Pandit Deendayal Energy University

School of Technology (SoT)

Civic & Social Service Internship

Internship Guidelines for Students

B.Tech & B.Sc. (2^{ed} Semester)

Academic Year: 2024-25

(Civil, Mechanical, Computer, CSBS, ICT, ECE & BSc Data Science Branches)

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Preface

The Internship Handbook on the Civic & Social Service Internship (CSSI) is designed to provide students, faculty, parents, guardians and other interested people with an overview of the process and content of the internship offered by School of Technology (SOT), Pandit Deendayal Energy University (PDEU).

Students are instructed to read and understand it thoroughly and follow the directions given. Students should retain if for future reference.

The handbook provides details about what the internship entails, its learning objectives, procedure, policy, undertaking, contact details of CSSI coordinators and other relevant information.

The internship course is really an independent learning experience. Through this internship, we hope to provide an experience that challenges and supplements the education our students are experiencing at SOT, PDEU.

Have an enjoyable journey.

Coordinators:

Dr. Abhishek Kumar

Dr. Himanshu Gajera

Pandit Deendayal Energy University

Pandit Deendayal Energy University (PDEU), formerly known as Pandit Deendayal Petroleum University was established in 2007 by the Gujarat State Legislature Act. PDEU started with a 52 acres campus in Gandhinagar and has expanded to around 100 acres of land. Pandit Deendayal Energy University addresses the need for trained and specialized human resource for Industry worldwide.

It intends to expand the opportunities for students and professionals to develop intellectual knowledge base with leadership skills to compete in the global arena. This objective is being addressed through a number of specialized and well-planned undergraduate, postgraduate and doctoral energy education programmes and intensive research initiatives.

A Research-led teaching university, PDEU intends to produce high quality managers, scientists, engineers, technologists, leaders, innovators, and entrepreneurs. Focus areas of the University are exploration to delivery of energy resources. It is also making inroads in the world of social sciences and humanities with the School of Liberal Studies.

The academic emphasis of the University is on the use of sound fundamentals in science and humanities, technology and management, as well as economic and environmental considerations, to address a variety of technological, economic, managerial and knowledge-based innovative issues, thereby comprehensively enhancing the quality of life.

Recognition

The University has been established by the act of the Gujarat Legislature vide 04 April 2007. Moreover the programmes are well recognized by the industry in terms of relevant, quality and earnestness to cater to the futuristic needs. The University has NAAC accreditation with 'A++' Grade & CGPA of 3.52 out of 4.00

School of Technology

The School of Technology (SOT) under Pandit Deendayal Energy University offers four years B.Tech & B.Sc. programmes in the following disciplines.

1. Civil Engineering
2. Mechanical Engineering
3. Electronics & Communication Engineering
4. Information and Communication Technology
5. Computer Science and Engineering
6. Computer Science and Business Systems
7. BSc Data Science

The School emphasizes on integrated development in teaching, research and overall grooming of the students. The School has established Science, Engineering and Technology Laboratories, workshops apart from state of the art academic, research recreational and residential facilities.

What is Internship?

Internship program is a pre-service training designed to render practical experience of a given job. In other words employing acquired knowledge hand in hand is called internship.

Standard method taken for applying knowledge or information is meant 'internship'. Formal knowledge increases eagerness to know anything and actual application enables an individual to realize the effectiveness and limitations.

An effective internship provide interns with the opportunities to develop an understanding of the career area duties and responsibilities, terminology, climate, protocol, and other information that will enable interns to analyse and revise their meaningful future plans.

Internship program has become a significant aspect of graduate and postgraduate requirement. In practice, it is of great importance in changing the field of theoretical learning into practical experience.

