

Sr. No. :

Date :

O. R. No. :

06/12/2021

## **Internships policy**

Students are encouraged to actively look for and do internships during the vacation periods. Internships allow students to get real world experience in different industries. Students who complete a substantial number of internships during their time at MEC will be awarded a certificate of merit for their efforts.

Students are encouraged to look for on and off campus internships through the following sources:

1. Internshala
2. MEC Training and Placement Department
3. AICTE
4. Employment news
5. Torrent Power Plan Ahmedabad
6. LinkedIn.com
7. Letsintern.com
8. GIDC OFFICE
9. 10000startups.com
10. Maruti Suzuki etc....

### **Guidelines for Internshipsfor 6th Semester Students**

1. The internships policy of the institute will be governed in principal by the AICTE internship policy.
2. Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session.
3. During the summer vacation after 6th semester, students are ready for industrial experience. Therefore, they may choose to undergo Internship / Innovation / Entrepreneurship / Social Service-related activities.

### **Procedure**

1. Request Letter / Email from the office of Training and 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.
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.
3. Students will submit training report after completion of internship
4. Training Certificate to be obtained from industry.

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**General guidelines for Internship/IDP/UDP for 8th Semester Students:**

1. The department will identify whether the student will undergo Internship/IDP/UP within first 2 weeks of the semester.
  2. For Internship/IDP/UDP, the departmental committee will approve the project/Internship proposal.
  3. The committee will also identify roles and the responsibility of the student group members.
  4. The duration of internship will be twelve weeks. Each student must be assigned a faculty as a mentor from the college. Preferably internship is to be provided to the students of all the branches.
- There will be maximum of 20 students per batch for End semester viva. At least 2 mid semester reviews must be done at college level. Each faculty can mentor maximum 3 groups/12 students.



Principal  
Merchant Engineering College,  
Basna

## Copy to:

- Hon. Chairman/Hon. Secretary
- Notice Board
- The website of college
- Personal concerned.