

FORM NO	F/TEAH/48
REV.NO	00
ISSUE DATE	20-06-2023

MGM UNIVERSITY

JAWAHARLAL NEHRU ENGINEERING COLLEGE

Ref: JNEC/

Date:

To,

Subject: Request for Internship/In-Plant Training

Dear Sir,

I approached your good office to extend facility for imparting internship/in-plant training to the following students of our college:

Sr. No.	Name of the students	Class	Branch	Period
1				
2				
3				
4				

I hope you would encourage them for exposure to industry that would help them widening their professional outlook. I also hope you would come helpful to the student(s).

Jawaharlal Nehru Engineering College has made its presence felt in the world of technical education and regarded as one of the preferred destination among the aspiring students.

Request issue a certificate on the performance of the trainee student(s) after completion of the period of training.

Thanking you.

HOD

Consent Form

Date:

To,
The Principal,
MGM's Jawaharlal Nehru Engineering College

Dear Sir,

With reference to discussion with your faculty member, we appreciate the focus of your college to enhance skills of your students through industrial projects and internships. We are pleased to confirm an intake of following number of B.Tech/M.Tech/MCA students for industrial projects / Internship in our company, during the Summer/Winter period of academic year__.

Sr. No.	Branch	No of Students required			Skills expected from students	Basic work content
		Boys	Girls	Total		
1						
2						
3						
4						
TOTAL						

We have understood that:

- 1) Duration of project / internship will be of _____Months /Weeks.
- 2) Project / Internship will be from_____to_____.
- 3) Any changes in schedule of Project / Internship will be communicated to us in due course.

4) Students will be provided with following facilities by company:

Sr No	Facilities provided to students	Please Tick appropriately		Remarks
		Yes	No	
1	Free transport facility			
2	Free / Subsidized food			
3	Free accommodation			
4	Monthly stipend (Specify Rs._____)			
5	Other allowance (Specify Rs._____)			

5) Student selection will be: (Tick appropriately)

Sr No	Mode of selection	Tick
1	Through face to face interview by company representative	
2	Through telephonic interview by company representative	
3	Through college allotment	

Regards,

Name and Signature
of signatory with
Company Stamp

Kindly affix visiting card of the
signatory here

Brief details of Company

1) Name of Company:_____

2) Address:_____

3) Number of employees: _____

4) Company products/Services:_____

I am recommending this company for student projects /internships.

Head of the department

Submitted To: Industry Institute Interaction Cell

FORM NO.	F / TEAH / 48A
REV. NO.	00
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MGM UNIVERSITY
JAWAHARLAL NEHRU ENGINEERING COLLEGE
N-6, CIDCO, Chh. Sambhajinagar 431003

ACKNOWLEDGEMENT LETTER

Date:

To,

Subject: Internship/In-plant Training to students

Ref: JNEC/

Dear Sir / Madam,

Thank you very much for accepting our students for Internship/In-plant training in your esteemed organization. May I bring to your kind notice few following points:

1) The following students are deputed in your concern.

- 1.
- 2.
- 3.
- 4.

2) The students are expected to report back to the institution on

3) They are instructed to observe the rules of conduct & discipline of your concern. We request you to kindly extend maximum possible facilities to our students and co-operate.

4) I request to offer your feedback on the performance of the students after their training.

I once again express my sincere thanks for the co-operation that you have extended so far and hope the same will be continued in future as well.

HOD

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MGM UNIVERSITY
JAWAHARLAL NEHRU ENGINEERING COLLEGE
N-6, CIDCO, Chh Sambhajinagar 431003

Date:

CODE OF CONDUCT

I, student of JNEC, will be pursuing internship / field training in allotted organization for _____ weeks duration, do hereby accept the following terms and abide by them in word and spirit. I shall put efforts to achieve the outcomes set for internship / field training by following all guidelines.

