

INTERNSHIP HANDBOOK



CONTENTS

1. INTRODUCTION

2. GUIDELINE FOR INTERNSHIP

2.1 Presentation Of Internship as per GTU Guidelines for Students

2.2 Syllabus

3. SAMPLE REPORT

4. SAMPLE CERTIFICATE



1

INTRODUCTION

1.1 What is an internship?

An internship is a cooperative learning activity to provide students with non-classroom professional experience related to their career goals. It is an opportunity to integrate career-related experience into an undergraduate education by participating in planned, supervised work

1.2 Benefits of an Academic Internship

- Gain professional experience and transferable skills
- Develop new skills and refine others
- Explore a prospective career path
- Earn academic credit
- Network with professionals in your field, for references and future job opportunities
- Gain a competitive edge on the job market or for post-baccalaureate studies

1.3 Internship Planning Guide

The initial phase of an Internship Program involves setting your learning objectives and putting together a job search plan to secure an Internship position that best matches your learning and career goals.

Listed below are a few suggested questions student should answer before they begin their Internship search.

Step One: Develop a Target (2-3 semesters before starting an Internship)

1. What is your Career Objective?
2. What skills do you need to improve or strengthen to help you reach your career objective?
3. How will an internship help you improve your skills?
4. What would be an ideal internship for you?

Step Two: Prepare for your Internship Search (4-8 months before your Internship)

1. Take advantage of workshops on interviewing, resume writing, and other programs offered by CDC, department or others to prepare for a job search.
2. Search for and apply to internships using professional organizations, advice of advisors, and departmental announcements.

Step Three: Explore Opportunities (1-4 months before your Internship)

1. Get suggestions from your advisor and others in your department
2. Identify opportunities held by past intern students that may fit your target.
3. Search posted internship opportunities and Industries scheduled to interview on campus in CDC.
4. Use CDC, and other resources to identify companies, agencies, and organizations that may provide an opportunity for you. Remember many internships are never formally posted! You can create opportunities!
5. Attend the Career and Internship Fairs held each fall and spring, and various other campus career fairs including the Public Service Fair and the STEM Fair held in the spring.

Step Four: Set your priorities

1. List in rank order the possibilities you have discovered.
2. Research your highest priority possibilities to the fullest extent.
3. Determine the best way to contact your prospective companies. Follow through on favorable responses. Be persistent with your priority possibilities.

What other items may you need to consider before beginning your Internship?

Dress code:

An internship is a professional experience. Clothing appropriate for a student going to regular classes may not be acceptable on your internship. A good rule of thumb: dress like your supervisor or ask what is acceptable.

Accommodation:

If your internship is not near your home, accommodation is generally the responsibility of the student. However, some off-campus internship sites are often willing to assist with finding temporary housing. Try to be as flexible as possible regarding housing. Your best opportunity may not be located near Madison or close to your hometown.

What are the responsibilities of the faculty advisor?

The faculty advisor is usually a regular academic advisor, however, you may have any faculty advisor work with you on your internship if that person has expertise in an area more in line with your objectives and agrees to do so. Advisor responsibilities include:

- Assist in planning your program and approving the learning objectives, number of progress reports and due dates, and the final project and due date.
- Observe the intern's progress by making on-the-job visits and/or phone contacts during the internship.
- Evaluate your experience and submit the course grade to the appropriate University Office.

What is the role of the Field Supervisor?

The Field Supervisor should be the person who will supervise you daily throughout your Internship. The role of the business or Industry field supervisor is to:

- Help plan and assign your on-site work to allow you to meet your learning objectives and opportunities.
- Provide the student with thorough training in the proper operation and maintenance of any equipment or machinery to be used during the internship.
- Complete an evaluation of the student's performance (evaluation parameters as per GTTU). Field supervisors are encouraged to review the evaluation form with the student.

Why should I participate in an Internship Program?

- To gain practical experience in your professional area of training by bridging the gap between applied and academic worlds in your major and specialization areas. Intern students will often have opportunities to learn and participate in activities on the job which would not be possible under regular employment.
- To "try on" a career to ensure your career plans are on track.
- To develop communication, interpersonal, leadership and other important skills that employers and graduate schools seek when selecting new employees or students.

What are the student's responsibilities for the internship program?

