



# POLICY FOR INTERNSHIP

*( Notification/Registrar office/236 dtd 22/4/2025)*

**Research | Innovation | Incubation | Linkages**  
**COEP Technological University**

A Unitary Public University of Government of Maharashtra  
(Formerly College of Engineering Pune)  
Wellesley Road, Shivajinagar, Pune 411 005, Maharashtra India



**COEP Technological University**  
A Unitary Public University of Government of Maharashtra  
Wellesley Road, Shivajinagar, Pune-411005, Maharashtra, India

Tel-02025507002

Email-[registrar@coeptech.ac.in](mailto:registrar@coeptech.ac.in)

Website-[www.coeptech.in](http://www.coeptech.in)

Ref No.: COEPTech/ Registrar OIT/ internship policy / 236

Date: 22<sup>nd</sup> April 2025

**Notification**

**Subject: Implementation of Internship Policy with immediate effect.**

The Board of Research Innovation and Industry Linkages (RIIL), in its 4th meeting held on 19th March 2025, recommended the implementation of the Internship Policy for inhouse and external students, from Academic Year 2025-26. This recommendation was subsequently approved in the 8th Board of Governors (BoG) meeting held on 22nd March 2025.

The policy has been framed in alignment with NEP 2020 guidelines to ensure that students receive structured and outcome-oriented industry exposure during their academic journey.

The detailed procedural guidelines and implementation framework will be circulated shortly. All departments and students are requested to take note and extend their cooperation for effective execution of the policy with immediate effect.

For any queries, you may contact the office of the Director, (Research, innovation, Incubation and Linkages) RIIL or Training & Placement Cell through the respective departmental Internship coordinator.

  
(Registrar) 22-04-25

Copy to: All HODs, Director, Deans, Associate Deans, Faculty, Students, Student Section, accounts Office, PA to Vice Chancellor, Helpdesk.

## COEP Technological University

**College of Engineering** has been granted status of a unitary public university of Govt of Maharashtra in accordance to MAHARASHTRA ACT No. XXXV of 2022 dtd 10 May 2022. Now it is rechristened as **COEP Technological University Pune**. As part of the Act, the Board of Research, Innovation, Incubation and Linkages ( RIIL) consist of the members namely (a) the Vice-Chancellor - Chairperson ; (b) all Deans of schools ; (c) eminent industrialists, senior industry personnel from manufacturing, information and communication technology, bio-sciences and technology, environmental sciences, agro-industries, management, service industries, science and technology parks, research parks and incubation centers and others ; (d) one Chief Finance officer or equivalent officer from the industry, corporate or bank; (e) two teachers from University departments; (f) two persons from Research and Development Organizations, (g) two illustrious alumni who are successful entrepreneurs; (h) Commissioner, Directorate of Skill Development, Department of Skill Development and Entrepreneurship, Government of Maharashtra or his nominee and (i) Director, (RIIL), Member-Secretary.

### Vision

To be a value based Globally Recognized Institution ensuring Academic Excellence and fostering Research, Innovation and Entrepreneurial Attitude

### Mission

- To be a student at centric University imbibing experiential, innovative and lifelong learning skills, addressing societal problems.
- To promote and undertake all-inclusive research and development.
- To inculcate entrepreneurial attitude and values amongst learners.
- To strengthen National and International, Industrial, and institutional collaborations for symbiotic relations.
- To mentor aspiring Institutions to unleash their potential, towards nation building.

## **POLICY FOR INTERNSHIP**

### **1. BACKGROUND**

The National Education Policy 2020-(NEP-2020) views that the purpose of the education system is to develop good human beings capable of rational thought and action, possessing compassion and empathy, courage and resilience, scientific temper and creative imagination, with sound ethical moorings and values. It aims at producing engaged, productive, and contributing citizens for building an equitable, inclusive, and plural society as envisaged by our Constitution. The NEP-2020 envisions promoting quality research in higher education and to ensure quality education by higher education institutions (HEIs), research and innovation are two inherently important aspects. The societal needs of our country can only be addressed by having a strong knowledge, skills, value and research-oriented vibrant higher education ecosystem for sustainable development.

