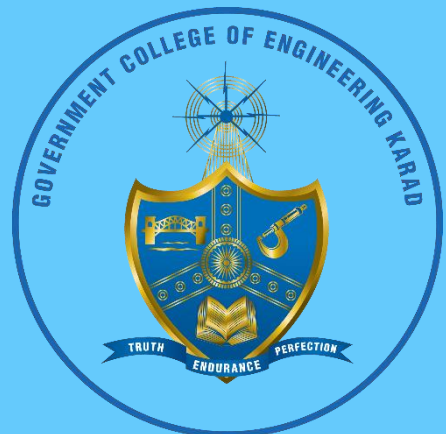


Industry Institute Interaction Policy



Government College of Engineering Karad



Preamble

Better interaction between Institutions and Industry is the need of an hour. For students it is important because they get exposure to industry and subsequent placement in various disciplines. On the other hand, with the advent of globalization and opening of Indian economy to outside world, competition among the industries has become stiff. So, industries also need good students who are aware of industry standards and capable of achieving so. Therefore, there is an urgent need of interaction of industry and academics where academic institutes can prepare students for jobs in multinational companies and industry will also be benefited by possibility of receiving well-trained workforce.

Objectives

1. To cultivate the strong links with industry.
2. To promote various industrial activities by the faculty members and students.
3. To catalyze the further growth and development of interaction between the Institute and Industry.
4. To have a closer linkage and promote research suited to industry needs, and consultancy which creates a sense of owning among faculty members.
5. To provide continuing education to people working in industries so that they can upgrade their technical knowledge, and / or obtain higher degrees; this orients the faculty members towards the industry from the Academics.
6. To enable academics to take a sabbatical in industries; provide internships for students in industries, which will prepare the students better for entering the industry.
7. To create an industrial chair in the institute; and to enable the appointment of experienced industry resource persons as visiting faculty in the College.
8. To bring about MOU'S and Agreements with various industrial and research organizations in different fields and sectors to promote various forms of interactions.

Index

- 1 Training Policy
 - 1.1 Industrial Training
 - 1.1.1 Industry Expert Board Meetings
 - 1.1.2 Industrial Visits
 - 1.1.3 Industry Expert Lectures
 - 1.1.4 Faculty Visits to Industries
 - 1.1.5 Industry Feedback
 - 1.2 Skill Training
 - 1.2.1 Career Counseling
 - 1.2.2 Quizzes / Technical Competitions

- 2 Internship & Placement Policy
 - 2.1 Internships
 - 2.1.1 Benefits of Internship
 - 2.1.2 Internship Guideline
 - 2.1.3 Guidelines for Industry for providing Internship.
 - 2.1.4 Internship Report
 - 2.1.5 Monitoring and Evaluation of Internship
 - 2.1.6 Industrial Projects / Internship guidelines for students
 - 2.2. Placements

- Annexure 1. Formats

1 Training Policy

1.1 Industrial Training

1.1.1 Industry Expert Board Meetings

Meeting should discuss PO, PEO, CO, Lab Manual, Equipment specifications etc. Meetings preferably on company OFF days and 75% board attendance is must. 2 Board Meeting for each department.

1.1.2 Industrial Visits

We are calling one day workshop for industrial visit to facilitate our students partially. 3 Industrial Visits for each class (Except First Year).

1.1.3 Industry Expert Lectures

Can call expert from Industry and arrange the lecture on topic which is beyond the syllabus. 4 lectures for each class (Except First Year).

1.1.4 Faculty Visits to Industries

All faculty in the department are expected to visit one industry preferably on Saturday and Sunday.

1.1.5 Industry Feedback

1.1.5.1

Visit of department TPO to industry and getting feedback about past students' performance. 3 Industries per day to be covered. Staff can assign the task to another staff in the department for continence.

