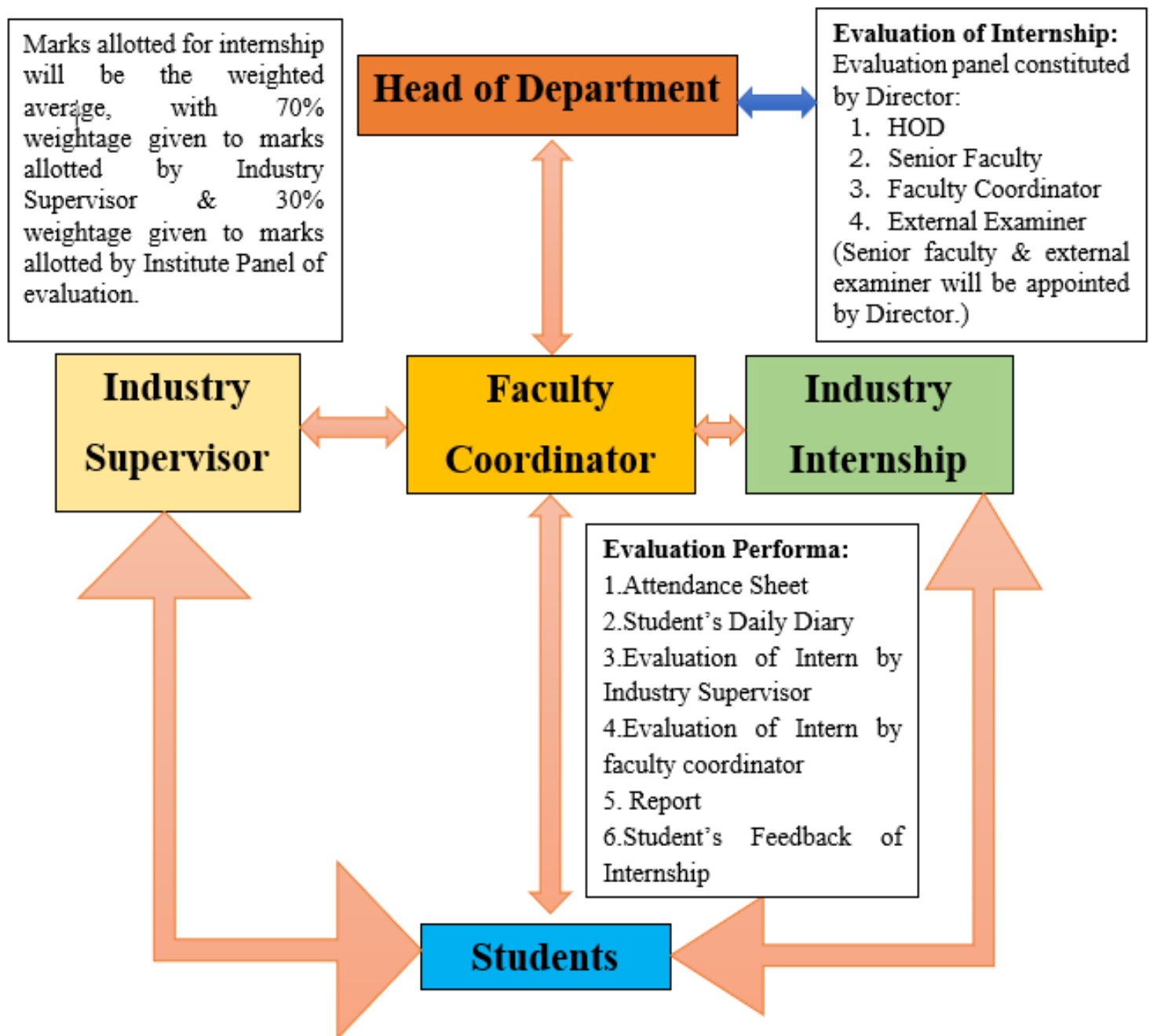




Flow Chart for Industrial Internship





Rules For Industry Internship Assessment & Evaluation

Introduction to Internship:

The rise in global competition has prompted organizations to devise strategies to have a talented & innovative workforce to gain a competitive edge. Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues & even discovering future business leaders.

