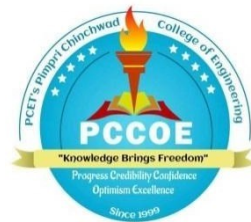


**Pimpri Chinchwad Education Trust's**  
**PIMPRI CHINCHWAD COLLEGE OF ENGINEERING**  
SECTOR NO. 26, PRADHIKARAN, NIGDI, PUNE 411044  
An Autonomous Institute Approved by AICTE and affiliated to SPPU, Pune  
**DEPARTMENT OF ELECTRONICS AND**  
**TELECOMMUNICATION ENGINEERING**



**Internship Guidelines**  
of  
**Department of Electronics & Telecommunication Engineering**  
(Course 2020)



**Effective from Academic Year 2022-23**

# VISION AND MISSION OF INSTITUTE

## Institute Vision

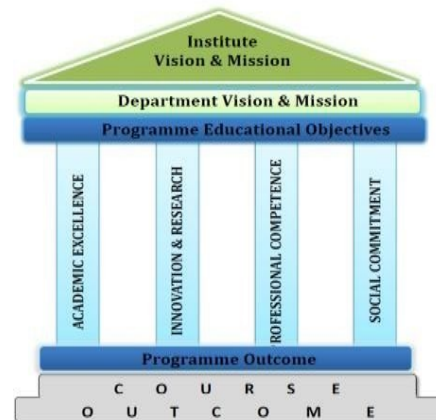
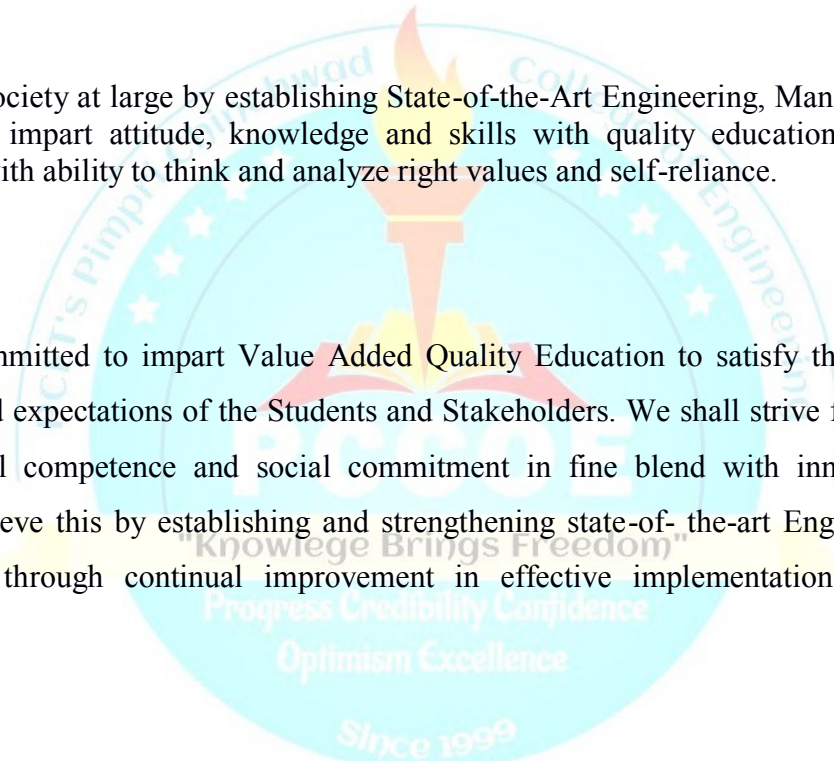
To Serve the Society, Industry and all the Stakeholders through the Value-Added Quality Education.