Purpose of Internship

- ➢ To acclimatize students to the specific environment
- ➢ To sensitize students to the issue
- ➢ To convert students into skilled knowledge workers
- ➢ To find out the techniques and methods for the problems in the given environment of the workplace
- ➢ To understand the significance of proper management of time, data and potential

Civic & Social Service Internship (CSSI)

As per the directive of the Ministry of Human Resource Development, Government of India, a Technical program should comprise of at least 20% courses on Humanities and Management. For better execution of policies during one's professional career, a technocrat is required to come to terms with the realities of life. The importance of civic and social responsibility is paramount to the success of democracy and promotion of dignified living. By engaging in civic responsibility, citizens ensure and uphold certain democratic values written in the Constitution. Those values or duties include justice, freedom, equality, diversity, authority, privacy, participation, truth, patriotism, human rights, rules of law, tolerance, mutual assistance, self-restraint and self-respect.

SOT, have introduced Civic and Social Service Internship as a training requirement integral to all B. Tech. Programs for first year students. It is conceptualized as a platform for pre-planned, organized, structured, supervised off-campus experiences with an academic context.

Associating oneself in understanding issues of civic amenities, societal grievances and models of providing succor to needy and unprivileged, one comprehends meaning of life and living. By getting their hands dirty and actually doing work, students experience the value and impact of giving to people and learn to be productive members of society. It also provides an opportunity to the students to integrate technology for solution of the societal problems.

Importance

Volunteering is a form of civic responsibility which involves giving of time or labor without the expectation of compensation in any form. Many people volunteer through NGOs in several ways. Volunteering allows students the opportunity to share their skills and talents as well as to learn new skills while helping those in need of assistance.

Civic Education is a method to teach civic responsibility. It is a way to promote and enlighten responsible citizenry committed to democratic principles. Civic education is a means to actively engage people in the practice of democracy.

Civic and Social Responsibility is comprised of actions and attitudes associated with democratic governance and social participation. Civic responsibility can include participation in government, volunteers and memberships of voluntary associations. Actions of civic responsibility can be displayed in advocacy for various causes, such as political, economic, civil, and environmental or quality of life issues. The students are trained to plan and execute an extensive range of social services, social welfare activities, and work in health and philanthropic organizations.

Objectives of CSSI

- ➢ To develop a holistic view of social work and social welfare in the community, with special emphasis on the role of different agencies like Govt. departments and NGOs in human services.
- ➢ To enlighten and sensitize students on various types of problems of the people and their diversified cultural background.
- ➢ To understand and make a commitment to return back to the society to improve life of people
- ➢ To develop an understanding of the application of the methods of social work practice in the field.
- ➢ To develop a holistic view of social welfare in the community, with special emphasis on the role of technologies in solution to societal problems
- ➢ To develop an understanding of the opportunities in working with diverse populations.
- ➢ To develop the self –awareness necessary to assess one's own values, attitudes, feelings, strengths, limitations, and interests and performance.

> To inspire young technocrats to become change makers

CSSI (Course Code: 20TP110) is a mandatory course of 1 credit to be cleared by all the students for progression to higher semesters as per the academic rules.

Expected learning outcome of CSSI

Some expected learnings' and engagements for B.Tech & B.Sc. students from the CSSI are shared below.

> **Sensitized workforce of enlightened Engineers and Managers who are socially concerned and willing to positively contribute to the society.**
> Increased awareness about rural and urban areas.
> Finding out the societal issues in existing systems and suggesting possible solution.
> Enhanced understanding of students about rural development and rural management.
> Sensitized students with socially responsible behaviour.
> Established desired work habits and attitudes with the sense of social responsibility.
> Role of different civic bodies in the service of citizens.
> **Integration of technology to address the societal problems.**
> About the opportunities in working with diverse populations.
> To assess one's own values, attitudes, feelings, strengths, limitations, interests and performance.
> **Analysis of experiential learning via internship and issues of modern- day citizenship and democracy**.
> Enhance skills of students i.e. observation skill, analytical skill, decision making skill, communication skill
> **Projection of School of Technology and PDEU as a socially responsible organization.**

CSSI 2025: Process

The students must find a suitable NGO (registered and authorized*) or **not-for-profit** NPOs where he/she can carry out the internship between the duration of **May 19 to July 18, 2025 for at least duration of two weeks (40 hours per week). (*PDEU will cross-verify the**

authenticity of the Organization)

During the internship, the following things are expected from students:

1. A student is free to select any NGO/NPO based on the consent from the concerned NGO/NPO (availability of internship positions, mentors at the organization, etc.), student's area of interest, locality of stay or any other genuine reason.

