Pimpri Chinchwad Education Trust's

Pimpri Chinchwad College of Engineering

Sector No. 26, Pradhikaran, Nigdi, Pune 411044

An Autonomous Institute Approved by AICTE and affiliated to SPPU, Pune

Internship Guidelines

(Course 2020)

Department of Information Technology

Effective from Academic Year 2022-23

VISION AND MISSION OF INSTITUTE

Institute Vision

To be one of the top 100 Engineering Institutes of India in coming five years by offering exemplarily Ethical, Sustainable and Value Added Quality Education through a matching ecosystem for building successful careers.

Institute Mission

1. Serving the needs of the society at large through establishment of a state-of-art Engineering Institute
2. Imparting right Attitude, Skills, Knowledge for self-sustenance through Quality Education
3. Creating globally competent and Sensible engineers, researchers and entrepreneurs with an ability to think and act independently in demanding situations

Quality Policy

We at PCCOE are committed to impart Value Added Quality Education to satisfy the applicable requirements, needs and expectations of the Students and Stakeholders. We shall strive for academic excellence, professional competence and social commitment in fine blend with innovation and research. We shall achieve this by establishing and strengthening state-of-the-art Engineering and Management Institute through continual improvement in effective implementation of Quality Management System.

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Internship Guidelines

Program:	**B. Tech. (IT)**				Semester:	**VIII**					
Course:	**Internship**				Code:	**BIT8801**					
Teaching Scheme					**Evaluation Scheme**						
Lecture	**Practical**	**Tutorial**	**Hours**	**Credits**	**CE**	**MTE**	**ETE**	**TW**	**OR**	**PR**	**Total**
-	-	-	Minimum 4 weeks (Approximately 40-45 hrs/week)	**3**	-	-	-	100	-	-	100

Course Objectives:

1. To encourage and provide opportunities for students to get professional/personal experience.
2. To learn and apply the technical knowledge from academics /classroom learning in real-life/industrial situations.
3. To get familiar with various tools and technologies used in industries and their applications.
4. To enable students to develop professional skills and expand their professional network by developing employer-valued skills like teamwork and communication.
5. To apply the experience gained from the industrial internship to the academic course completion project.
6. To nurture professional and societal ethics along with team building.
7. To understand the social, economic and administrative considerations that influence the working environment of industrial organizations.

Course Outcomes:

On completion of the internship, the learner will be able to -

CO1: Develop professional competence with academic knowledge.

CO2: Build a professional network and expose students to future employees.

CO3: Identify suitable profile(s) / role(s) based on one's aspirations, area of interest, and strengths.

CO4: Make your own career goals and personal aspirations.

Internship Duration:

- Internship of minimum 4 weeks (Approximately 40-45 hrs/week) is mandatory for all students during the summer term after the semester VI.
- Internship will be considered only after submitting valid documents at end of internship.

Pre-Internship Planning:

- Orientation of interns: Orientation session will be conducted for students at the beginning of Semester VI.
- Allocation of the internal supervisor to the student.

Internship Work Identification:

Contacting various companies for Internship and Internship work identification process should be initiated in the VI Semester, in coordination with the industry institute interaction cell. This will help students to start their internship work on time.

The internship may be done through the following verticals through offline/online mode.

- Industrial -Private, Public, LLP or Start-up Company.
- In-house Internship through third party or research problem statement.
- Incubation center: Under start-up or pre-incubation registered with the Incubation center, Innovation/Entrepreneurship related activities.
- Government Sector and Research Labs/Government Research organization- DRDO, DIAT, ISRO, TIFR, CDAC etc.
- Technical Clubs / Professional Societies activities like summer School, Platinum Placement Project.
- Technical Internship through Internshala, EduSkill.
- Overseas Internship.

Internship Performance Evaluation

Internship Performance Evaluation:

1. The internal supervisor will carry out the evaluation.

Review–Every intern should give 01 review to the internal supervisor. This evaluation is based on an overview of internship activities, sub-activities, the expected degree of success, proof needed to assign points, and the duration of specific tasks. Every student is obliged to keep a written record of his/her activities, such as an internship journal or a workbook, which is assessed during the review in front of internal supervisor.

The evaluation can be based on the following criteria

- Depth of knowledge and skill improvement
- Communication & presentation skills
- Team works and creativity
- Planning & organizational skills
- Adaptability and Analytical skills
- Attitude & behavior at work.
- Societal understanding and ethics
- Regularity and punctuality
- Feedback from internship supervisor
- Attendance record and log book
- Initiative and efforts in learning
- Contribution to the organization
- Understanding about daily / weekly activities / processes, approval workflows at project level etc.

Suggestive performance indicators are given below. The internal supervisor may use different performance indicators depending on the type of internship undertaken by the student.

Internship Evaluation		
Sr. No.	**Evaluation Parameters**	**Max. Marks**
1	Depth of knowledge and skills	20
2	Regularity and punctuality	20
3	Communication, presentation skills, attitude & general behavior	20
4	Report and logbook	20
5	Student's feedback from the internal/external supervisor	20
	Total	100

Report writing Guidelines

Report – After completing the internship, all interns must submit an internship report to the internal supervisor that includes company facts, internship work details, and concluding statements with external supervisor remarks.

