request Letter, take the required signatures, and submit it to the HR of the company of interest.
- d) The Proof of Acceptance from the company, Joining Letter and external examiner's designation and contact details must be submitted to the Faculty Internship Coordinator at the start of the internship.

III. Evaluation of Performance

- a) The performance of students will be evaluated on weekly basis during the internship period. with signatures of both examiners.
- b) Attendance, weekly report, feedback etc. must all be recorded in the *Internship booklet*.
- c) At the end of the training, the students must submit the complete Internship Booklet to the Internal Guide.
- d) At the end of the semester, there will be a viva-vôcé exam conducted on the work done during internship.

6. Important Guidelines to Students

Absenteeism by students during their internship should be informed immediately to the mentor/reporting manager and the internal guide.

Students cannot take leave from internship for college work or fest activities. The leave permission for any college related activities will be solely approved by the HOD and Principal.

In cases where in the company wants to secure their confidential information in the project / internship report, the internal guide should duly co-ordinate with the respective mentor/reporting manager on the method of reporting to assure that no information will be leaked outside and is purely for academic purposes.

Sd/

Training and Placement Officer

10th January 2023