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VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD

Autonomous institute, affiliated to JNTUH

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

INTERNSHIP

STUDENT HANDBOOK

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENROLLEMENT NO:

BRANCH: COMPUTER SCIENCE AND ENGINEERING DIV: \_\_\_\_\_\_\_\_ SEMESTER:­\_\_\_\_\_\_\_

YEAR OF ADMISSION:

TRAINING DURATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CASE STUDY**

Weekly Work Report

**Week 1**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 2**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
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| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 3**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To:

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 4**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 5**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 6**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 7**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 8**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 9**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 10**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 11**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 12**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 13**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
| **1** |  | |  |  |
| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 14**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
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| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 15**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
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| **2** |  | |  |  |
| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**Week 16**

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| **S. No** | **Date** | | **Description of Work** | **Sign of Supervisor** |
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| **3** |  | |  |  |
| **4** |  | |  |  |
| **5** |  | |  |  |
| **6** |  | |  |  |
| **Name of the Supervisor** | | **:** |  | |
| **Supervisor's Sign** | | **:** |  | |
| **Date** | | **:** |  | |
| **Remarks by Supervisor** | | **:** |  | |

**Weekly Summary:**

Duration: From: ­­­­­­­­­ To

Work assigned by the supervisor: (Write point wise)

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Learning Outcomes: (Write point wise)

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Remarks:

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Name of the Supervisor :

Sign of supervisor :

**To be filled by the Supervisor**

**Kindly refer to the mark scale provided below in assessing the performance of the intern.**

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| --- | --- | --- | --- | --- | --- |
| **Mark Scale** | **Very Poor** | **Poor** | **Fair** | **Good** | **Very Good** |
| **0** | **1** | **2** | **3** | **4** |

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| **Evaluation Criteria** | | | **Score** |
| **1. Behavior & Attitude**  a) Interest in Work | | | **/4** |
| b) Overall Attendance | | | **/4** |
| c) Punctuality | | | **/4** |
| d) Compliance to policies | | | **/4** |
| e) Interest in Work | | | **/4** |
| f) Reliability and Accountability | | | **/4** |
| g) Acceptance of constructive criticisms and feedback | | | **/4** |
| **2. Knowledge**  h) Technical knowledge / Software knowledge | | | **/4** |
| i) Work Ethics / Professionalism | | | **/4** |
| **3. Skills**  j) Problem solving | | | **/4** |
| k) Interaction within the work Environment (e. g. Supervisor,  Colleagues) | | | **/4** |
| l) Appropriate Interaction with Clients / External Parties | | | **/4** |
| m) Oral Communications Skills | | | **/4** |
| n) Written Communication Skills | | | **/4** |
| o) Leadership | | | **/4** |
| p) Team work | | | **/4** |
| q) Technical skills (e. g. Computer Software, etc) | | | **/4** |
| r) Creative thinking | | | **/4** |
| **4. Performance**  s) Quality of work performed | | | **/4** |
| t) Ability to priorities and multi-task | | | **/4** |
| u) Initiative to learn | | | **/4** |
| v) Ability to work independently | | | **/4** |
| w) Commitment to work | | | **/4** |
| x) Value-added contribution | | | **/4** |
| y) Overall Report | | | **/4** |
| **Total:** | | | **/100** |
| **Comments (if any)** | | | |
|  | | | |
| **Supervisor's Name** | **:** |  | |
| **Designation** | **:** |  | |
| **Mobile No.** | **:** |  | |
| **Signature** | **:** |  | |
| **Date** | **:** |  | |
| **Comments / Feedback / Remarks from Supervisor** | | | |
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