PIMPRI CHINCHWAD COLLEGE OF ENGINEERING

SECTOR NO. 26, PRADHIKARAN, NIGDI, PUNE 411044

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

DEPARTMENT OF COMPUTER ENGINEERING
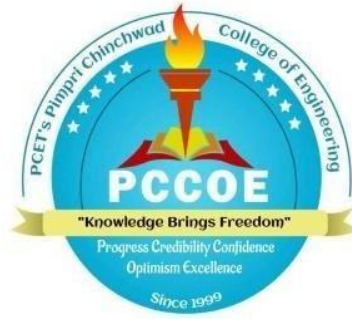
Internship Guidelines
of
Computer Engineering
(Course 2020)

Effective from Academic Year 2022-23

Institute Vision

To Serve the Society, Industry and all the Stakeholders through the **Value-Added Quality Education.**

Institute Mission

To serve the needs of society at large by establishing State-of-the-Art Engineering, Management and Research Institute and impart attitude, knowledge and skills with quality education to develop individuals and teams with ability to think and analyze right values and self-reliance.
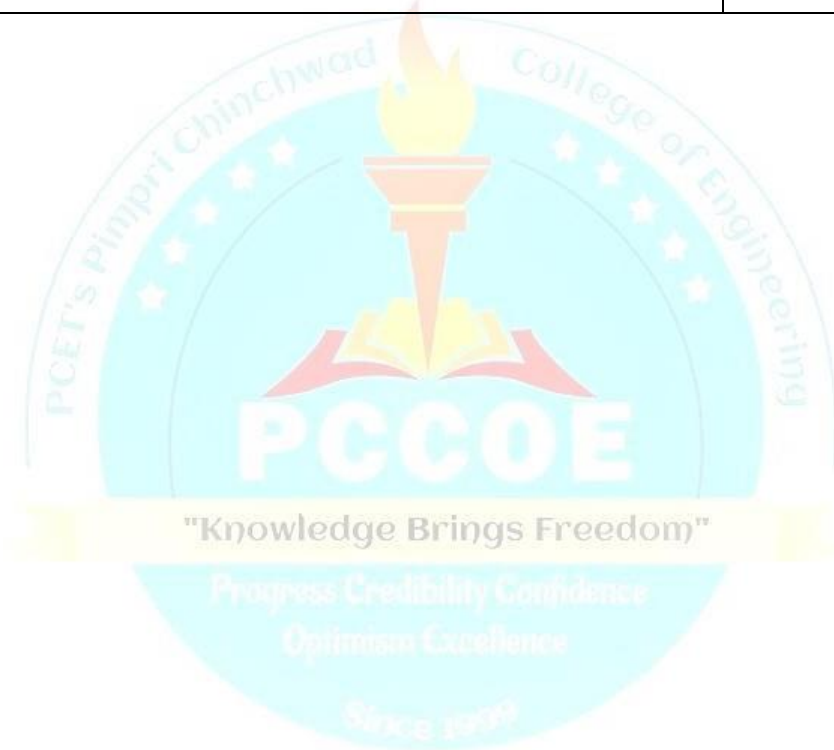
Quality Policy

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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Department of Computer Engineering

Program:	B.Tech.(Computer)					Semester:		VIII			
Course:	Internship					Code:		BCE8801			
Teaching Scheme						**Evaluation Scheme**					
Lecture	Practical	Tutorial	Hrs	Credit	CE	MTE	ETE	TW	PR	OR	Total
-	-	-	40-45 Hrs/ Week	3	-	-	-	100	-	-	100

Preamble:

The Institute will allow internships in various organizations. Students will be allotted internship in a company based on merit or any other criterion laid down by the company. In some cases, the students may be allowed to arrange internship. In that case a student can take a letter from the placement/respective department and contact the company. The confirmation letter from the company has to be submitted in the placement / respective department.

Students will be associated with one faculty from respective department who will act as internal mentor. After internship duration, internal mentor will assess the student's performance.

Students will maintain the record of the work done in the industry and submit a report in the institute within one week after completion of internship. The certificate has to be duly signed by an official of the company. The evaluation date will be notified at least one week before by internship coordinator.

General Guidelines:

Student can take internship work in the form of Online/Onsite mode from any of the following but not limited to:
- Industry / Government Organization Internship
- Eduskills, Internshala, ByteXL (Platinum Placement) etc.
- EDC Cell and startups cells of institute / In-house product development, intercollegiate, inter department research internship under research lab/group etc.
  - Here, students can work as an Incubitee under Incubation and Innovation Cell at Institute (CIIL) and should get registered as a Start-up to avail the Internship opportunity.
- Research internship under Professors (Internal and External), IISC, IIT's, NIT's and other Research organizations.
- Participate in open-source contribution
- Any other with the permission of faculty mentor.

Internship Progress Monitoring:

Internship Process Flow:

Internship opportunity will be provided by 3 ways- Through Training & Placement Cell, Through Department/Faculty and searched by own [students].

1. Internship opportunity will be provided by 3 ways- Through Training & Placement Cell, Through Department/Faculty/Searched by own (Students).
2. The student has to take permission from faculty mentor and internship coordinator to verify quality of internship.
3. Student has to submit the Internship offer letter or official mail communication proof to internship coordinator.
4. After permission the student needs to start the Internship program.
5. The intern student must report about the Internship program to faculty mentor.
6. At the end of the Internship program, student should submit completion certificate from industry and report.
7. Student feedback of Internship needs to be submitted by intern student.

