



MKSSS's
SCHOOL OF FASHION TECHNOLOGY (SOFT)

INTERNSHIP AND PLACEMENT DEPARTMENT

Policies and Procedure

(I) Structure :

Chairperson : Dr M.M. Hundekar
Principal, School of Fashion Technology

Head - Internship and Placement : Ms Smita Pattanaik
Assistant Professor , School of Fashion Technology
Contact no. 020-66833715 / 9911137688

Members : Mr Suresh Karale , Ms Garima Bhalla, Mr Sudhakar Jadhav, Ms Tejashree Rankhambe, Ms Madhura Joshi , Mr Umesh Dharmadhikari , Dr Yogesh Bokil and Ms Anjali Chavan

Advisory Industry Mentors

1. Mr Jagdeep Shoukeen
2. Mr Ravi Advani
3. Ms Ankita Advani
4. Mr Hemang Agarwal
5. Ms Karishma Shahani Khan

(II) About the Internship

1. Internship is a subject in the Final semester (8th semester) for the B. Design (Fashion Design , Fashion Communication , Textile Design and Jewellery Design) students
2. It is compulsory for every student to do an internship.
3. The internship is based on the availability of opportunities in the given Industry/Organization.
4. As per S.N.D.T Women University requirement, Internship should be for a period of 2 months .

5. Once the Internship period has been finalized , the same cannot be changed to a later date as all further processes are done on the basis of this.
6. Total Marks allocated for the subject is 100 marks and consist of Mentor marks, Marks assigned by the Internship and Placement department and External jury
7. A mid internship review is done to assess the performance of a student at the internship.
8. Students need to submit an Internship Report to the Internship and Placement Department within 15 days of completion of their internship

(III) Eligibility Criteria

All students are eligible for an internship , unless informed otherwise by the Principal , Head of Department (UG) or the Course Coordinator

(IV) Requirements for Internship

1. **Resume** : Each student must prepare a resume either on a format of their choice or on any one of the formats provided by the Internship and Placement Department .
The file should be in PDF format only.
The file should be saved in the following format "students name.surname.resume"
2. **Portfolio** : The portfolio of the student should clearly indicate the area of interest or career choice as identified during the skill assessment session .The portfolio should be in PDF format (only 25-30 slides) or the student could alternatively also send their Behance link .

(V) Internship Process :

1. The Internship and Placement Department (IPD) holds sessions with students, all specialization , at the beginning of Semester to explain the process, requirements and guidelines for the Internship.
2. The IPD also organizes sessions for the students with various Industry experts where the students are given an in-depth knowledge about the existing career opportunities in various sectors and how to proceed with the right internship opportunity for eg : Designing Merchandising and Buying, Production development and sampling, Textiles. Marketing and advertising , Social Media, Content writing , Styling , Graphic designing etc



3. A Google form is then sent to all the students to understand the students choices with respect to the Industry /Organization, Area of interest, City of preference etc. they are keen to apply based on the sessions held .
4. Students need to submit their Resume and Portfolio to the IPD atleast 3 months prior to the Internship start date
5. IPD also conducts expert sessions for resume writing . All resumes must be saved in the above given format
6. Portfolio for each student must have a combination of all the work done but special focus must be on the area that the student would like to do her internship. Portfolio must be saved in the format as mentioned above.
7. A one to one discussion by the Internship and Placement coordinator and individual student is then arranged. During the counseling session, student's doubts are resolved Internship and placement department gives options of industries.
8. The industries are contacted by the IPD and the resumes and portfolios shared with the Industry.
9. Once the industry shows interest in the student , the department arranges for interview
10. After receiving confirmation of Internship from the Industry , the students are informed about the same
11. After completion of the internship , the students are required to submit a detailed Internship report
12. A feedback form is also sent to the industry mentor/HR for them to evaluate the student during her tenure in the organization as an Intern

(VI) Rules and Regulation.

1. Alongwith the interview conducted by the Internship/Placement department, the skill assessment and performance in the academics is a major criteria for the selection of internship opportunities in a given Organization.
2. If a Student wishes to get a contact of an Industry of their choice , they have to request the Internship and Placement Coordinator well in advance . Incase there is an overlap between the academic performance and the industry contact provided by the student , the academic performance will be considered by the college for giving the opportunity.
3. The college will assist for the internship but incase of non-availability of projects with the concerned Industry , students will be allocated design project by the college.



4. On the basis of the information provided by the student and the quality of the assignment , the student will be provided with necessary guidance and assistance by the counselor .
5. Student need to give an undertaking of complying to all academic activity as prescribed by the University . Incase of failing to do so the Internship procedure will be kept on hold until then.
6. Any complaints/queries have to be addressed to the concerned authority in writing. Any kind of inappropriate comments on social media (Whats app , Facebook , Instagram , Twitter etc) , shall be liable for strict action under the clause of defamation.
7. All communication from students with the college must be done through the official mail id provided to them by the college.
8. The preferences given by the student may be having specific formalities to complete certain requirements within a time limit . It is necessary that every student needs to check the same before applying
9. Any communication by the student with the Industry without prior permission will not be taken into consideration.
10. Incase of unexpected circumstances , the College and the University reserves the right to take necessary actions without any compensation.
11. To provide best assistance to the students for Internship and placement so as to formulate a healthy connect between recruiting agencies and recruiters so as to achieve the win-win situation

Date : 8th August 2022



Dr M M Hundekar
Principal , School of Fashion Technology



Ms Smita Pattanaik
Internship and Placement Department