2. While approaching and selecting an NGO/NPO, student must keep in mind that they will have to submit an internship certificate on the organization's letterhead with seal and signature from their respective mentor or someone with the authority at the organization to provide a valid internship certificate. This requirement must be clearly communicated to the organization from the beginning to avoid any issue at the end of internship.

3. Once a student has finalized the organization to carry out CSSI, the college will issue a formal Letter of Recommendation to the NGO/NPO if required.

4. The internship certificate must clearly mention the name of the student and the dates of the internship program during which the student has undergone CSSI internship.

5. A mandatory hands-on/on-field experience with the concerned NGO/NPO with active involvement in the day-to-day activities and functioning of the concerned organization.

6. Students must try to compliment the organization activities with their formal education/ engineering background through direct or indirect activities such as volunteering and mentoring (if possible/if applicable). (Example if the student has a good knowledge of computer, they can help the staff to learn soft skills)

7. As an engineer, the students must try to perceive the activities with a technical bent of mind and apply reasoning to assess the responsibilities relevant to their engineering profession.

8. **Towards the end of the internship, the students are expected to write a detailed report about their internship. For documentation purpose, it is highly suggested that students include photographs/data (non-confidential)/relevant information from internet supporting their learnings during the internship.**

The CSSI internship will provide students with possibilities of critical thinking abilities, problem solving, research aptitude, documentation, writing skills, comparative analysis and out of the box thinking and enrich them with experience of doing focused research in a practical environment.

CSSI 2025: Timeline/Important Dates

Sr. No.	Process	Important Dates
1)	Announcement of Internship	3rd Week of March, 2025
2)	Orientation Session (Branch wise or collective) by CSSI Coordinators	March 17 - 21, 2025
3)	Submission of NGO details	May 30th, 2025
4)	LOR issuance by Department coordinator	On or before May 18th, 2025
5)	Internship Dates and Duration	May 19 to July 18, 2025 (2 Weeks, 40hrs Per week)
6)	Report writing/ Poster Preparation	July 18 to July 25, 2025
7)	Report/Poster Submission Final Viva and Evaluation	August 4 to August 8, 2025

Mentoring Session:

During the internship period, students will have mentoring sessions facilitated by department-level CSSI Coordinators, Faculty Mentors, or Allocated Faculty members. These sessions serve as opportunities for students to seek guidance and support for any genuine queries they may have related to their internship experience. Students are encouraged to approach their Mentor, Allocated Faculty, or Department CSSI Coordinator for assistance whenever needed. *It is advised that the students must first try to use this guideline document/handbook to resolve the doubts and apply personal acumen. The guideline document is prepared with utmost care to provide most of the information related to process, objectives and any other important information related to CSSI.*

Evaluation:

Evaluation will be based on the submissions of internship report and poster in the prescribed format and Viva-Voce examination. Evaluation will be carried out for 100 marks with following marks distribution for evaluation.

- Report and Poster Evaluation: 50 Marks
- Poster Presentation and Viva-Voce: 50 Marks
- The student must submit the CSSI report, poster, and completion certificate from NGO/NPO and appear for Viva-voce examination to pass the CSSI.
- In case if the student is failed to submit the CSSI report or remain absent in the viva-voce examination, the student will be failed in CSSI internship. In such case the student will have to undergo CSSI internship again in year 2026.

