



12. INTERNSHIP POLICY

The students' of SANCET are provided opportunities to find solutions for the real time problems through internships. An internship may be paid, unpaid, or paid for part of the time. The policy highlights the standard operating procedures (SoPs) that must be followed by the students.

1. Available internships to Students

a. In-house Internships

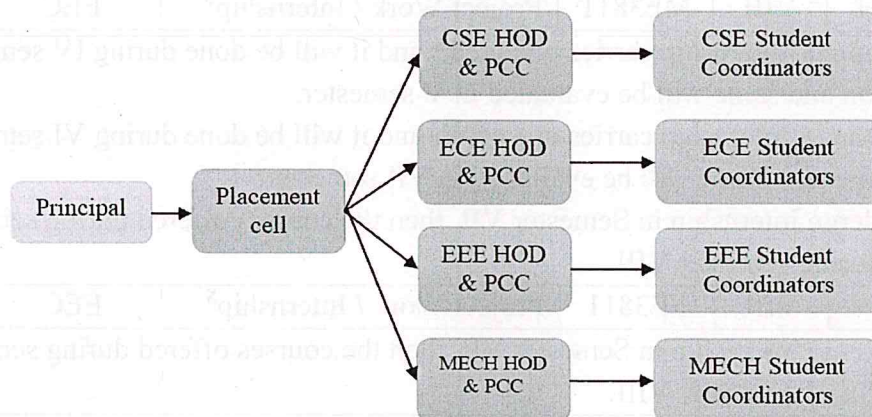
- ✓ Internship offered by faculty member (Inter/ Intra-department) or management.

b. External Internships

- ✓ Industry Internship with/without Stipend
- ✓ Government Internship

2. Structure for arranging Internship:

Training and Placement coordinator and the committee is responsible for arranging and monitoring the internships. The structure for arranging internships



*PCC - Placement Cell Coordinator (Faculty Member/s)

3. Role and responsibility of Placement Cell, Department Placement Coordinator (DPC) and Student Coordinator

a. Placement Cell

- Identifying internship opportunities with different industries, startups, outside institutes and Government organizations etc.
- Sharing available opportunities to the students, facilitating on campus / off campus / online selection process for companies hiring interns.
- Maintain internship track, record and statistics department wise.

b. Department Placement Coordinator (DPC)

- Monitors the student's internship progress and update the same to Placement Cell
- Assigns & monitors the duties of Student Coordinators.

c. Student Coordinator

- Assist DPC to monitor, track and collect the information of internships.
- Assist placement cell in conducting campus / online selection process for internships



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- Assist DPC to prepare and validate the internship statistics.

4. Internship Duration and Academic Credentials:

- The following framework is formulated to offer academic credit for the internships undergone as part of the programme. Credits of Internship/ Project work is necessary to be earned by student to complete B. E. degree programme in regulation 2021 of Anna university.
- The students in the Departments of Mechanical, ECE and CSE mandatorily complete the internship/project work with the total credit of 12 and the department of EEE mandatorily complete the internship/project work with the total credit of 10 as per the regulation 2021 of Anna University.
- The following schedule is followed for the Internship course as per the regulation.

S. No	Dept.	Sem.	Course Code	Course Title	Category	Credits
1	MECH	V	ME3511	Summer Internship*	EEC	1
2	MECH	VII	ME3711	Summer Internship [#]	EEC	1
3	MECH	VIII	ME3811	Project Work / Internship ^{\$}	EEC	10
*Two weeks Summer Internship carries one credit and it will be done during IV semester summer vacation and same will be evaluated in V semester. #Two weeks Summer Internship carries one credit and it will be done during VI semester summer vacation and same will be evaluated in VII semester. \$ If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII.						
4	EEE	VIII	EE3811	Project Work / Internship ^{\$}	EEC	10
\$ If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII.						
5	ECE	VII	EC3711	Summer Internship [#]	EEC	2
6	ECE	VIII	EC3811	Project Work / Internship ^{\$}	EEC	10
# If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII. \$ If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII.						
7	CSE	VII	CS3711	Summer Internship [#]	EEC	2
8	CSE	VIII	CS3811	Project Work / Internship ^{\$}	EEC	10
# If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII. \$ If students undergo internship in Semester VII, then the courses offered during semester VII will be offered during semester VIII.						