The internship experience will augment outcome-based learning process & inculcate various attributes in a student in line with the graduate attributes defined by the NBA.

Objectives:

Internships are educational & career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful & mutually beneficial to the intern & the organization. It is important that the objectives & the activities of the internship program are clearly defined & understood. Following are the intended objectives of internship training:

- Will expose technical students to the industrial environment, which cannot be simulated in the classroom & hence creating competent professionals for the industry.
- Provide possible opportunities to learn, understand & sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the technical knowledge in real industrial situations.
- Gain experience in writing technical reports/projects.
- Expose students to the engineer's responsibilities & ethics.
- Familiarize with various materials, processes, products & their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic & administrative considerations that influence the working environment of



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industrial organizations

- Understand the psychology of the workers & their habits, attitudes & approach to problem solving.

Benefits to Students:

- An opportunity to get hired by the industry.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- Helps them decide if the industry & the profession is the best career option to pursue.
- Opportunity to learn new skills & supplement knowledge.
- Opportunity to practice communication & teamwork skills.
- Opportunity to learn strategies like time management, multi-tasking etc. in an industrial setup.
- Opportunity to meet new people & learn networking skills.
- Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating network & social circle & developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full-time position.

Student's Diary:

The main purpose of writing daily diary is to cultivate the habit of documenting & to encourage the students to search for details. It develops the students' thought process & reasoning abilities. The students should record in the daily training diary the day-to-day account of the observations, impressions, information gathered and suggestions given, if any. It should contain the sketches & drawings related to the observations made by the students.

The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry from time to time & got ratified on the day of his visit.

Student's Diary & Internship Report should be submitted by the students along with attendance record & an evaluation sheet duly signed & stamped by the industry to the Institute immediately after the completion of the training. It will be evaluated on the basis of the following criteria:

- ***Regularity in maintenance of the diary.***
- ***Adequacy & quality of information recorded.***
- ***Drawings, sketches & data recorded.***



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-
- *Thought process and recording techniques used.*
 - *Organization of the information.*

Internship Report:

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed & learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor for assigning special topics & problems & should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor & Faculty Mentor. The Internship report will be evaluated on the basis of following criteria:

- *Originality*
- *Adequacy & purposeful write-up*
- *Organization, format, drawings, sketches, style, language etc.*
- *Variety & relevance of learning experience.*
- *Practical applications, relationships with basic theory & concepts taught in the course.*

Overall Assessment of Internship:

Students' internship assesses by following documents:

- **Student attendance report**
- **Student dairy**
- **Regularity in maintenance of the diary**
- **Adequacy & quality of information recorded**
- **Drawings, sketches & data recorded**
- **Thought process & recording techniques used**
- **Organization of the information**
- **Internship report**
- **Industry supervisor evaluation report**
- **Originality**
- **Adequacy & purposeful write-up**
- **Organization, format, drawings, sketches, style, language etc.**
- **Variety & relevance of learning experience**
- **Practical applications, relationships with basic theory & concepts taught in the course.**

Monitoring & Evaluation of Internship:



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The internship of the students will be evaluated in three stages:

1. Evaluation by Industry.
2. Evaluation by faculty supervisor
3. Evaluation through seminar presentation/viva-voce at the Institute.

1.Evaluation by Industry Supervisor:

The industry will evaluate the students based on the **Punctuality, eagerness to learn, Maintenance of Daily Diary & skill test in addition to any remarks.**

2.Evaluation by Faculty Coordinator:

Faculty Mentor of the institute will make a surprise visit to the internship site or will be in continuously in contact with Industry Supervisor to check the student's presence physically, if the student is found absent entire training will be cancelled.