Documents need to be submitted:

- **NGO/NPO Details**: Students need to submit all details about internship, such as NGO Details (Name, location), Contact Person/Mentor Details, and Type of work.
- **Poster A2 size (Soft and hard copy)**: Poster must be submitted in hard and soft copy as per given format.
- **Report (Soft copy)**: Report must be submitted in soft copy in prescribe format.
- **Certificate (NGO/NPO) (Soft and hard copy)**: Student must submit completion certificated including necessary information.

Internship Report Writing Guide:

Internship report may have the elements shown in the following table. These are suggestive elements. The students must write and original report and plagiarism is strictly not recommended.

Title Page	The title page presents routine information and hints at the report's content through an informative title. Design your title page to be simple yet functional and appropriate for your audience. Common elements to include on the title page include: • Institution's name • PDEU Logo • Title of the report • Student Name with roll number • Name of faculty mentor person • Department name • Date of submission

Acknowledgement	A brief text acknowledging the direct and indirect support of the resource persons and/or organization.
Executive Summary/Abstract	An executive summary should include an overview of the whole report and is longer than an abstract for a professional journal. It can be from one to a couple of pages, but try to keep it under 2 pages if possible. Headings can be used but there is no need to number these. In your own words present clearly and briefly: • The topic area of the report • The report's primary aim/s • State what was achieved (key finding) • A summary of your approach • Significant findings and a summary of the report's recommendations
Table of Contents	This is written so that the reader can get a sense of how the report is structured and can skim the contents page for relevant sections to read. Include heading, subheading and page numbers. Usually in large reports a decimal numbering system for headings and subheadings are used. If it is a large report with many tables and figures in the body, a list of figures and a list of terminology or symbols can be included after the contents page.
List of Figures	Chronological sequence of the figures along with the figure caption and the respective page number.
List of Tables (if applicable)	Chronological sequence of the tables along with the table caption and the respective page number.
Chapters	Chapter 1: Introduction, Aims and Objectives Chapter 2: Activities at NGO / Day to Day activity Chapter 3: Major Societal Problems Encountered Chapter 4: Methodology to Solve Societal Problems Chapter 5: Major Learnings Each chapter should be given an appropriate title. Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
Chapter 1: Introduction	Give a detailed overview of the organization where the internship is carried out. Include the various activities carried out by the NGOs, their striking achievements, etc. Mention a paragraph about what motivates for you're to carry out the internship at the organization and if and how the work done by them is closer to the cause supported by you.
Chapter 2: Day to Day activities	Give a detailed account of the Day to Day activities carried out at the NGO. Details about how a particular task was carried out, e.g. is any specific place or site you visited with **Geotag photo**. If you carried

	out any interviews, collected any data. What is the purpose, how did you use the collected data? What were the circumstances of your data collection?
Chapter 3: Major Societal Problems Encountered	Identify the major societal issues, which peoples are facing. How you find the problem/issues? Include the relevant case studies.
Chapter 4: Methodology to Solve Societal Problems	How you solve the problem by including technical solution if any? Include the chart and diagram of proposed model.
Chapter 5: Major Learnings	Include your learning based on your experience. What lessons were learned: Programmatic, Technical, Financial, Process, etc.? The Challenges and How They were Met.
Results / Conclusions Scope of Future work/ Recommendations	Describes what you found through your internship. Conclude in brief using your own words. Provides proposals for future action to solve the problem or improve the situation, e.g. by applying a particular kind of treatment or intervention. How technology can be used to deal the situation better.
Bibliography/ Reference s	List of all the material you researched upon APA Style. You may refer the following links: 1. https://www.scribbr.com/apa-citation-generator/?scr_source=Apa+Generator+cta&scr_medium=Scribbr+services+cta&scr_campaign=Knowledgebase+sidebar&frm=#/https://owl.purdue.edu/owl/research_and_citation/apa_style/apa 2. _formatting_and_style_guide/apa_changes_7th_edition.html
Appendices	Relevant data (non-confidential) and supporting evidences if applicable or that you researched. Include completion certificate from register NGO/NPO.

