



JAIDEV EDUCATION SOCIETY'S
JD COLLEGE OF ENGINEERING AND MANAGEMENT
KATOL ROAD, NAGPUR

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An Autonomous Institute, with NAAC "A" Grade

"Rectifying Ideas, Amplifying Knowledge"

2024-25



VISION	MISSION
To be a Department providing high quality & globally competent knowledge of concurrent technologies in the field of Electronics and Telecommunication.	<ol style="list-style-type: none">1. To provide quality teaching learning process through well-developed educational environment and dedicated faculties.2. To produce competent technocrats of high standards satisfying the needs of all stakeholders.

SOP for Internship: Guidelines and Procedures

S.No	Activities	Responsibilities
1	Identification of industrial internship	Faculty / Student / T&P in charge
2	Student internship program application format	Faculty / Student / T&P in charge
3	Joint letter of understanding between Institute and Industry	Faculty and Industry Mentor
4	Parent/Guardian Consent Form— Internship	Student
5	arrangements of transportation to reach the industry.	Student
6	Maintain punctuality in attending the internship and follow the rules and regulations of the industry	Student
7	learn about the industry, policies, procedures, and processes by interacting with their trainer	Student
8	Making Daily Dairy	Student
9	Regularly interact with the students through What's app or Phone calls and clear their doubts regarding the Internship.	Mentor
10	Record of Payments in case of paid internship (Soft and Hard Copy)	Student and Mentor
11	Monitoring every 15 days	Mentor to visit Industry and take Gio tag photo with student, Industry mentor and Gate of Industry and submit one page report every 15 days
12	Surprise visit to the internship site to check the student's presence physically	Faculty Mentor/ Internship coordinator/ HOD
13	In case of Leave, Convey Industry College by Mail Prior one day before	Student
14	Monthly report, presentation	Student
15	Complete the internship report in accordance with the internship report guidelines, presentation materials, and finalize the activity logbook, as well as by adjusting the internship assessment rubric	Student
16	Notify the schedule of presentation of each student.	HOD

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22/10/25
Dr. Bharat Chede
Dean Development



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