



INTERNSHIP GUIDELINES:

The T&P cell will arrange internship for students in industries/organization after second, fourth and six/seventh semester(s) or as per AICTE/ affiliating University guidelines. Institutions may also device online system for arranging & managing internships. The general procedure for arranging internship is given below:

- Step 1: 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. (Sample attached)
- Step 2: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department. Based on the number of slots agreed to by the Industry, TPO will allocate the students to the industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the TPO or other members of the T&P cell / Faculty members who are particularly looking after the Final/Summer
- Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.
- Step 4: Students undergo industrial training 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 in department office/TPO with the consent of Industry persons/ Trainers. (Sample Attached)
- Step 5: Students will submit training report after completion of internship.
- Step 6: Training Certificate to be obtained from industry.
- Step 7: List of students who have completed their internship successfully will be issued by Training and Placement Cell.

GUIDELINES FOR THE STUDENTS

Internship/ Placement is a student centric activity. Therefore, the major role is to be played by the students. TPOS may also include involvement of the student in the following activities:

- Design and Printing of Placement Brochure – Soft copy as well as Hard copy.
- Preparing list of potential recruiters and past recruiters.
- Placement Presentation at various organizations, if required.
- Coordinating activities related to Placement including companies HR team visit to institutes.

At the commencement of the session, the members of the student placement committee would be selected from the interested students, who submit applications to TPO to work on placement committee. Among the volunteers, one student would be nominated as "Student Coordinator" who



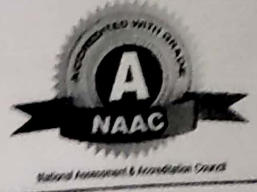


VPKBIET

Vidya Pratishthan's

KAMALNAYAN BAJAJ INSTITUTE OF ENGINEERING & TECHNOLOGY, BARAMATI

विद्या प्रतिष्ठानचे कमलनयन बाजज इंजिनिअरिंग ऑफ टेक्नॉलॉजी, बारामती.
(Formerly Vidya Pratishthan's College of Engineering, Baramati)



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would be assigned major responsibilities and would be accountable to TPO. For allotment of internship slots all the students will be required to submit "student internship programme application" before the prescribed date (Format attached). The offer given by the company is to be accepted irrespective of the Company / Job profile or job location or stipend offered. A student who will voluntarily give in writing that He / She does not require placement assistance from the Institute would be exempted from participation in the Placement activities. This could be because of various reasons such as

Joining family business, opting for higher education or competitive examination etc. Though organizations select individual students, but Recruitment is a team effort. Hence, all students while interacting with the recruitment teams should be careful and behave responsibly.



Principal
Vidya Pratishthan's
Kamalnayan Bajaj Institute of
Engineering & Technology, Baramati
Vidyanagari, Baramati-413133