*Source: compiled from various sources in the Internet

Contact Detail of Officials for CSSI

Overall Coordinator

Sr. No.	Name of CSSI Coordinator	Name of Department	Email id
1	Dr. Abhishek Kumar	CSSI – Coordinator - SOT	Abhishek.k@sot.pdpu.ac.in
2	Dr. Himanshu Gajera		himanshu.gajera@sot.pdpu.ac.in

Department level coordinators

No	Name of Department coordinator	Department	Division	Email
1	Dr. Ankit Deshmukh	Civil Engineering	Div 1	Ankit.Deshmukh@sot.pdpu.ac.in
2	Dr. Saurabh Tiwari	Mechanical Engineering	Div 1	Saurabh.Tiwari_ad@sot.pdpu.ac.in
3	Dr. Jaydeep Patel		Div 2 and 3	Jaydeep.Patel@sot.pdpu.ac.in
4	Dr. Punit Jain	BSc Data Science	Div 1	Punit.Jain@sot.pdpu.ac.in
5	Dr. Shivangi Surati	Computer Science Engineering	Div 1 and 2	Shivangi.Surati@sot.pdpu.ac.in
6	Dr. Davinder Singh		Div 3 and 4	Davinder.Singh@sot.pdpu.ac.in
7	Dr. Punit Gupta		Div 5	Punit.Gupta@sot.pdpu.ac.in
8	Dr. Ketan Sabale	Computer Science and Business Systems	Div 1 and 2	Ketan.Sabale@sot.pdpu.ac.in
9	Dr. Narendra Vishwakarma	Electronics & Communication Engineering	Div 1	Narendra.Vishwakarma@sot.pdpu.ac.in
10	Dr. Shreyas Tiwari		Div 2	Shreyas.Tiwari@sot.pdpu.ac.in
11	Dr. Kirtikant Sharma	Information and Communication Technology	Div 1	Kirtikant.Sharma_ad@sot.pdpu.ac.in
12	Ms. Rashmi Bhattad		Div 2 and 3	Rashmi.Bhattad@sot.pdpu.ac.in

NOTE: ALL THE COMMUNICATION MUST BE DONE TO DEPARTMENTAL CO-ORDINATORS

Policy for CSSI

Goals of the Internship Program:

An internship, as defined by SOT, PDEU is a structured opportunity that allows students to apply academic skills and knowledge in the work place. Experiential education, that is based on a set of learning objectives help student to prepare and meet career responsibilities after graduation.

The Goals of this Internship are:

- To understand the working of an organization
- To allow students to apply, evaluate, test and integrate academic knowledge and theoretical concepts in a work setting.
- To develop students understanding of self and their abilities, goals and interests areas
- To provide a broader vision to the students and expand their horizon and awareness
- To reduce intellectual and geographical parochialism of the students
- To allow students to shoulder responsibility and leadership roles
- To develop self-reliance, greater responsibility towards their education and life, values and beliefs which would lead them to become responsible individuals
- To provide students with experience which will instil discipline and respect towards work and give them confidence in ability of decision making team building and problem solving while working from home

Students Eligibility:

Registered students of first year SOT, PDEU.

Supervision

Regular interaction will be made to know the involvement of students in the internships.
PDEU officials shall be involved in the process of supervision and mentoring.

Submission for Students

Internship Report and Poster in prescribed format with a **mandatory certificate** issued by the organization where internship is carried out is mandatory as a part of CSSI evaluation.

Credit

The linkage between internship and credit system already exists. The CSSI is a graded compulsory course. There are 1.0 credit available for the CSSI.

Penalty

To make CSSI an important aspect of SOT activities, those students who fails to meet CSSI internship evaluation criteria shall be given non-pass grade and they shall be informed to do their CSSI again.