- Initiating the internship program.
- Working out a program of learning with the field supervisor in cooperation with and approval of the faculty advisor.
- Following through with a written Internship Agreement/under taking Form for all participants to sign prior to registration.
- Registration for the course and paying all applicable tuition and university fees.
- Complete final project



2

GUIDELINE FOR INTERNSHIP

2.1

Presentation of Internship as per GTU Guidelines for Students

Final Year Internship

Summer 2024

Saffrony Institute of Technology

Central Internship Committee

Duration



Internship has to be of minimum 12 weeks.



Student has to complete it on or before 8th sem term end (Yet to be declared).



In case of an internship offered is of less than 12 weeks then student will require to do another internship to compensate 12 weeks duration.

Before and After starting an Internship

- ◆ Before starting an internship, student must fill up the Internship Form-A (Google Form)
- ◆ After completion of an internship student must fill up the Internship Form-B (Google form) with all the required documents and details.

Daily work

- ◆ Internship daily diary (Hardcopy/Soft copy)
 - ◆ Student has to maintain hardcopy daily diary (notebook) during their complete internship tenure.
 - ◆ Student will record their daily task/Activity/Task completion status/Learnings etc per day. (New page for new date)
 - ◆ Every 2nd and 4th Saturday will be the submission day for uploading your recent work in daily diary (Scanned/Word copy)
 - ◆ Student will require to submit/upload the daily diary – duly signed by external guide on last page with comments/remarks regarding work quality.

GTU Weekly Report



Student will require to print 12 pages of Annexure-I given by GTU.



Each week student has to fillup the Annexure-I and get it signed by their industry supervisor.



Student will require to submit scanned copies of each week during their 2nd and 4th week google classroom submissions.

Annexure-I



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(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Annexure I
Enrollment no: _____

STUDENT'S WEEKLY RECORD OF INTERNSHIP

NAME OF STUDENT: _____

DIARY OF THE WEEK: Dt: _____ TO _____

DEPARTMENT: _____ SEM: _____

NAME OF THE ORGANISATION: _____

NAME OF THE PLANT/SECTION/DEPARTMENT: _____

NAME OF OFFICER INCHARGE OF THE PLANT/SECTION/DEPARTMENT: _____

DESCRIPTION OF THE WORK DONE IN BRIEF



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TOTAL HOURS: _____

SIGNATURE OF STUDENT

★ The above entries are correct and the grading of work done by Trainee is
EXCELLENT / VERY GOOD / GOOD / FAIR / BELOW AVERAGE / POOR

Signature of Faculty Mentor

Signature of officer-in-charge
of Dept. / Section / Plant

Date: _____

Date: _____

★ Grading of Work, for trainee may be given depending upon your judgement about
his Punctuality, Regularity, Sincerity, Interest taken, Work done etc.

Industry Feedback form

Annexure-II (GTU)

This form needs to be filled up by industry supervisor upon completion of an internship

Annexure-II



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Annexure 2

Feedback Form by Industry expert

Student Name:

Date:

Work Supervisor:

Title:

Company/Organization:

Enrollment No:

Internship Address:

Dates of Internship: From to

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Shows interest in work and his/her initiatives				
Produces high quality work and accepts responsibility				
Uses technical knowledge and expertise				
Analyzes problems effectively				
Communicates well and writes effectively				

Overall performance of student intern: (Needs improvement/ Satisfactory/Good/Excellent):

Additional comments, if any:

Signature of Industry person with name and Stamp:

