

GOVT. WOMEN ENGINEERING COLLEGE, AJMER

INTERNSHIP POLICY (2018-19)

This internship/training program is designed to keep in mind the need of UG and PG students of Govt. Women Engineering College Ajmer who have enthusiasm to learn engineering trends. This program will enhance student's skill by exploring their knowledge. Internship course shall cover both theoretical as well as the practical aspects which help students not only in their coming final year B.Tech. projects but also it will help them in campus interview.

Eligibility:

1. All the students of B.Tech. and M.Tech. of all years.
2. Summer Internship compulsory for the students moving First year to second Year (at least 15 days) and students moving third year to final year (at least 60 days)
3. Second year to third year moving students may undergo internship at their interest and will.

Duration:

Preferable	:	Summer and winter break
Time Duration	:	7-15 days (During winter break)
		15-60 days (During summer break)
		Any Duration (For work from home)

Procedure for applying the internship/Training:

1. Students are instructed to apply Internship at least two months before (For Summer and Winter Internships).
2. Form should be filled properly otherwise it will be rejected.
3. One student can apply for internship in three companies only.
3. The Form are available on college website (<http://gweca.ac.in/PlacementController>).
4. Following Forms should download from the above link:
 - A. Summer Training Letter
 - B. Undertaking by student
 - C. Application for summer training letter to HOD.
5. Fill the complete form as per branch and semester.
6. Submit the complete form in the TPO office, after the forwarding through the HOD/Nominee of the HOD.
7. Collect the letter to Company from TPO office between 3:00 pm to 4:00 pm (Same day or onwards.)

Things to do during and after the internship:

1. Attend the training/internship program regularly and work sincerely in the organization.
2. Take projects and work on them properly.
3. Create contacts with HR and other officials. Also communicate them about the good thing about the institute and invite them for campus visit and placements.
4. After completion of Internship, prepare a report and submit to HOD along with certificate.
5. Also share the certificate to TPO office with 1-2 page report on experience sharing.
6. Share the contact details of HR/other officials with TPO office.