1.1.5.2

Industry Summit:

1 summit in each department or industry visit by staff whichever is feasible (At least 18 industries participation or visit)

1.2 Skills Training

1.2.1 Career Counseling

Although this document is focused on Industry Institute Interaction, not all students aspire to be employed by industry. Some may prefer exploring other avenues such as Public Service, Defense Services, further studies & Research as well as being an early entrepreneur. Arranging and conducting tests to better gauge student's career leaning, analyzing the results, and counseling individual student accordingly through programs like:

- AMCAT
- CoCubes
- eLitmus

1.2.2 Quizzes / Technical Competitions

Arranging expert lectures, quiz, technical competition. As many as possible (Minimum 3) for each class.

2 Internship & Placement Policy

2.1 Internships

2.1.1 Benefits of Internship

2.1.1.1 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.

2.1.1.2 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.

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- 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.
 - 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.

2.1.1.3 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.

2.1.1.4

The proposed organizational structure of each Training and placement cell is as follows:

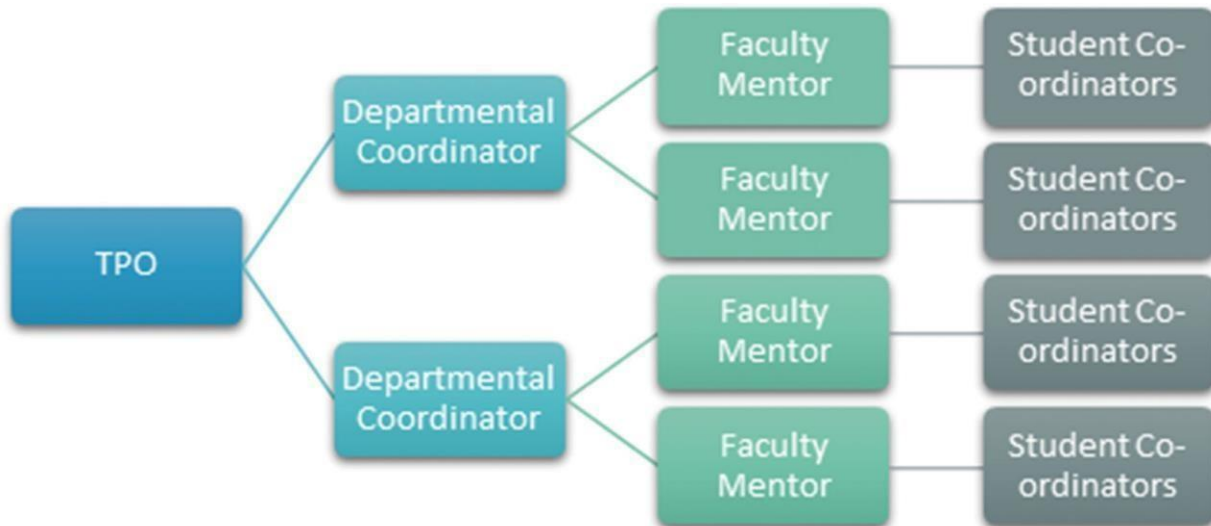


Fig.1. Organizational Structure at Institution Level

Training and Placement Officer of the Institute will be supported by a Departmental coordinator for Training and Placement Activities and Faculty Supervisors/ Mentors designated by the Head of the concerned Departments/ Principal. Each department will have a student's committee comprising of 1-3 students from each class for supporting Training and placement activities headed by Student Coordinator. Departmental coordinator and Faculty Supervisors/ Mentors will be nominated at the start of the Academic year for each batch. However, student coordinator being the representative of students will be selected by the students with the help of Training and Placement Officer.

Faculty Mentor/Supervisors must play active roles during the internship and minimum 20 students are to be supervised by each faculty mentor or as per the departmental strength.

2.1.2 Internship Guideline

2.1.2.1 General 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 students / college. 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 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 vacancies agreed to by the Industry, Head / 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 Head / TPO or other members of the T&P cell / Faculty members who are particularly looking after the Final/Summer Internship of the students.

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.

2.1.2.2 Guidelines for 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 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 program 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.