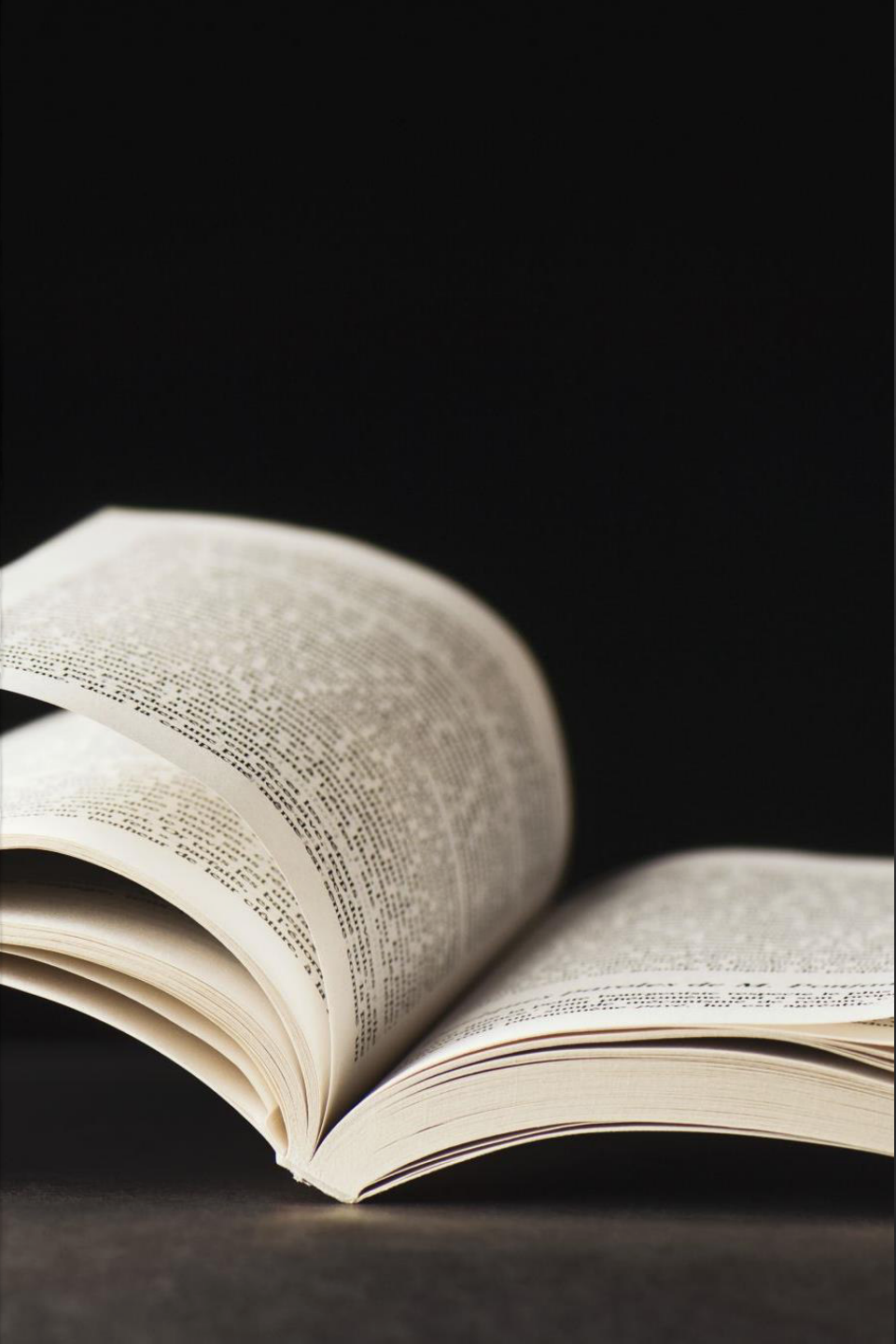
Internal Guide

Student has to be in touch with internal faculty guide.

Internal guide will be the internal contact between industry and institute.

It is student's moral responsibility to report their internal guide at regular intervals.

Internal faculty guide's permission is essential for final report submission and presentation to the external examiner.



Google classroom submission

- ◆ Every 2nd and 4th Saturday will be counted as submission day.
- ◆ Each submission will require the following things:
 - ◆ Scanned daily diary pages in single PDF (Only new pages required to be scanned)
 - ◆ Scanned Annexure-I copies – Duly signed by external industry guide.
- ◆ Each assignment will carry 200 points (for 2-weeks).
- ◆ In total student will require to complete 1200 points in order to complete their 8th sem internship.

Classroom Assignment Cycle



 Today


 Day

 Week

 Month Year

...

^ Microsoft account

 Add calendars

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29-01	30	31	01-02	2	3	4
Assignment - A						
5	6	7	8	9	10	11

Assignment - B

Assignment - C

Sample Assignment



Submission-F [13th March to 26th March]



Meet Jani • Mar 29, 2022

200 points

Due Apr 3, 2022, 11:59 PM

Dear Interns!

Kindly upload the pdf in **good scanned quality** and also make sure you have to upload **separate pdf** of **Daily diary** and **GTU Weekly Report pages (Annexure-I)**.