3.Evaluation Through Viva-Voce at The Institute:

The student will give a seminar based on his training report, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

- **Quality of content presented**
- **Proper planning for presentation**
- **Effectiveness of presentation**
- **Depth of knowledge & skills**
- **Attendance record, daily diary, departmental reports shall also be analyzed along with the Internship Report.**



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Format of Student's Daily Diary

Date		Time of Arrival		Time of Departure	
Dept./Division		Project Title			
Work done on the day (Include observations, impressions, information gathered & suggestions given, if any. It should contain the sketches & drawings related to the observations made by the students.)					
<p style="text-align: center;">Sketches & Drawings</p>					
<p style="text-align: center;">Observations</p>					
<p style="text-align: center;">Information Gathered</p>					
<p style="text-align: center;">Suggestions Given</p>					
Name of Industry Supervisor: Signature: Date:					



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Evaluation of Intern by Industry Supervisor

Evaluation Performa			
Student Name		Roll No.	PRN No.
Institute Name			
Internship Project Title			
Industry Supervisor/ Name		Organization Name	
Internship From (Start Date)		Internship To (End Date)	
Parameters			Marks Obtained (Out of 10)
1. Behaviors			
2. Performs in a dependable manner			
3. Cooperates with co-workers & supervisors (colleagues)			
4. Shows interest in work			
5. Learns quickly			
6. Shows initiative			
7. Produces high quality work			
8. Accepts responsibility			
9. Demonstrates organizational skills			
10. Uses technical knowledge & expertise			
11. Shows good judgment			
12. Demonstrates creativity/originality			
13. Analyzes problems effectively			
14. Is self-reliant			



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15. Communicates well	
16. Writes effectively	
17. Has a professional attitude	
18. Gives a professional appearance	
19. Is punctual	
20. Uses time effectively	
Marks obtained out of 200 will be scale down to out of 50	
Industry Supervisor Name	
Signature	
Date	

***Performance Report should preferably be printed with Organization Header.**



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Student's Feedback of Internship

(To Be Filled by Student After Internship Completion)

Student Feedback Form					
Student Name		Roll No.	PRN No.		
Institute Name					
Faculty Coordinator Name					
Internship Title					
Industry Supervisor Name					
Organization Name					
Internship From (Start Date)		Internship to (End Date)			
Give A Brief Description of Internship					
(Please Tick Mark" √ ")					
Was Your Internship Experience Related to Your Major Area of Study	Yes, To A Large Degree	Yes, To A Slight Degree	Not Related at All		
This Experience Has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making & problem-solving skills					



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Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written & oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making & action)					
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility & use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests & abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my institute					



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In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks & new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop & improve?

What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Tick One)

Satisfactory

Good

Excellent

Give suggestions as to how your internship experience could have been improved.

Student Signature

Date



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ATTENDANCE SHEET

Name of Student	
Roll. No.	
Date of Commencement of Internship	
Date of Completion of Internship	
Organization Name	
Sign of Industry Supervisor	

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Month & Year																															

(Mark "P" for present and "A" for absent)



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Dear all

Following are the formats of Industrial Internship, SEM-VIII, AY2023-24

1. Student's daily diary
2. Evaluation of intern by industry supervisor
3. Student's feedback of internship

(To be filled by student after internship completion)

Faculty coordinators have to submit all above documents of allotted candidates after their successful completion of industrial internship, SEM-VIII, AY2023-24 To Prof. G.A. Bhatane.

Prof. Bhatane G. A.

Internship Coordinator



Ethical Behaviours in The Internship

Interns must act in a professional & ethical manner.