2.1.2.3 Health, Safety and Welfare of Interns

As per AICTE approval procedure, all institutions are required to ensure insurance of all the students and when any intern is undergoing training in a mine, the provisions of Chapter V of the Mines Act, 195, shall apply in relation to the health and safety of the trainees as if they were persons employed in the same.

2.1.2.4 Internship Company Norms:

Company where students intend to do internship should be:

- Should be registered company.
- Should have turnover of minimum 10 Crore. Exceptions can be approved by Head of Departments on case to case basis.
- Preferably be ready to have MoU with GCE Karad
- Should communicate institute about selection and period of internship.
- Should allow GCEK teachers / mentors to visit company for performance evaluation and discussion.
- Should share student's attendance while in internship.
- Should allow students to visit institute once in month or agreed by Head of Department.

2.1.3 Guidelines for Industry for providing Internship:

For meeting the objectives of the internship program and successful implementation, Internship program must be designed keeping in view the company's requirements and students' profile. Design of internship program can be developed by industry in collaboration with the institute. It may be comprised of the following steps:

2.1.3.1 Identify Targets/Goals

A meaningful discussion with management in the organization can create a consensus on program goals that can be understood by all involved.

- What does the company hope to achieve from the interns?
- Is a small company searching for technical help?
- Is the company growing quickly and having difficulty in finding motivated new employees?
- Is it a non-profit organization that does not have a lot of money to pay, but can provide an interesting and rewarding experience?
- Is the organization searching out new employees with management potential?

2.1.3.2 Pre-Internship Planning

- Will you pay the intern?
- If so, how much? Wages vary widely from field to field and location to location, so be sure to offer competitive incentives.
- Where will you put the intern?
- Do you have adequate workspace for them?
- What sort of academic background and experience do you want in an intern?
- Intern's academic background must be relevant to the technology used by Industry.
- Who will have the primary responsibility for the intern?
 - In industry - Internship Supervisor
 - From Institute - Faculty mentor

2.1.3.3 Prepare a written plan.

Internship Planning by Industry:

Carefully plan and write the internship program – An internship plan must be developed which will be referred to by industry supervisor/mentor, interns, and institute faculty. An internship plan should incorporate the following:

Job description/internship duties.

Name of the project, if any.

Internship Schedule and Expected learning outcomes:

Students can offer a fresh perspective to the business, strategies, and plans. To really reap these benefits, students may be included in brainstorming sessions and meetings etc. The intern may also be given opportunity to understand Project Management and finances. This will help him to apply these to one's own work, as a member and leader in a team. It is no secret that this generation is more tech-savvy than any other before. Companies may take the opportunity to use them to find out some digital solutions for various issues.

2.1.3.4 Allocation of students to Industry

After the allocation of internship slots by the industry to the institute, the students must be allocated to the industry. In case the industry wants to select the students based on their requirements, the industry can conduct an interaction/ interview with the students and select the students. In case the industry leaves it to the Institute to select the students, TPO may evolve transparent criteria for allocation of students to the industry based on the requirements of industry and students' interest.

2.1.3.5 Managing / Facilitating the Interns

Orientation of Interns: Orient intern in the new workplace. This might take the form of a conventional orientation program or merely a walk around the office, depending on the size of the company. Give interns an overview of the organization; some

companies give talks or hand out information about the company's history, vision, and services. Explain who does what and what the intern's duties will be. Introduce him or her to co-workers.

Resource requirement of Interns: Give the intern a desk, point out the supply room, and introduce the technical support people.

Guidance/ Regular Feedback: It is important to give students lots of feedback. If interns have never done the kind of work before, they will want to know if their work is measuring up to organizational expectations.

Monitoring of intern's progress every day: Daily progress report of Intern is to be evaluated by industry supervisor.

Maximum use of short-term internship must be ensured for the intern as well as industry.

Periodically, examine what the intern has produced and make suggestions. Weekly supervision meetings can help to monitor the intern's work.