The India Skill Report (ISR), 2022 highlights that youth employability has improved to 46.2 % in 2021 from 45.97% till 2020. Interestingly, 51.44% employability of females was observed compared to 45.97% of males for 2021-22. In the year 2023, undergraduates in domain of the commerce got the highest employability rating at about 60.62%. The reports further mentioned that, 88.6% of graduates are looking for internship opportunities. In 2022, 88.42% of respondents in the report have given preference to an internship for gaining experience. It was also recorded that the year 2022 was also the year to mark the highest demand for internships since 2016. It is also observed that in India employers like to hire employees having at least a year of work experience (ISR, 2022).

### **2. OBJECTIVES OF INTERNSHIP**

The following are the intended objectives of engaging undergraduate students in internship (for employability and research internship programs):

- 1. Integration of workshop with workplace:** To see the internship in a broader, integrated and holistic manner where the delivery of the classroom is aligned with requirements of the workplace. The objectives of the internship need to be designed with the intention of integrating workshop / classroom / lab/research centre learnings with the workplace (organisation / enterprise / start-ups / corporate / farmlands / artisans / gig workers / non-government organisations (NGOs)/research & development organisations, higher education institutions (HEIs), etc).
- 2. Understanding of the world of work:** To provide undergraduate students with an opportunity to improve their understanding of the experiences, challenges, and opportunities of the real world of problems, as well as to set their expectations and behaviour in accordance with the demands, culture, and values of current and emerging jobs.
- 3. Phygital and hybrid model learning:** To broaden learning opportunities by combining physical and digital modes of learning while working in industry, corporate, research &

development organisations, workplace, within or outside HEIs, blended with a mentor or research expert and as per the need and convenience.

- 4. Developing research aptitude:** To create and facilitate conditions that allow students in their quest for knowledge, its discovery, learn, understand and sharpen research acumen, familiarising with analytical tools and techniques with appropriate usage, research methodologies, data analysis, integrity and ethical behaviour, manuscripts preparations, identification of appropriate journals, patent and intellectual property rights, and their application in solving research/complex/real-life problems.
- 5. Exposure in emerging technologies:** To provide exposure to emerging technologies/ automation and how it can support, facilitate, improve and reinforce work processes/ culture/ job roles/art and craft, including the traditional areas of art-craft/ heritage skills, agriculture, etc.
- 6. Enhance entrepreneurial capabilities:** Understand how organisations / enterprises are formed for sustainable progress so that start-ups and entrepreneurial capabilities are strengthened among students, encouraging them to be job creators and they are encouraged to be job creators.
- 7. Development of decision-making and teamwork skills:** To inculcate problem-solving and decision-making skills, enable teamwork & collaboration culture to promote research, academic and professional development.
- 8. Cultivate a sense of Social Imagery and Citizenship Responsibility:** To develop a sense of social imagery (issues) and philanthropic versatility among the graduating students that will facilitate towards the development of an attitude towards citizenship responsibility.
- 9. Stimulate collaborative influence:** To promote industry-academia partnership providing collaborative internships, apprenticeships, and research opportunities to the students in the predefined areas of importance which will lead institutions, universities, organisations, academicians, and students to collaborate on how to learn with one another.
- 10. Enhancing professional competency:** The internship should not only focus on employability or research capabilities; there is also a need for professional principles, ethics, values, and integrity which will enable them to gain perspective, practice, develop as competency and perform professional tasks in the way that the employment market demands.

## 2. TYPES OF INTERNSHIPS

The undergraduate internships would be classified into two types:

### a. Internship for enhancing the employability

The internship programs should be well conceptualized and comprehensive for building research capabilities/aptitude/skills of our under-graduates/researchers/faculty members for

- i. Development of project and its execution
- ii. Decision-making capabilities
- iii. Building Confidence
- iv. Working/coordinating in a team
- v. Creative and critical thinking and problem-solving

- vi. Ethical values
- vii. Professional development
- viii. Understand government/local bodies world of work
- ix. Reference of resource persons in the field
- x. Development of online/ simulation-based module for a virtual research internship
- xi. Understanding the nuances of building a deep-technology start-up
- xii. observe certain entrepreneurs and their traits
- xiii. Study of the enterprises, farmers, artisans, etc.