The report shall be presented covering following recommended fields but not limited to:

- Title/Cover Page
- Internship completion certificate
- Internship Place Details: Company background-organization and activities/scope
- Abstract
- Introduction
- Problem statement/objectives
- Motivation/Scope and rationale of the study
- Challenges faced and steps followed to overcome those challenges (challenges can be technical, functional, financial or environmental)
- Methodological details
- Results/Analysis/Inferences
- Conclusion
- Suggestions/Recommendations for improvement to industry, if any
- List of reference (Library books, magazines and other sources)

In case company wants to secure their confidential information in the internship report, the internal supervisor should duly co-ordinate with the external supervisor on the method of reporting to assure that no information will be leaked outside and is purely for academic purposes.

Internship Report Format

Instructions:

It is important that the procedures listed below be carefully followed.

1. Prepare and submit a hardcopy and softcopy of your manuscript.
2. The report should be spiral bound.
3. Limit your Internship report to preferably 12-15 manuscript pages.
4. The footer should be included as "College Name - INFORMATION TECHNOLOGY — <<Academic Year>>". The footer should be TIMES NEW ROMAN 10pt and centrally aligned.
5. Print the manuscript using letter-quality computer printing. The main part of the manuscript should be TIMES ROMAN 12pt and justified. Use 1.5 line spacing and justify aligned.
6. Use paper size 8.5" X 11" or A-4(210X197mm). Please follow the following margins

Margin Location	**Paper A4 (210 x 197mm)**
Top	25.4mm
Bottom	37mm
Right	32mm
Left	25.4mm

7. All paragraphs will be 1.5 lines spaced and double space between each paragraph. Each paragraph will begin with a five—space indentation.
8. Chapter titles should be bold with 14pt typed in all capital letters and should be aligned at the center of the page. Section heading should be aligned at the left with 12pt and bold and capitalized. Section subheadings should be aligned at the left with the title case (the first letter of each word is to be capitalized). Leave two spaces between section headings and 1 space between two section subheadings.
9. Illustrations (Charts, drawings photographs, figures) are to be in the text. Use only illustrations really pertinent to the text. Illustrations must be sharp, clear, black, and white. Illustrations downloaded from the internet are not acceptable.
    a. Illustrations should not be more than two per page. One could be ideal
    b. Figure No. and title at the bottom with 12pt.
    c. Legends below the title in 10pt.
    d. The proper margin on all sides.
    e. Illustrations as far as possible should not be Xeroxed (photocopy)

10. Photographs if any should be of glossy prints.
11. Please number the pages on the front side, centrally below the footer.
12. References should be either in order as they appear on the paper or in alphabetical order by the last name of the first author.

Following will be the order of the report.

1. Title/Cover Page
2. Internship completion certificate.
3. Internship Place Details-Company background-organization and activities/Scope and object of the study/personal observation.
4. Abstract.
5. Introduction.
6. Problem statement/objectives.
7. Motivation/Scope and rationale of the study.
8. Challenges faced and steps followed to overcome those challenges (challenges can be technical, functional, financial, or environmental)
9. Methodological details.
10. Results/Analysis/inferences and conclusion
11. Suggestions/Recommendations for improvement to industry, if any
12. List of references (Library books, magazines, and other sources)

Annexure

Sr.No.	List of Documents
1	Internship Feedback Form
2	Cover page of Internship Report
3	Internship Certificate Format

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Internship Feedback Form

Date: / /

Name of Student:

Company Name:

Supervisor:

Duration:

Course:

Performance Evaluation	**Poor (1)**	**Fair (2)**	**Good (3)**	**Excellent (4)**	**Outstanding (5)**
Attendance (punctuality)					
Subject knowledge					
Quality of Work (accuracy, completeness, neatness)					
Initiative (self-starter, resourceful)					
Attitude (enthusiasm, curiosity, desire to learn)					
Ability to Learn (comprehension of new concepts)					
Communications Skills (written and oral expression)					
Overall Performance					

Additional comments or suggestions for the student:_____

_____

Name & Signature of Supervisor

Internship

Report

on

“Topic Name”[Times New Roman 20]

Submitted By [Times New Roman 12]

Mr ABC

Under the Supervision of [Times New Roman 12]

Prof. XYZ

Department of Information Technology

Pimpri Chinchwad Education Trust's

Pimpri Chinchwad College of Engineering

Academic Year _ _ _

CERTIFICATE

This is to certify that the Internship report entitled **"Title of Internship"** being submitted by **Name of Student (PRN No. / Roll No.)** is a record of bonafide work carried out by him/her under the supervision of **Name of Internal Supervisor** in partial fulfillment of the requirement for **T.Y. B. Tech. (Information Technology)** course in the academic year _____.

Date:

Place:

Internal Supervisor

Head of the Department