2.1.4 Internship Report

2.1.4.1 Student's Diary / Daily Logbook

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. The students should record in the daily training diary the day-to-day account of the observations, impressions, information gathered, and suggestions given, if any. It should contain the sketches & drawings related to the observations made by the students.

The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry from time to time and got ratified on the day of his visit.

Student's Diary and 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. It will be evaluated based on the following criteria:

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- Regularity in maintenance of the diary.
 - Adequacy & quality of information recorded.
 - Drawings, sketches, and data recorded.
 - Thought process and recording techniques used.
 - Organization of the information.

2.1.4.2 Internship Report

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor/TPO for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor, TPO and Faculty Mentor. The Internship report will be evaluated based on following criteria:

- Originality.
- Adequacy and purposeful write-up.
- Organization, format, drawings, sketches, style, language etc.
- Variety and relevance of learning experience.
- Practical applications, relationships with basic theory and concepts taught in the course.

2.1.5 Monitoring and Evaluation of Internship

2.1.5.1 Evaluation by Industry

The industry will evaluate the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks.

2.1.5.2 Monitoring / Surprise visit by TPO/ Staff/ Faculty Mentor

TPO/Staff/ Faculty Mentor of the institutes will make a surprise visit to the internship site, to check the student's presence physically, if the student is found absent without prior intimation to the T & P Cell, entire training will be cancelled. Students should inform the TPO, faculty mentor as well as the industry supervisor at least one day prior to availing leave by email. Students are eligible to avail 1-day leave in 4 weeks and 2 days leave in 6 weeks of the internship period apart from holidays and weekly offs.

2.1.5.3 Evaluation through Seminar presentation / Viva Voce @ Institute

The student will give a seminar based on his training report, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.
- Attendance record, daily diary, departmental reports shall also be analyzed along with the Internship Report.
- Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

2.1.6 Industrial Projects / Internship guidelines for students

2.1.6.1 Guidelines:

- The candidate should submit a synopsis of the proposed work to be done during Internship program / Industrial Project / Dissertation / Industrial Dissertation. The synopsis received should be examined or evaluated by the departmental committee to ensure that the proposed work is equivalent to M.Tech. dissertation work. This synopsis should be submitted to the department before the candidate is relieved.
- Intimation of commencement of internship shall be submitted to the HOD concerned before the commencement of the ongoing semester.
- The Industrial project work done during 6-month/one-year internship program is equivalent to their B. Tech / M.Tech. one semester/ two semester thesis work.
- Two guides will supervise the internship project work, one from the department and another one from industry.
- Industry/Educational Organization must submit the month-wise satisfactory attendance of the students to the department.
- Candidate should regularly visit the institute and present his / her project progress report to their respective guide(s).
- The final project presentation is evaluated based on the recommendation given by outside supervisor, and further can be evaluated by institute guide.
- If the internship project is not found to be of high quality, then the student will have to reappear in the next semester for their B. Tech / M.Tech. dissertation work.
- The candidate is required to publish internship work in conferences and journals with due permission / consent from the organization/industry where he has undergone the internship.
- If the student feels that the internship work is not of high quality/not related to their field of interest, then he / she should submit the application to the department within three weeks and can re-join the institute.

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- Industry / Institute should allow to produce results obtained during project / internship period in the project report. The written certificate to this effect from the industry / institute is mandatory before consideration of the proposed project / internship.

2.1.6.2 General Internship 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.
- 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.

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- 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.