Upload the following documents:

1. You need to upload the **scanned PDF** of your **daily diary for latest two weeks only**, so kindly upload it with Good quality. Your daily dairy report will be reviewed by your internal guide and according to your work, you will get marks that would be counted in your internal assessment.
2. You need to submit the scanned **Annexure-1 (Duly signed by your industry supervisor/guide)** . Format is already uploaded in google classroom section.

For any queries you can contact your internal faculty guide before submitting this assignment.

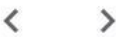


Rubric: 4 criteria • 200 pts



18-9004 Vishal Modi

Turned in



Return

PDF Annexure1_20th March- 26th March.pdf

Open with



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Annexure 1
Enrollment no:
180390119004

STUDENT'S WEEKLY RECORD OF INTERNSHIP

NAME OF STUDENT: Modi Vishal Rajendrakumar
DIARY OF THE WEEK: Dt: 20-03-22 TO 26-03-22
DEPARTMENT: Mechanical Engineering SEM: 8th
NAME OF THE ORGANISATION: Ruby Plus Pvt. Ltd.
NAME OF THE PLANT/SECTION/DEPARTMENT: Design & Development

- Files
- Turned in on Mar 30, 2022, 3:01 PM
[See history](#)
- PDF Annexure1_20th M...
 - PDF Daily Diary_20thMarch-26t...
 - PDF Daily Diary_13thMarch- 19...
 - PDF Annexure1_13thMarch-19t...

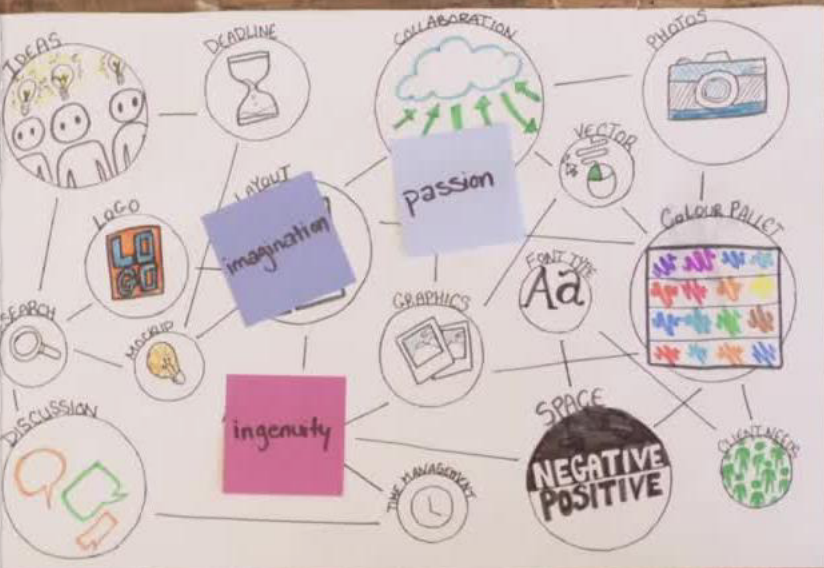
Grade

/200

Rubric /200

Internship Report and Presentation

- ◆ There will be final presentation at the end of the semester where student will be required to give his/her presentation and report in front of the institute level internship committee.
- ◆ On the day of the GTU Externals/Final presentation following things will be required to be presented:
 - ◆ Daily Diary (Signed by industry guide)
 - ◆ GTU Weekly reports (one report/week)
 - ◆ Proof of an attendance.
 - ◆ Final Report (Thesis binding)
 - ◆ Presentation
 - ◆ Industry Feedback form (Annexure-II)
 - ◆ Internship Completion certificate (Mentioning start and end date)



Please Note:

It is compulsory to take the permission of departmental internship coordinator before starting an internship.

Internship will be dismissed on immediate basis if it is found fake/dummy/not-permitted.

Internship has to be directly related to their branch related domains.

Department may call internship meetings on regular basis to understand the progress of students.

Courses/Software trainings/Tutorials – these are not considered as an internship.

Current Job role will not be considered as an internship.

PMMS Portal

- ◆ Student will require to register and upload their activities on PMMS portal on regular basis.

