



KONKAN GYANPEETH RAHUL DHARKAR COLLEGE OF PHARMACY & RESEARCH INSTITUTE, KARJAT

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(Approved by AICTE & P.C.I. (New Delhi), D.T.E. (Govt. of Maharashtra) and Affiliated to Mumbai University)

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INTERNSHIP POLICY

OBJECTIVES

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Following are the intended objectives of internship training:

- Will expose students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry
- Provide possible opportunities to learn understand and sharpen the real time technical / managerial skills required for the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the technical knowledge in real industrial situations.
- Gain experience in writing technical reports/projects.
- Expose students to the Pharmacist responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.





BENEFITS OF INTERNSHIP:

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.

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.
- 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.

Benefits to the Institute:

- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in teaching learning process.





INTERNSHIP DURATION:

Schedule duration:

Sr. No.	Schedule	Duration	Activities	Proposed Document as Evidence	Evaluated by	Performance / Maximum points/ activity
1.	Summer vacation after 6th Semester	4-6 weeks or one month	Industrial/ Hospital Internship	Certificate with Report	Faculty	Satisfactory/ Good/ Excellent

Dedicated Training and Placement Cell headed by Training and Placement Officer (TPO) looks after the all procedures. TPO plays an important role in boosting the career of students. The purpose of the Training and Placement Officer is to guide students to choose the right career and to plan for programs and activities to enhance knowledge, skill, attitude and the right kind of aptitude to meet the manpower requirements of the Industry.

The overall role of the Training & Placement cell is of a facilitator and counselor for training and placement related activities. The industry is always on the lookout for students who are vibrant, energetic individuals and ready to accept challenges, attentive, with a good academic background, fast learners, open to learning even at work and more importantly possessing good communication skills. TPO shall assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions.

The placement cell shall act as a contact place and facilitator to arrange internship of the students, campus visits and conduct of the recruitment process of the employers for the purposeful placement of students of the institution.

Further, to assist students for industrial training at the end of fourth and sixth semester, Training & Placement cell shall also design and implement internal curriculum, take classes, arrange experts, arrange agency for student's Personality Development, Improve Communication Skills, Vocabulary, prepare students for Resume Preparation & Email Writing, Group Discussion, Interview Skills, Aptitude Training & Practice Tests, Technical report writing, presentation skills, Foreign Languages proficiency etc.

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/PCI/ 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 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 making contact with 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.

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 on the basis of following criteria:

- i. Originality.
- ii. Adequacy and purposeful write-up.



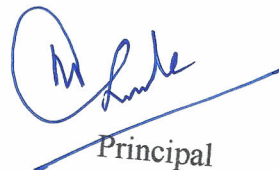


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- iii. Organization, format, drawings, sketches, style, language etc.
- iv. Variety and relevance of learning experience.
- v. Practical applications, relationships with basic theory and concepts taught in the course.


Placement Coordinator


Principal