#### **b. Internship for developing the research aptitude**

Research aptitude refers to the attribute of inquiry/investigation, analysis and interpretations in a scientific and objective method that facilitates to uncover facts and present an individual viewpoint in an organised manner.

Research internship aims at providing hands-on training to work on research tools, techniques, methodologies, equipment, policy framework and various other aspects in pursuing quality research.

Apart from gaining relevant research experience, the interns would learn the following, through research professionals/mentors:

- Ideation and conceptualization of a research problem statement
- Learning new tools and handling of equipment
- Experimentation, DoE and collection of data
- Simulations and development of models
- Preparation and presentation of reports

### **3. THE INDICATIVE LIST OF AREAS FOR INTERNSHIPS**

- a) Social internship
- b) Education institutes / R and D labs/ Incubation centre / Start-up
- c) Reputed industries
- d) Economy & Banking Financial Services and Insurance Area
- e) Logistics, Automotive & Capital Goods Area
- f) Information Technology/Information Technology enabled Services & Electronics Area
- g) Handcraft, Art, Design & Music Area
- h) Healthcare & Life Science Area
- i) Sports, Wellness and Physical Education Area
- j) Digitisation & Emerging Technologies
- k) Humanitarian, Public Policy and Legal Service Area
- l) Food processing industries
- m) Sustainable development Area
- n) Environment Area
- o) Pharmaceutical and textile Industries

#### **4. SELECTION OF HOST ORGANISATION FOR INTERNSHIP**

A structured internship in a reputed organization helps to serve its objective better. Hence, it is the duty of every individual faculty member and all students to fetch internships in well-known R&D organisations (for e.g. ISRO, DRDO, C-Met etc.), start-ups, NGO's, other govt. departments and reputed OEM's/industries. Apart from that our students can even go for internships in higher education institutes within India (HEI's ranked within 100 in NIRF ranking) and Universities abroad and our own state of the arts labs, COEP's R & I park. The mandatory general terms and conditions and standard operating procedure (SOP's) for these students are mentioned in Annexure-A.

For external students willing to undergo internships in our university, they need to approach faculty members from various departments working on their areas of interest / CoE's/ COEP's R & I park for seeking internships. The mandatory general terms and conditions and standard operating procedure (SOP's) for these students are mentioned in Annexure-B.

#### **5. REVIEW OF THE INTERN'S PROGRESS AND ROLE OF GUIDE**

For the internships of six months, it is recommended that the internal guides visit the host organisation at least once during the period of internship. They may conduct the mid-sem evaluation there only to bring more participation from the host industry. Such opportunities are good source for strengthening our network through delivery of guest lectures, breaking all the barriers for the industry to open up and discuss the technical issues they are facing, and achieve win-win situations through discussions on future prospects, cost effective solutions, and other related projects of mutual interest. For social internships, it is advisable that the departments (guides) identify CSR partners to maximise the benefits of CSR grants. Whenever, our interactions are leading to any IPR generations, it is recommended to sign MoU's for joint ownership of IPRs, for the benefit of our university. The guides are required to be vigilant on abstaining our students from performing routine laborious activities rather than working on some challenging problems.

#### **6. ANALYSIS OF FEEDBACK BY THE DEPARTMENT**

It is mandatory for the concerned Head of the Department to get the feedback from both the organisation hosting interns and from our student-interns deputed therein. This is expected to be carried out towards the conclusion of internship term and the analysis of this feedback is to be discussed at the appropriate level departmental committee such as Industry Advisory Board (IAB). Subsequently, the minutes of the same are to be presented in the BoS for drawing out the corrective action in the next iteration of internship cycle. Further, the HoD's are advised to maintain a bank of organisations providing such internships to facilitate the students.