2.1.6.3 Mapping of Internship program outcomes with NBA graduate attributes

	Graduate Attributes from NBA	Activities proposed	Outcome
1	Engineering Knowledge: Apply the knowledge of mathematics, Science, Engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.	Practical experience during industrial internship/ Project work.	An ability to apply knowledge in application of engineering techniques, tools, and resources on the project. The application of systematic engineering design processes appropriate to the internship program.
2	Problem analysis: Identify, formulate, research literature, and analyze complex engineering problems reaching a substantiated conclusion using first principles of mathematics, natural sciences, and engineering sciences.	Working for Consultancy/ research projects in the institutes.	Helping Faculty members in their research and consultancy projects will help student learn research methodologies and analytical tools and will develop an ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems to reach substantiated conclusions.
3	Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety and cultural, societal, and environmental considerations.	Innovation / Entrepreneurship Activities: Participation in Innovation Competitions, Idea completions, Hackathons etc.	An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural, and societal considerations.
4	Conduct investigations of complex problems.	Project work/ industrial training/ International Internships or advanced engineering courses are considered for meeting internship credit requirements	Global competitiveness and employability of students will be enhanced.
5	Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling of complex engineering activities, with an understanding of the limitations.	Work on the modern tools, processes being used in the industry. Where possible interns should expose themselves to advanced tools like simulation and modelling.	Will be able to use modern tools and processes to solve the live problems.

2.2 Placements

All students must note the following points before progressing with various placement cell formalities.

- Companies are categorized as Core Engineering Companies, IT Companies (Product-Based and Service-Based) & Dream Companies based on job profile offered, their business domain and the salary offered. The status is decided by the Training & Placement Office.
- Every student fulfilling the eligibility specified by the company, may appear for the recruitment process of any company until he/she gets the first offer.
- If a student from Civil, Mechanical, Electrical or Electronics gets selected by a Service-Based IT company, he/she can appear for any other Core Campus Drives, till he gets selected by a Core Company.
- If a student from IT gets selected by a Service-Based IT company or a company paying less than 4 LPA, he/she can appear for any other Product-Based Companies or Companies paying more than 6.5 LPA.
- Once a candidate gets selected in a Core Company or a Product-Based Company paying more than 6.5 LPA, he/she is not allowed to appear for further campus activity.
- All placed & non-placed students can appear for Super Dream Companies. Super Dream Companies are the one who pay more than 15 LPA.
- Counselling facilities for students aspiring for higher education are provided by T & P Office.
- Students will not be allowed to withdraw their candidature, from a particular campus recruitment drive unless there are some exclusive points mentioned in the pre-placement talk of which the students were not appraised of earlier. In such a case, exceptions can be made only after the consent of the Training & Placement Office.
- Any student who withdraws candidature, rejects offer at any stage, remains absent from any rounds during recruitment process without sufficient reason, will not have any further claim for Training & Placement Activities.

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- Any student, who approaches the company officials for reevaluation of aptitude test, etc. or attempts any type of canvassing during the campus recruitment, will be disqualified from Training & Placement Activities permanently.
 - The decision regarding making job offers is left to the discretion of the companies participating in the Campus Recruitment. At the end of academic year, students who are not placed, Training & Placement Office will extend support to such students, only for off-campus recruitment drives.
 - Students who receive Placement Offer should immediately inform their T & P Co-Ordinator's and submit the copy of Offer Letter to them.
 - Students need to note that breach of any of the terms and conditions / clauses mentioned in this policy would attract a penalty.
 - The terms in this policy will be reviewed from time to time and may be modified by T & P office as per the situation demands. Placement cell cannot guarantee a job. The placement cell is a facilitator and a counselor.
 - Placement is a privilege, not a right.
 - Registration is not compulsory. Students not interested in placements are advised not to register for placement.

Code of Conduct:

- The students are advised to maintain a proper dress code for all company interactions.
- Formal attire with polished shoes is a must.
- Tidy clothes, hair and a small file containing all relevant documents.
- List of Relevant Documents to be carried by Students:
 1. Up to date Resume (PDF + Print Out)
 2. Identity Size Photos 2 nos. and Soft Copy of the same.
 3. College ID
 4. Other Relevant Certificates
- The student must abide by the code of conduct mentioned herein and as instructed by T & P Co-Ordinator's from time to time.
- A student with improper dress code will not be allowed to appear for selection process of that company, as well as for the next 3 companies.