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5. Guidelines for Students

- Various Internship opportunities will be announced by Placement Cell from time to time through circular or whatsapp group. Interested students can apply for the internships with permissions from HOD/DPC and Placement Cell.
- Recommendation letter for the external internship will be issued by Principal.
- Student should submit the offer letter and joining confirmation mail received from industry to the DPC before joining the internship.
- Students should submit internship report and certificate to DPC after completion of internship.

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15. PLACEMENT POLICY

1. Vision

To train the students on competencies and employability skills to become part of top-notch companies

2. Roles and Responsibilities of Placement Cell

Students are informed to register in placement cell for placement and they are divided into groups for pre-placement training to equip them with the vital job skills. The placement cell prepares the students to face campus interviews imparting training on holistic development skills and it plays vital role in:

- Collecting, maintaining and updating the data of students and list of companies.
- Preparing the eligible list of students from different disciplines.
- Gathering information about job-fairs and employment opportunities.
- Providing information to the students about pre-placement activities, job opportunities and publish the campus selections in notice boards, placement portal and college website.
- Organizing training programme by outside trainers
- Networking with leading companies for Internships and Campus selections
- Conducting on and off campus Interviews
- Acting as an interface between the selected students and the recruiters.
- Doing the post placement analysis and take remedial measures for non-selected students.
- Distributing appointment letters of the company to the students and collecting acceptance letters from the students and dispatch to the company.

3. Policy

- The campus will be visited by the company by the following 2 categories.

Category A: Companies offering CTC (Cost to Company) > INR 3 LPA

Category B: Companies Offering CTC \geq INR 2.4 LPA to 3 LPA

- As soon as the student secures a Job in Category-A, he/she will be out of the Placement Session and will not be allowed to appear for any other company.



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- A student can appear for a Company of Category-A on campus under either of the following cases:
 - Student has not been placed in any Company.
 - Student has placed in Category B company
 - A student can have a maximum of 2 jobs excluding teaching or technical support job.
 - Students having a Pre-Placement Offer (PPO) from a company must inform the Placement Cell about the acceptance or rejection of the same. In case any student does not inform the placement Cell about the same, he / she will be considered to accept the offer and will not be considered for further placement procedure according to policy.
 - Student rejecting a PPO will be allowed to apply the companies which offering CTC greater than the CTC of the PPO.
 - Companies will be invited and the campus drive scheduled by the Training and Placement Cell (TPC) on the basis of the following parameters:
 - ❖ Job profile and growth prospects.
 - ❖ The package being offered to the student.
 - ❖ Past record of recruitment at SANCET.
 - ❖ Feedback from the Alumni regarding the company.
 - Student found adopting any kind of unfair activities in placement procedure, the student will be debarred from participating in recruitment process.
 - It is compulsory for every interested candidate to attend the PPT (Pre-Placement Talk) of a company in formals for which he / she has applied otherwise he / she will not be allowed to sit in the placement process of that company.
 - Students must keep their Identity Card with them at the time of Interview and produce the same when demanded by visiting team or TPC staff. Candidates may carry 4 copies of their resume and 2 passport size photographs for their Interview.
 - Students are not allowed to use mobile phones in the vicinity of a company official. They are expected to maintain decorum in all interactions with company officials. They should reach for Interview on time. Also, they will not be allowed to leave the hall before the PPT is completely finished.
 - After getting placement no student will directly contact any company official for any purpose. All communication should be channelized through placement coordinator of training and placement Cell

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