1. Obey The Company's Rules & Regulations.
2. Communicate Effectively.
3. Develop Professional Relationships.
4. Take Responsibility.
5. Maintain Professionalism/Standards.
6. Be Accountable.
7. Uphold Trust.
8. Show Initiative Without Being Told.
9. Respect Your Colleagues.
10. Work Smarter.
11. Being Punctual
12. Dressing Appropriately
13. Fulfilling Commitments
14. Meeting Deadlines
15. Maintaining A Cooperative Attitude
16. Be Fair, Considerate, Honest, Trustworthy
17. Report To Work on Time

Unethical Behaviours in Internship

Interns must avoid an unprofessional & unethical thing.

1. Lies
2. Taking Credit for Others Hard Work
3. Verbal Harassment/Abuse
4. Violence
5. Non-Office Related Work
6. Extended Breaks
7. Theft/Embezzlement
8. Sexual Harassment
9. Corrupt Practices



Mapping of Internship Programme Outcome with NBA Graduate Attributes:

Sr. No.	Graduate Attributes from NBA	Activities Proposed	Outcome
1.	Engineering Knowledge: Apply the knowledge of mathematics, science, Engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.	Practical experience during industrial internship/ Project work.	An ability to apply knowledge in application of engineering techniques, tools and resources on the project. The application of systematic engineering design processes appropriate to the internship program.
2.	Problem analysis: Identify, formulate, research literature and analyze complex engineering problems reaching a substantiated conclusion using first principles of mathematics, natural sciences and engineering sciences.	Working for Consultancy/ research projects in the institutes.	Helping Faculty members in their research and consultancy projects will help student learn research methodologies and analytical tools and will develop an ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions.
3.	Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety and cultural, societal, and environmental considerations.	Innovation / Entrepreneurship Activities: Participation in Innovation Competitions, Idea competitions, Hackathons etc.	An ability to design solutions for complex, open-ended engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, applicable standards, and economic, environmental, cultural and societal considerations.
4.	Conduct investigations of complex problems.	Project work/ industrial training/ International Internships or advanced engineering courses are considered for meeting internship credit requirements	Global competitiveness and employability of students will be enhanced.
5.	Modern tool usage: Create, select and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling of complex engineering activities, with an understanding of the limitations.	Work on the modern tools, processes being used in the industry. Where possible interns should expose themselves to advanced tools like simulation and modelling.	Will be able to use modern tools and processes to solve the live problems.



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6.	The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice.	The AICTE Activity Point Program focuses on supporting all the sections of society especially in villages.	Students will learn their social responsibilities and to use their professional engineering knowledge to assess societal, health, safety, legal and cultural issues.
7.	Environment and Sustainability: Understand the impact of the professional engineering solution in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.	Under the community service activities, focus on the environment and sustainability issues has been laid down.	Students will learn the importance and methods of environment protection & sustainability and will develop an ability to analyze social and environmental aspects of engineering activities.
8.	Ethics: Apply ethical principles and commit to professionals ethics and responsibilities and norms of the engineering practice.	The intern will learn to demonstrate honesty, punctuality and obey Company's business practices and procedures.	Learning of professional ethics and accountability will make student ready for the future.
9.	Individuals and team work: Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings.	Students are required to help the Committees for organizing Conference/ workshop/Competition at Institutional Level.	Student will develop ability to work effectively as a member and leader in teams, preferably in a multi-disciplinary setting.
10.	Communication: Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations and give and receive clear instructions.	To assist students in industrial training at the end of second and fourth semester. Training & Placement shall also organize training for student's Personality Development, improving Communication Skills, report writing, presentation skills, Foreign Languages etc.	The student will develop an ability to communicate effectively (oral and written communication, report writing, presentation skills).
11.	Project Management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.	The industry should make sure to include interns in brainstorming sessions and also be given opportunity to understand Project Management and finances.	These competencies will help the student in horizontal and vertical mobility.



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12.	Life-long learning: Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.	Students will learn to implement knowledge into practice and innovate.	Students' ability to identify and to address their own educational needs in a changing world in ways sufficient to maintain their competence and to allow them to contribute to the advancement of knowledge will be enhanced.
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