1. I am aware that during my internship / field training at the allotted organization, I am representing Jawaharlal Nehru Engineering College (JNEC) and I will conduct myself befitting JNEC's image and stature.
2. I understand that I shall follow working hours of organization and perform the internship / field training regularly and punctually along with working with best of my abilities and in all sincerity.
3. I am also aware that I will not be entitled of any kind of leave during internship / training period.
4. I also understand that I have to make my own travelling, lodging and boarding arrangement for attending internship / training and I am not entitled to receive any allowance or stipend for the same.
5. I am aware that I have to follow all the safety and security norms of the organization and JNEC or organization providing me internship / field training will not be responsible for any accident / mishap during transit to and fro organization as well as in organization premises.
6. I shall always respect the working environment, rules and employees of the organization and shall not involve in any unlawful activity which will cause violation of norms and rules of the organization.
7. I do hereby release JNEC and organization providing me internship / field training and their employees from any kind of claims and causes of action for inconvenience, medical or hospital care, damage to or loss of property, personal illness or injury or death arising out of my participation and travel in the internship / field training.
8. I shall maintain the daily report of the internship / training work and communicate the salient features of the same to the mentors from college and organization.
9. I have to submit the copy of internship / training completion certificate issued by organization and daily report to the college mentors.

I have read and understood the above statements in the form of code of conduct and agree to abide by it both in word and spirit.

Name of Student (Roll No)

Sign of Student

Consent and Undertaking from Parents

Date:

To,

The Principal,

Subject: Consent for industrial training / internship

Sir,

I am fully aware that-

1) My ward studying in ----- semester at MGM's Jawaharlal Nehru Engineering College, Aurangabad has to undergo two week of industrial training. For this fulfillment towards completion of Degree in ----- engineering.

2) For this fulfillment he/she has been deputed at ----- industry, located at ----- for internship of ---- weeks for the period from ----- to -----.

With respect to above I give my consent for my ward to travel to and from mentioned industry. Further I undertake that-

- a) My ward will undergo the internship at his / her own cost and risk during training and/or stay.
- b) My ward will be entirely under the discipline of the organization where he/she will be placed and will abide by the rules and regulations in face of the said organization.
- c) My ward is NOT entitled to any leave during training period.
- d) My ward will submit regularly a prescribed daily diary, duly filled and countersigned by the training supervisor of the organization to the mentor faculty of the college.
- e) My ward has been informed by me to follow all Covid-19 guidelines issued by government authorities and industry during an internship period. Hand sanitization, wearing a mask and physical distancing will be followed strictly.

I have explained the contents of the letter to my ward who has also promised to adhere strictly to the requirements. I assume that my ward will be properly instructed to take his / her own care to avoid any accident / injuries and diseases in the industry. In case of any accident or disease neither industry nor the college will be held responsible.

Signature of Parent:

Name of Parent:

Address:

Phone Number:

Jawaharlal Nehru Engineering College

Internship Logbook

Name of student:

PRN:

Class:

Organization:

Organization Department:

Week Number:

Date: From _____ to _____

Work Done Statement

[illegible]



Jawaharlal Nehru Engineering College Internship Logbook

Details of the Work Done:

(Record of Observations, Assignments, Learning points, Challenges, Suggestions, Modern Tools, Processes, work plans etc.)

Remark of Industry Mentor:

(Regarding Knowledge, skills, professionalism, communication and self directed learning of the intern for the current week)

Name and sign of the student

Name and sign of Industry mentor

Name and sign of Faculty mentor

Jawaharlal Nehru Engineering College
Internship Assessment

Name of the Student	
Name of the Faculty Guide	
Name of the company	
City of the company	
Review No	1 / 2 / 3 / 4
Location/Mode of review	1. Campus/Industry 2. Online/Offline
Date of review	
Assessment Panelist 1	
Assessment Panelist 2	
Assessment Panelist 3	

Assessment Pointer	Max Marks	Panelist 1	Panelist 2	Panelist 3	Average Marks
1. Company Details (Information of company, Organization structure, Employees, Machineries, Departments, Products/Services, and Achievements etc.)	10				
2. Work Assignment (Objective, Plan, Progress, Learning etc.)	10				
3. Acquiring and Application of knowledge	10				
4. Use of Modern Tools and Practices (Softwares, Tools, Processes etc.)	10				
5. Effective Communication (Quality of presentation, Question-Answers etc.)	10				