2.2 Syllabus



GUJARAT TECHNOLOGICAL UNIVERSITY

Bachelor of Engineering
Subject Code: 3181901
Semester – VIII
Subject Name: Internship/ Project

Type of course: Project work or Internship in industry

Prerequisite: DE-1, DE-II

Rationale:

To enhance the employability skills of the students, Industrial Training or Project work is very much essential. It provides practical experience in a field of Mechanical Engineering and help to reinforce theoretical and practical knowledge gained in different core and elective courses to solve real life challenges.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
				ESE (E)	PA (M)	ESE (V)	PA (I)	
0	0	24	12	0	0	100	100	200

The following guidelines are required to be followed for the Project work.

Industry Internship

Student will undergo a minimum 12 weeks of internship in an industry to get exposure to the practical aspects of the Mechanical Engineering. In addition, the student may also work on a specified task or project which may be assigned to him/her by industry mentor in coordination with institute mentor. The outcome of the industrial training should be presented in the form of a report. The certificate of completion issued by concerned Industry is mandatory and the same is required to attach in the report.

Objectives:

1. To create competent professionals for the industry.
2. To provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job
3. To give exposure of the current technological developments relevant to the subject area of training to the students.
4. To learn applying the technical knowledge in real industrial situations
5. To gain experience in technical/project report writing.
6. To give exposure to the students about responsibilities and ethics of the engineer.
7. To become familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
8. To understand the social, economic and administrative considerations that influence the working environment of industrial organizations.
9. To understand the psychology of the workers and their habits, attitudes and approach to problem solving.
10. To strengthen industry-institute linkage and increase employability of the students.

Guideline for Industry Internship:

1. The internship shall be a full time for the whole duration.
2. A plan for the whole internship duration shall be prepared after joining the industry in the consultation with the industry and institute mentors. It shall contain the activities/ visits to different sections etc. with appropriate timelines.
3. A student should submit a brief proposal about the work to be carried out in the Internship to a department committee formed by head of department within 2 weeks, after starting the internship.
4. A detailed daily diary (project workbook) is to be maintained by student. It shall be duly signed by the concerned supervisor of industry. It shall be submitted to the department at the time of final presentation and also as and when asked by the department.



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Bachelor of Engineering

Subject Code: 3181901

5. A comprehensive report is required to be prepared and submit to the department at the end of the semester. A certificate shall be attached with this report duly signed by the competent authority of the industry for the successful completion of the internship. Concerned department may also asked for an attendance report of the student.
6. The internal evaluation shall be done at the start of the semester, at the mid of the semester and at the end of the semester (as per project guideline). The internal marks shall be allocated as decided by head of the department.
7. Signed attendance report, progress report shall be sent to/presented to the department during the evaluation stages.
8. The report shall be submitted to the institute which may include the objective of internship, about the industry, process, product line, equipment/machineries involved, divisions/sections in the industry, any competitor, scope of some improvement in the process/product/efficiency, benefit by the training etc.
9. The industry supervisor may be invited at the time of internal and external examination of the internship. It can be an online presence also.
10. The evaluation by external examiner shall be made considering the all guidelines.

OR

General Guidelines for Project

1. It can be either UDP (User defined project) or IDP (Industry defined project).
2. Survey and study published in reputed literature related to project work are required to include as reference material.
3. Patent search analysis is to be done by the students and PSAR (Patent Search Analysis Report) is to be submitted if it is suggested by the project mentor.
4. The group size of the project team shall not be preferably more than 4 students. In case it is required to have more students, it shall be approved by a department committee.
5. The project work shall be carried out under the guidance of a mentor(s) (internal faculty and industry person in case of IDP).
6. Students are required to design the system/ prepare algorithm/ propose methodology/ develop new product or process as a part of the project work and analyse/verify through available resources/references at industry level or institute level/university level.
7. Students may proposed new methodology or approaches for better results.
8. They should optimize/Validate the project work in terms of economic and feasibility in the benefit of society etc.
9. They should also compare the results of the project with other similar projects and justify.
10. The team shall be encouraged to publish project work, if possible.
11. Students must conclude the project work properly and suggest scope of future work.
12. A comprehensive report is required to be prepared and submit to the department at the end of the semester.
13. Intermediate and final presentation/demonstration in presence of the department committee must be arranged for review the progress of the work done. The internal evaluation/scrutiny shall be done at the start of the semester, at the mid of the semester (progress evaluation) and at the end of the semester (final presentation/demonstration). The distribution of internal marks shall be decided by the committee.
14. A presentation by the team shall be made at the beginning of the semester to the department committee formed by head of department. This presentation shall contain the detailed proposal of the project, which includes title of the project, well defined problem and a plan of activities with appropriate timelines. The role of the team members shall preferably be defined as far as possible in this proposal itself.
15. Considering the number of credits and the contact hours (practical hours), substantial amount of work is required to be carried out by students' team. It shall be monitored by the project mentor and the department committee. The evaluation shall be done accordingly with due consideration given to the quality and amount of work by internal and external examiners.