Internship Work Evaluation:

- Students will be allotted to faculty mentors.
- Students will be allowed to do internship at the end of 6th semester and till the commencement of 7th semester.
- Students will do internship for minimum of 4-weeks (40-45 hours/week) through which they can earn 3 credits.
- If students are in summer term, then they have to manage their time for summer term academic activities (if any) and internship.

Annexure:

Following are the Internship forms and letter required to be submitted at the department, as per the Internship progression:

- Form 1: Student Internship Program Application as permission letter
- Form 2: Student feedback of Internship
- Final report with completion certificate
- Rubrics for internship work evaluation

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Form 1: Student Internship Program Application

Department: Academic Year: 20 - 20   Date:

1. Student Name:		Roll No:	Year & Div :
2. Overall CGPA:		Phone :	
3. Student email address:			
4. Academic Concentration :		5. Internship Semester:	
6. Company/Organization :		Phone:	
7. Internship is: Paid :_____ Unpaid :_____			
8. Internship Duration : From Date: To Date :			
9. Core Area :			

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Form 2: Student Feedback of Internship

Student Name:_____

Industrial Supervisor name: _____

Title:_____

Supervisor Email/Contact Number:_____

Internship is: Paid /Unpaid _____

Company/Organization: _____

Internship Address : _____

Faculty Coordinator: _____

Department: _____

Dates of Internship: From _____ To _____

Give a brief description of your internship work (title and tasks for which you were responsible) (attach a separate sheet if needed):

_____

_____

_____

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Indicate the degree to which you agree or disagree with the following statements:

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision- making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:					
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					

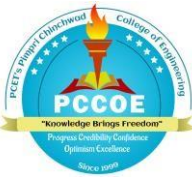| Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts whichmay lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute.					

In what areas did you most develop and improve?

_____

_____

Considering your overall experience, how would you rate this internship? (Circle one) : (Satisfactory/ Good/Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed?)

_____

_____

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	Rubrics for Internship Work Evaluation

	Performance Indicators [PI]					
Sr. No	**Student Name**	**I:** **Technical Knowledge** **[30 Marks]**	**II:** **Presentation Skills** **[20 Marks]**	**III:** **Outcomes** **[30 Marks]**	**IV:** **Professional Behavior** **[10 Marks]**	**V:** **Quality of Report** **[10 Marks]**	**Total Marks** **[100Marks]**

Technical Knowledge **[30 Marks]**	**[26- 30 Marks]** • Complete explanation of the key concepts. • Able to satisfy all technical questions.	**[20-25 Marks]** • Complete explanation of the key concepts. • Able to satisfy almost all technical questions.	**[15-20 Marks]** • Satisfactory explanation of the key concepts. • Able to satisfy most technical questions.	**[10-14 Marks]** • Satisfactory explanation of the key concepts. • Not able to answer technical questions.	**[Below 10 Marks]** • Unsatisfactory explanation of the key concepts. • Not able to answer technical questions.
Presentation Skills **[20 Marks]**	**[18- 20 Marks]** • Contents of presentations are appropriate and well delivered • Proper eye contact with audience • Clear voice with good spoken language	**[14-17 Marks]** • Contents of presentations are appropriate but not well delivered • Proper eye contact with audience • Clear voice with good spoken language.	**[12-16 Marks]** • Contents of presentations are not appropriate but well delivered • Proper eye contact with audience • Clear voice with good spoken language	**[6-11 Marks]** • Contents of presentations are not well delivered • Eye contact with few people and unclear voice. • Clear voice with good spoken language	**[Below 6 Marks]** • Contents of presentations are not appropriate and not well delivered • No eye contact • Unclear voice with poor spoken language

	[26- 30 Marks]	[20-25 Marks]	[15-20 Marks]	[10-14 Marks]	[Below 10 Marks]
Outcomes [20 Marks]	• Achieved all objectives of internship.	• Achieved almost all objectives of internship.	• Achieved most objectives of internship.	• Achieved some objectives of internship.	• Not able to achieve objectives of internship.
	[9-10 Marks]	[7-8 Marks]	[5-6 Marks]	[3-4 Marks]	[Below 3 Marks]
Professional Behavior [10 Marks]	• Politeness, • Projecting positive attitude • Appropriate dressing	• Politeness, • Projecting positive attitude • Inappropriate dressing	• Less Politeness, • Projecting positive attitude • Inappropriate dressing	• Not Politeness, • Projecting positive attitude • Inappropriate dressing	• Not Polite. • No positive attitude • Inappropriate dressing.
	[9-10 Marks]	[7-8 Marks]	[5-6 Marks]	[3-4 Marks]	[Below 3 Marks]
Quality of Report [10 Marks]	• Report in format, • Content is clearly Written, no grammatical errors, • Report submitted on time	• Report in format, • Content is written with minor grammatical errors, • Report submitted on time	• Report in format, • Content is written with minor grammatical errors, • Not submitted on time	• Report not in format. • Content is written with minor errors • Report not submitted on time.	• Report not in format • content is not clearly written, • report not submitted on time.