## 7. EVALUATION

The intern shall be evaluated through a seminar/viva voce / project report on students work, by a duly constituted expert committee consisting of a guide and external expert (from other department or outside the university), on the following suggestive criteria-

- i. Activity logbook and evaluation report by the Internship guide  
Students will be required to maintain a daily / weekly activity logbook, documenting their tasks, key learnings and challenges faced. The internship supervisor at the host organization will review and assess the logbook based on the student's performance contribution and adherence to professional expectations. The evaluation report from the internship supervisor will be considered as part of the assessment criterion.
- ii. Format of presentation and the quality of the intern's report
- iii. Acquisition of skill sets by the intern
- iv. Originality and any Innovative contribution
- v. Attendance.
- vi. Credit Transfer



### Annexure-A

#### General Terms and Conditions for Internship for COEP Tech students applying to Industries / Education Institute / Research Centre/ COEP Tech / organisation abroad

1	Who can apply	Students of Engineering / Technology/ Planning / Management
2	Whom to apply	Students can write applications to the respective organization; it is advised to take help of departmental faculty / TPO while selecting organization. Education institutes (rank below 100 NIRF), R and D labs, COEP Tech-State of the Art lab / CoE, COEP's R & I park, Industries, Start-up and other Govt organizations.
3	Broad areas of interest	In accordance with the areas of internship announced by the host organization
4	Registration and Approval process	Approval by the concerned faculty members, HoD, and University Internship officer. Centralized data management will be maintained by the University Internship officer.
5	Period of internship	As per the provision of academic structure (two months, three months to six months, sometimes virtual internship can go beyond six months)
6	Report preparation	Students are required to submit reports as per the provided format
7	Safety protocols	Students are required to follow safety norms as prescribed by the organization. Safety is the sole responsibility of students.
8	Confidentiality	Students seek written permission for publication of research data from the organization in which internship is conducted.
9	Participation of intern	Interns shall focus on designated projects assigned by the organization; students are not allowed to participate in any other activity during the internship.
10	Certificate of internship	Certificate of internship is to be issued by the organization / by the reporting officer. Any violation of terms and conditions shall lead to termination of internship.
11	Hostel accommodation / Stipend	It is subject to the availability of accommodation and funds for stipend by the host institute / Industry.
12	Attendance of students	Attendance record shall be maintained by the reporting officers / guides (external and Internal).
13	Bonafide certificate	Student section of COEP Tech shall issue bonafide certificate on request from students. All legal permission is mandatory for students.
14	For International Internship abroad	Students willing to undertake internship abroad (Industry / University) shall take written permission from COEP Tech as well as Parents before proceeding for internship.

## Annexure-B

### General Terms and Conditions for internship for External students willing to undertake internship in COEP Tech

1	Who can apply	Students of Engineering/ Technology / Planning / Management
2	Whom to apply	Student can write applications to COEPTech / concern faculty members clearly mentioning willingness (online application to Portal)
3	Focused areas of interest	Broad research area as announced by the faculty members
4	Registration and Approval process	Approval by the concerned faculty members, HoD, and University Internship officer. Centralized data management will be maintained by the University Internship officer.
5	Period of internship	As per the provision of academic structure and applicable to Bonafide students of AICTE approved technical institute. Two months, three months to six months internship period, sometimes virtual internship can go beyond six months).
6	Report preparation	Students are required to submit reports as per the format provided.
7	Safety protocols	Students are required to follow safety norms as prescribed by the university / Industry. Safety is the sole responsibility of students.
8	Confidentiality	Faculty members to decide extent of involvement of students especially on sponsored projects where NDA may be required to sign up. A written permission for publication of research work is required from the concerned faculty members.
9	Participation of intern	Interns shall focus on designated research activities as assigned by the faculty members; students are not allowed to participate in any other activity during the internship.
10	Certificate of internship	The certificate of internship shall be issued by the host institution. Any violation of terms and conditions shall lead to termination of internship.
11	Hostel accommodation / Stipend	It is subject to the availability of accommodation and funds for stipend.
12	Attendance of students	Attendance records will be maintained by the respective faculty members / guide.

## **8. RELEVANT FORMATS**

- i. **Registration of Internal students**
- ii. **Registration of External students**
- iii. **Disclaimer**
- iv. **Indemnity Bond ( for International students)**
- v. **Internship report**
- vi. **Internship Timeline**
- vii. **Student feedback**
- viii. **Host Institute feedback**
- ix. **Evaluation feedback**