<p>Remark:</p> <p>Signatures of Panelists:</p>

**Jawaharlal Nehru Engineering College
Industry Institute Interaction Cell (IIC)**

**Final Year Internship
Semester-VIII**

Internship Report Guidelines

Objectives:

- 1) To develop technical writing skill of students
- 2) To maintain record of internship performance
- 3) To help student in reflecting on internship experience

1) Formatting Guidelines:

- 1) Paper Size: A4 Size Paper
- 2) Margins: 1.5" left side and 1" on Top, Bottom and Right Side
- 3) Line Spacing: 1.5
- 4) Font Type: Times New Roman
- 5) Font Size: 14 for report content (For Heading-16 (Bold) and Title of Chapter-18 (Bold))
- 6) Alignment: Justified
- 7) Page Numbering: Centered in Footer
- 8) Header content: MGM University
- 9) Header location: Right Corner

2) Report Copies:

- 1) Binding: Preferably hard bound
- 2) Length: Minimum 25 pages excluding Certificate, Acknowledgement, Index and Reference pages
- 3) Number of copies: Two copies (Department copy and Student copy), Third copy only if a faculty mentor requires it.
- 4) Submission: Duly signed hard copy and soft copy of report shall be submitted with guide and department internship coordinator)

3) Report Structure: (Sequence)

- 1) Cover Page
- 2) Title Page
- 3) College Certificate
- 4) Company Certificate (On company letter head duly signed with seal)
- 5) Acknowledgement
- 6) Index
- 7) Abstract (1 Page – Company, Work assignments, Methods utilized in work assignments, Important parts of report, benefits of internship to student and company)

- 8) Company Profile (2 or 3 Pages – Details about information of company, Organization structure, Employees, Machineries, Departments, Products/Services, and Achievements etc.)
- 9) Internship Discussion (Work Assignments: Objective, plan, progress, acquiring and application of knowledge, use of modern tools and softwares, use of management practices, design/development of solutions, completion status, new ideas generated, appreciations received etc.)
- 10) Weekly Overview (Important learning noted from weekly reports)
- 11) Conclusion
- 12) References
- 13) Appendices (Photographs or other details if any)

4) General Guidelines:

- 1) If student completed the internship in more than one companies, then make separate sections for each company in the single report. (Only one report is required.)
- 2) Prior to final submission of report, student may need to modify or revise the report with respect to guidelines provided by the guide or department internship coordinator.
- 3) Students shall ensure that any confidential details, photographs, or other information of company is included in the report with prior permission of authorized representative of the company.

5) Sample Pages: (Provided below sequentially)

- 1) Cover Page
- 2) Title Page
- 3) College Certificate

INTERNSHIP REPORT

by

NAME OF STUDENT

(Remove this: Surname-First name-Middle Name in capital letters)

PRN NUMBER



**DEPARTMENT OF ELECTRICAL ENGINEERING
JAWAHARLAL NEHRU ENGINEERING COLLEGE**

2023-24

INTERNSHIP REPORT

submitted in partial fulfillment of the requirements for
the award of the degree of

Bachelor of Technology
in
Electrical Engineering

by

NAME OF STUDENT

(Remove this: Surname-First name-Middle Name in capital letters)

PRN NUMBER

Under guidance of

GUIDE NAME

(Remove this: Surname-First name-Middle Name in capital letters)



DEPARTMENT OF ELECTRICAL ENGINEERING
JAWAHARLAL NEHRU ENGINEERING COLLEGE,
2023-24

Jawaharlal Nehru Engineering College Chhatrapati Sambhajanagar

Department of Electrical Engineering



This is to certify that Internship Report submitted by **STUDENT NAME** having **PRN (PRN NUMBER)** is his/her work during the internship and submitted in partial fulfillment of the requirements for the award of the degree of **Bachelor of Technology** in **ELECTRCAL ENGINEERING** of MGM University, Chhatrapati Sambhajanagar during the academic year 2023-24.

GUIDE
GUIDE NAME

HOD
HOD NAME

PRINCIPAL
Dr. H. H. SHINDE