



Gyanmanjari
Innovative University

Course Syllabus
Gyanmanjari Diploma Engineering College
Semester-6

Subject: Internship - DETXX16252

Type of course: Core Experiential Learning

Prerequisite: Knowledge of core engineering courses, effective technical communication and design engineering

Rationale:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Teaching and Examination Scheme:

Teaching Scheme			Credits	Examination Marks				Total Marks
CI	T	P	C	Theory Marks		Practical Marks		
				ESE(E)	CA	ESE (V)	CA(I)	
0	0	0	12	0	0	80	20	100

Legends: CI-Classroom Instructions; T – Tutorial/Teacher Guided Theory Practice; P - Practical; C – Credit, CA - Continuous Assessment; ESE - End Semester Examination.

Report Submission & Evaluation Guidelines:

- The duration of internship will be twelve full weeks (480 Hours)
- The internship shall be a full time for the whole duration.
- Student has to prepare a comprehensive report and submit to the department at the end of the semester. A copy of report can be kept in the departments for record.
- Each student must be assigned a faculty as a mentor from the institute and an Industry Expert as External Guide or Industry Mentor.
- An attendance report shall be sent to the department after every four weeks.
- The evaluation will be of 20 marks for internal component and 80 marks for external Component. I Component (20 marks) will be evaluated by the Faculty Mentor or Internal



guide of the student. The internal evaluation shall be done at the mid of the semester based on interim report submission. V Component (80 marks) will be evaluated by external faculty member / industrial expert nominated / appointed by the university.

- The Internal & the External viva-voce shall evaluate based on:
 - Adequacy of work undertaken by the student
 - Application of concepts learned in previous semesters
 - Understanding of the organization and business environment
 - Analytical capabilities
 - Technical Writing & Documentation Skills
 - Variety and relevance of learning experience
- The presentation by student for Internship should in the presence of all students is desirable
- Student should produce successful completion certificate / letter for internship.

Course Outcome:

After successful completion of internship, the students should be able to:	
CO1	Apply appropriate workplace behaviors in a professional setting.
CO2	Understand the real time technical / managerial /commercial /Administrative skills required at the job(s).
CO3	Evaluate the internship experience in terms of their personal, educational and career needs.
CO4	Acquire new sets of skills.
CO5	Develop responsibilities and professional ethics.

General Guidelines for Internship

- Step 1: Request Letter/ Email /NOC from the Institute should be collected by students well in advance and to be submitted to industry for internship.
- Step 2: Industry will confirm the internship and the number of seats allocated for internships via confirmation Letter/ Email. In case the students arrange the internship themselves the confirmation letter will be submitted by the students to their respective department.
- Step 3: Students, after joining the Training at the concerned Industry / Organization, has to submit the Joining Letters / Email along with Registration Form. (Annexure – I)



- Step 4: Faculty Member(s) has to evaluate the performance of students once by visiting the Industry/Organization and Evaluation Report of the students' needs to be submitted in department office with the consent of Industry persons/ Trainers. (Worksheet Report, Attendance Report) (Annexture II & III)
- Step 5: Students will submit a spiral bound internship report & presentation after completion of internship. That may include
- Institute's Certificate
 - Certificate by the Organization
 - Formal feedback from the company mentor
 - Executive Summary
 - Organization profile
 - Objective of training
 - Outline of the problem/task undertaken
 - Process, product line, equipment/machineries etc.
 - Relevant activity charts, tables, graphs, diagrams etc.
 - Research methodology & data analysis (in case of research internship only)
 - Learning of the student through the training
 - Contribution to the host organization
 - An attendance report
- Step 6: Training Certificate to be obtained from industry duly signed by the competent authority of the industry for the successful completion of the internship. (Annexture IV)
- Step 7: List of students who have completed their internship successfully will be maintained by Training and Placement Cell of the Institute.



Annexure - I

Internship Registration Form

Student												
Enrollment Number .												
Student Name												
Student Details	Mobile Number:											
	Email Address:											
Branch												
Name of the Institute												
Mentor Details (Institute)	Name:											
	Designation:											
	Mobile No:											
	Email Address:											
Industry Details	Name:											
	Address:											
	Email:											
	Phone:											
	Website:											
Mentor Details (Industry)	Name:											
	Designation:											
	Mobile No:											
	Email Address											
Title of the Internship to be carried out												

Student Signature

Faculty Mentor Signature



Annexure - II
Internship Attendance Sheet

ATTENDANCE REPORT								
ORGANIZATION INFORMATION								
Organization Name								
Organization Address								
Organization Email ID								
STUDENT INFORMATION								
Name of Student:								
Enrollment No:				Name of Course:				
Date of Commencement of training:				Date of Completion of Training				
Internship/ Project Title								
Student's Attendance Sheet								
Week No	Day of week	Day1	Day2	Day3	Day4	Day5	Day6	COUNT (present day)
Week 1	Date							
	P/A							
Week 2	Date							
	P/A							
Week 3	Date							
	P/A							
Week 4	Date							
	P/A							
Week 5	Date							
	P/A							
Week 6	Date							
	P/A							



Week No	Day of week	Day1	Day2	Day3	Day4	Day5	Day6	COUNT (present day)
Week 7	Date							
	P/A							
Week 8	Date							
	P/A							
Week 9	Date							
	P/A							
Week 10	Date							
	P/A							
Week 11	Date							
	P/A							
Week 12	Date							
	P/A							
Total Count of student's presents during internship								
Total Working days of company during internship								

Industry Mentor Signature
& Stamp



Annexure – III

Internship Worksheet

TWO WEEKS WORKSHEET				
Student Name:				
Enrollment No:				
Internship/Project Title				
Tools and Technologies				
Company/ Organization Name				
Student's Activity Details:				
Week Number	Start Date to End Date	Tasks to be assigned	Tasks to be completed	Remarks
Signature of Industry Mentor				



**[TO BE FILLED BY INTERNAL
GUIDE/FACULTY ONLY]**

Any Suggestion/Remarks:

Signature of Internal
Guide/FacultyTotal Working days of company during
internship

Annexure-IV

Internship Letter of Completion

No:

Date:

To whom so ever it may concern

This is to certify that, Mr. / Ms. _____

Enrollment No. _____ Student of _____

Has successfully completed a six-week Internship in the field of _____

From the date: _____ to date: _____

[90% Attendance is mandatory for completion of Internship]

During the period of his/her internship program with us, He / She were exposed to following different processes and were found sincere and hardworking.

1. _____
2. _____
3. _____
4. _____

**Industrial Mentor Signature
& Stamp**