The guidelines about the nature of project work are as following:

1. The project work can be a Design and Development/ Methodology/ Algorithm/ Simulation or Manufacturing depending upon the area and the complexity of the work involved.



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Bachelor of Engineering

Subject Code: 3181901

2. If it contains only simulation, it shall be comprehensive. The team is expected to know the various aspects of simulation techniques in detail. The team shall be able to explain the results obtained in detail with all the aspects and different cases. Moreover, the simulated results must be verified through results available in literature or performance of experimentation.
3. It can be a Case study, innovative Solution/Practices to real life problems, modeling and analysis, design, optimization, prototype, industry defined problem, development of new laboratory setup at the department etc.
4. If it is a case study, it shall be a real-life case and of high technical relevance and societal benefits.
5. If the project is about a modeling, the team is expected to know the proper mathematical formulation and justification of the modeling, its limitations and its possible applications. The comparison of performance of various models shall be covered as a part of the work. A detailed analysis of the results and its verification shall be done with the help of the model.
6. If the team and guide find it appropriate, the overall work can be combination of different types of work above mentioned.

Course Outcomes:

Sr. No.	CO statement	Marks % weightage
CO-1	Demonstrate a sound technical knowledge of their selected project topic	20%
CO-2	Undertake problem identification, formulation and solution	20%
CO-3	Design engineering solutions to complex problems utilising a systems approach and team work	30%
CO-4	Communicate with engineers and the community at large in written and oral forms	20%
CO-5	Demonstrate the knowledge and understanding of engineering and management principle and apply it to assigned project	10%

Reference:

- AICTE Model curriculum
- AICTE Internship Policy:
<https://www.aicte-india.org/sites/default/files/AICTE%20Internship%20Policy.pdf>



3

SAMPLE REPORT

An Internship Report

Submitted by

Heenaba Zala

200390106502

In partial fulfillment for the award of the degree of

BACHELOR OF ENGINEERING

In

Civil Engineering

Saffrony Institute of Technology, Linch-Mehsana



Gujarat Technological University, Ahmedabad

Jan - April 2023



S.P.B. Patel Engineering College
Near Shanku's Water Park, Ahmedabad – Mehsana Highway, Linch, Gujarat
384435

CERTIFICATE

This is to certify that the Internship report submitted along with the internship entitled at LCC Projects PVT. LTD. has been carried out by Heenaba Zala under my guidance in partial fulfilment for the degree of Bachelor of Engineering in Civil Engineering, 8th Semester of Gujarat Technological University, Ahmedabad during the academic year 2022-23.

Ms. Avani Dedhia
Internal Guide

Ms. Avani Dedhia
Head of the Department



4

SAMPLE CERTIFICATE

Date: April 15, 2023

Place: Ahmedabad


TO WHOMSOEVER IT MAY CONCERN

This is to Certify that **Ms. Heenaba Zala** (Enrolment No: 200390106502), a student of 4th year in **B.E-Civil Engineering**, from **S.P.B Patel Engineering College, Mehsana** has successfully completed Internship program at **LCC Projects Private Limited** as a **Engineer_Billing** Intern in the Technical Department from January 23, 2023 to April 15, 2023 under guidance of **Mrs. Nidhi Bhatia-Deputy General Manager**.

During this period, we found her very sincere and hardworking. She displayed a lot of initiative to learn, improvise and improve upon the working standard of our company. She always willing to accept additional responsibilities and showed a lot of interest in her work. She is well mannered and is very talented student.

We congratulate **Ms. Heenaba Zala** on successful completion of this internship program and wish her all success in her curricular study and for future endeavors.

For, LCC Projects Pvt. Ltd.


Authorized Signatory



LCC PROJECTS PVT. LTD.

Registered & Corporate Office

B-Wing, 15th Floor, Privion Building, Vikram Nagar, Ambli-Bopal Road, B/h Iskcon Temple, Ahmedabad-380058, Gujarat, India.

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