



PURANDHAR TECHNICAL EDUCATION SOCIETY'S
**PUNE CAMBRIDGE INSTITUTE OF MANAGEMENT AND
COMPUTER APPLICATION**

Affiliated to Savitribai Phule Pune University
Recognized by A.I.C.T.E., New Delhi & Govt of Maharashtra
DTE CODE - 6992

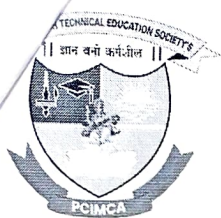
**Internship Policy for Pune Cambridge Institute of Management &
Computer Application**

Relating to Internship Guidelines:

1. The role of the Training & Placement (T&P) Cell is to facilitate and coordinate internship-related activities for all programs. The T&P Cell does not guarantee internship placement.
 2. The Internship facility is available to all students registered with the T&P Cell through the policy **"ONE INTERNSHIP TO ONE STUDENT AT THE FIRST INSTANCE."** This ensures that every student gets equal internship opportunities.
 3. Any student against whom a warning letter or disciplinary action has been issued will not be allowed to participate in internship activities unless cleared by the respective Head of Department and approved by the T&P Officer.
 4. Students must carry their College ID Card during all internship-related activities and visits.
 5. All students must submit an internship completion certificate and report as per the institute's guidelines within the specified deadline.
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Relating to General Rules:

1. All students must stay in constant touch with their Department Internship Coordinators and the T&P Cell for updates and instructions.
2. Attendance in all pre-internship orientations, workshops, and evaluations is mandatory.



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3. Any student failing to participate in an allocated or confirmed internship program will be considered ineligible for further internship or placement support.
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Overall Internship Policy & Rules:

1. Students must complete all academic and attendance requirements before starting the internship.
 2. Once an organisation confirms an internship, the student must not withdraw without valid justification and written approval from the T&P Cell.
 3. Any misbehaviour or unprofessional conduct reported by the company will result in debarment from further internships and placement activities.
 4. Students are required to follow the company's code of conduct, working hours, and reporting structure during the internship period.
 5. The T&P Cell will coordinate feedback collection from industry mentors and faculty supervisors for performance evaluation.
 6. Attendance, discipline, and timely submission of project reports are mandatory for successful completion.
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Program-wise Internship Structure:

MBA

- **Semester I:** Desk Research Project on a specific industry.
- **Semester II:** Field Work Project with Industry Exposure.
- **Semester III:** On-the-Job Training (OJT) with a registered organisation.



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MCA

- **Semester III:** Live Project under faculty and industry supervision.
- **Semester IV:** Summer Internship in a reputed IT/Software organisation.

BBA / BCA

- **Semester III:** Desk Research Project.
 - **Semester IV:** Field Project in a relevant domain.
 - **Semester V:** Summer Internship Project.
 - **Semester VI:** On-the-Job Training (OJT) in industry.
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Eligibility Criteria:

- Students must have a minimum of 70% attendance in each semester.
 - No backlog or pending disciplinary issues.
 - Completion of internship registration form and submission of resume to the T&P Cell.
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Internship Registration Process:

- Students must register through the T&P Cell by submitting the internship registration form.
 - Updated resume and necessary documents must be submitted before the deadline.
 - Attend all orientation sessions conducted by the T&P Cell.
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Pre-Internship Preparation:

- Resume Writing and Industry Orientation Sessions.
- Communication and Soft Skills Workshops.
- Mock Interviews and Professional Etiquette Training.



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Code of Conduct during Internship:

- Maintain punctuality and discipline at the organisation.
 - Follow organisational rules, confidentiality policies, and reporting procedures.
 - Inform the T&P Cell immediately in case of any issues or inability to continue.
 - Dress formally and maintain professional behaviour at all times.
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Post-Internship Requirements:

- Submission of Internship Certificate, Report, and Feedback Form within 7 days of completion.
 - Presentation and viva as per departmental schedule.
 - Participation in post-internship review sessions conducted by faculty mentors.
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T&P Cell Responsibilities:

- Identify and connect with industry partners for internship opportunities.
 - Facilitate pre-internship training and orientation sessions.
 - Monitor and evaluate student progress through industry feedback.
 - Maintain records and provide necessary support for certification.
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Disciplinary Actions:

- Any violation of internship policy will result in:
 - Temporary or permanent debarment from internship or placement activities.
 - Reporting to higher authorities for further action.
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Miscellaneous:

- The T&P Cell reserves the right to modify the internship policy as required.
 - All updates or changes will be communicated through official channels.
 - Students must regularly check official notices and messages from the T&P Cell.
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Grievance Redressal:

- Students may approach the T&P Cell with any internship-related grievances.
 - If unresolved, grievances can be escalated to the Director or higher authorities.
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Remark:

This policy is subject to revision at the discretion of the Training & Placement Cell. Any future amendments will be notified to all concerned.


Training & Placement Officer
PCIMCA, Pune




Director
PCIMCA, Pune

DIRECTOR
PUNE CAMBRIDGE INSTITUTE OF
MANAGEMENT AND COMPUTER
APPLICATION, PUNE