

# General Guideline to B.E. 8<sup>th</sup> Sem. Civil Engineering Students for (3180601) Internship/Major Project

It is instructed to B. E. 8th Semester Civil Engineering students that your 8th Semester will be Internship (3180601) as per GTU syllabus. You are advised to refer to the reference given below for further detailed guidance.

- The brief guideline is as follows:
  1. The student has to decide where he/she will take an Internship in the first week of the semester.
  2. The student will submit the internship detail to the faculty mentor in the second week of the semester.
  3. The internship must be a minimum of twelve weeks in an Industry.
  4. The Department Committee at least two times during a semester will evaluate the student performance.
  5. End semester external evaluation will be at the institute. The student will give a presentation based on his/her work.
- The documents' student has to submit in their project report.
  1. Student Diary [Format 1].
  2. Student Attendance [Format 2].
  3. Student's weekly record [Annexure 1].
  4. Feedback Form by Industry Expert [Annexure 2]
  5. Internship Synopsis [Format 3].
  6. Project Report.
- Reference
  1. [GTU Circular, GTU/Acad/Internship=Project/20201/5983, Dated 20/10/2021.](#)
  2. [GTU Syllabus 3180601- Internship/Major Project](#)
  3. [AICTE Internship Policy: Guidelines & Procedures](#)

## Format:1: Student Diary

DAY-1		DATE	
Time of arrival		Time of Departure	Remarks
Deptt./Division		Name of finished Product	
Name of HOD/ Supervisor With e-mail id			
Main points of the day			

**Signature of Industry Supervisor**

## Format:2: Student Attendance

(For 4 years Degree Programme. / M.Tech. & MBA )

Name & Address of Organization

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Name of Student																															
Roll. No																															
Name of Course																															
Date of Commencement of Trg.:																															
Date of Completion of Training:																															

### Initials of the student

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

### Note :

1. Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
2. Student should sign/initial in the attendance column. Do not mark 'P'
3. Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as '**A**' in **Red Ink**.

**Signature of Company internship supervisor**

**with company stamp/ seal**

(Name \_\_\_\_\_) Contact No.

## Format 3: Internship Synopsis

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

### Part I: Contact Information

#### Student

Name: \_\_\_\_\_ Student ID# \_\_\_\_\_ Class Year: \_\_\_\_\_

Campus Address: \_\_\_\_\_

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Industrial Supervisor

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Organization: \_\_\_\_\_

Internship Address: \_\_\_\_\_

City, State, Pin: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Faculty Mentor

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

#### Academic Credit Information

Internship Title: \_\_\_\_\_ Department: \_\_\_\_\_

Course #: \_\_\_\_\_ Credits: \_\_\_\_\_

Grading Option: \_\_\_\_\_ Credit/Non-credit \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Hours per Week: \_\_\_\_\_ Internship is: \_\_\_\_\_ Paid \_\_\_\_\_ Unpaid \_\_\_\_\_

**Part II: Internship Objectives/Learning Activities**

Internship Objectives: What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding

- Skills

**Learning Activities:** How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

**On the job:** Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

**Teaching/Mentoring Activities:** How your technical knowledge can be applied at the site of the internship. How you can create value through mentoring/help people learn new things.

**Off the job:** List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

**Evaluation:** Your Internship supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide to your faculty Mentor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

**Part III: The Internship**

**Job Description:** Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines, etc. How can you contribute to the organization/site of internship.

**Supervision:** Describe in as much detail as possible the supervision to be provided/needed at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.

**Evaluation:** How will your work performance be evaluated? By whom? When?

**Part IV: Agreement**

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student \_\_\_\_\_

Date \_\_\_\_\_

Faculty Mentor \_\_\_\_\_

Date \_\_\_\_\_

Industry Supervisor \_\_\_\_\_

Date \_\_\_\_\_

## Annexure 1: Student's Weekly Record of Internship

Annexure 1

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**

Annexure 1: Student's Weekly Record of Internship

TOTAL HOURS: -----	----- SIGNATURE OF STUDENT
<b>★ The above entries are correct and the grading of work done by Trainee is EXCELLENT / VERY GOOD / GOOD / FAIR / BELOW AVERAGE / POOR</b>	
Signature of Faculty Mentor	Signature of officer-in-charge of Dept. / Section / Plant
Date:	Date:
<b>★ Grading of Work, for trainee may be given depending upon your judgement about his Punctuality, Regularity, Sincerity, Interest taken, Work done etc.</b>	

<b>SUPPLEMENTRY NOTES</b> (add additional sheets if required)
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## Annexure 2: Feedback Form by Industry Expert

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:

Signature of the Faculty Mentor