Contact with faculty coordinator/mentor:

- The faculty coordinator/mentor will be contacting you as the internship progresses.
- Some points that might be discussed are
    - Are the interns performing as expected?
    - Are they developing appropriate professional behavior towards staff and supervisors?
    - Are the students accepting direction, supervision and constructive criticism?

Intern Role expectations and responsibilities:

The student interns should

- Adhere to the policies, procedures and rules governing professional behavior.
- Be punctual and submit the required documents and fulfill all criteria mentioned. Only if the evaluation committee approves, will credit be given for internship.
- Plagiarism will not be accepted.
- All credits where due should be clearly mentioned in the literature review and case study
- Sandaled APA (American Psychological Association) format should be followed while writing citations

The Internship Commitment

Once you have enrolled as a student of School of Technology, Pandit Deendayal Energy University, you have finalized a commitment to actively participate in all the activities and Internship Programs.

Both the University and your internship sponsor have placed their trust and confidence in your ability to work in a dedicated manner with your internship. Your internship will allow you to gain valuable work experience related to your academic major or vocational interests, to develop professional work skills and behaviors, and to explore a possible career opportunity.

First, you have an obligation to yourself to perform to the best of your ability and to continually work to develop skills and behaviors that will improve your job performance. Second, you have an obligation to the internship to demonstrate a high level of commitment, motivation, and interest in company activities and to complete all assigned tasks in a professional manner. Third, you have an obligation to the SOT of Pandit Deendayal Energy University to represent them properly in the community by performing to the best of your ability and engaging in responsible and ethical behavior.

The success and future of the SOT, PDEU Internship Program depends in part on your willingness to demonstrate an honest effort to use the internship program as a valid and meaningful employment and learning opportunity. Finally, while the university is committed to helping you achieve your educational objectives, it is important for you to understand and accept that the success of your internship experience is directly proportional to the personal initiative, commitment and effort you give to the various aspects of your internship assignment.

We have complete faith that all of you, as Brand Ambassadors of School of Technology, PDEU will make us proud with your research aptitude.

Frequently Asked Questions:

Q 1.   Why CSSI?

To understand the functioning of the Government/NGO will expose you to various departments like engineering, education, health, sewerage, construction, planning etc. which would sensitize you and orient you towards the non-government organization functioning and provide inputs about new openings.

Q 2.   What if I do not attend the internship?

It is mandatory and will fall under disciplinary committee of the university. Please note that students who fail to meet CSSI criteria shall be given non-pass grade and they shall be informed to do their CSSI again as Re-examination.

Q 3.   What if I undertake IEP or AIESEC internship?

Yes. If student wishes he/she can undergo IEP or AIESEC activity for at least two week duration. The same be considered as CSSI activities.

Q 4.   What are the work terms and how many hours will my internship need to complete?

It is expected that a student must spend a minimum to two weeks on field and work in close collaboration with the NGO. On average, students receiving academic credit should work at least 40 hours per week (and two weeks).

IMPORTANT:

The final decision regarding all disciplinary action and noncompliance on the part of the student will be with the Director-SOT.

Further information if any will be provided by mail. In case of any concerns, contact the coordinators. Last minute changes will not be entertained.

ANNEXURES

Annexure A: Sample Internship Report and Poster Format for Reference:

A separate file is attached.

Annexure B: Branch Wise Student and NGO Details

Each student mandatorily fill in the following details after confirming their internship organization.

1. Student Roll number
2. Name of Student
3. Name of Department
4. Student Division
5. Student Group
6. Student Email ID
7. Student Contact Number
8. Name of Organization/NGO
9. City/Village of Organization/NGO
10. District of Organization/NGO
11. State of Organization/NGO
12. Country of Organization/NGO
13. Address of Organization/NGO
14. Nature of work of NGO/NPO
15. Email of Organization/NGO
16. Phone Number of Organization/NGO
17. Name of Supervisor from NGO/NPO
18. Contact Number of Supervisor from NGO/NPO
19. Problem definition that you are work on
20. Proposed solution