## 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.



## INDEX

Sr.No.	Content	PageNo.
1	Internship Guidelines	1
2	Rubric R1 – Internship Term Work Evaluation	7
3	Industry Feedback	8
4	Permission Letter	9



## Department of Electronics and Telecommunication.

### Internship Guidelines

		B.TECH Semester-VIII													
Course Code	Course Type	Course Name	Teaching Scheme					Evaluation Scheme							
			L	T	P	Hours	Credits	CE	MTE	ETE	TW	PR	O R	Total	
BET8801	INTR	Internship				40-45 Hrs/Week	3					100			
<b>Total</b>						40-45Hrs/Week	3								<b>100</b>

#### Objectives

- To familiarize learners with various domains in industry and opportunities.
- To introduce students with organizational work ethics and environment.
- To extend the class room learning to the advanced technologies used in various companies or organizations.

#### Outcomes

Students will be able to

- Apply knowledge and skills in a specific field or industry.
- Develop social responsibilities and professional work ethics.
- Develop an ability to work as a member or leader in teams to communicate effectively as well as to manage projects.
- Identify their own educational needs to maintain their competency in the changing world.

#### Internship Guidelines:

- Students must have to opt for technical internship (mandatory internship) after VI semester and before VII semester, preferably during summer break. This internship is considered for credit-based evaluation, which is mandatory for all students.
- Students can avail the internships of **minimum 4 weeks**.
- Student need to submit Synopsis, Permission letter and offer letter to Internship coordinator before proceeding to internship.
- Internship completion will be considered only after submission of valid documents at the end of internship like Completion certificate, Report and presentation of work done, feedback from industry etc.
- Student will appear for term work evaluation where he/she will present the work done before mentor(s) at the end of internship.

#### Types of Internships

Internship may be done through following verticals:

- **Industrial Internship**- Private, Public, LLP or Start-up company

- **Incubation center** - Under start-up or pre-incubation registered with Incubation center, Innovation / Entrepreneurship related activities.
- **Government Sector** - BSNL, BEL, BHEL, ONGC, GMRT etc..
- **Government Research organization** - IIT's, NIT's, IITM, IISR, DIAT, ISRO, TIFR etc..
- **Research lab** - NCL, CSIR, CME, CPR, HEMRL, DRDO, Police Research Centre etc..
- **Institutional Internship\*** - Research lab, Industrial tools, different technical activity clubs, learning at departmental Lab/ Tinkering Lab/ Institutional workshop etc..
- **Socio-techno internship** - Technical activities/work carried out by different social groups can be considered only once as a non-evaluated internship

\*After each semester, applications for institutional internships will be called with all pertinent information and openings.

### Synopsis Report

The group should submit the synopsis before proceeding to internship in the following form.

1. Title of Internship
2. Name of Student
3. Name of Guide
4. Background
5. Survey carried out
6. Internship Project
7. Objectives
8. Work done and technologies used
9. Organization details
10. The synopsis shall be signed by the each student, approved by the guide (along with Internship coordinator) and endorsed by the Head of the Department
11. Permission letter

**Seminar Presentation Guidelines –**

The student will give a seminar presentation based on the internship experience, before an expert committee constituted by the department based on overall learning and achievements during internship. This will be compulsory for Mandatory Internship.

The evaluation will be based on the following criteria:

- Depth of knowledge and skills
- Communication & presentation Skills
- Teamwork 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

**Report writing Guidelines –**

After completing the internship, all interns must submit an internship report to the evaluator that includes company facts, project specifics worked on during the internship, and concluding statements with supervisor remarks.

The report shall be presented covering following recommended fields but limited to:

- Title/Cover Page
- Internship completion certificate.
- Internship Place Details- Company background-organization and activities/Scope and object of the study/ personal observation.
- Abstract/Introduction
- Problem statement/objectives/ Motivation/Scope and rationale of the study
- Methodological details/ Results / Analysis /inferences and conclusion
- Suggestions / Recommendations for improvement to industry, if any
- List of reference (Library books, magazines and other sources)



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 Department of Electronics & Telecommunication  
 Engineering



**Rubric R1 – Internship Term Work Evaluation**

**Title of the Internship**

**Name of the Guide**

**1. Sincerity**

Number of days prescribed while number of days actually attended.

**2. Observation**

Apparent quantum of efforts put in studying the industrial details, motivation, encouragement obtained

**3. Work done:**

Apparent quantum of efforts put in the Internship work, Perseverance, quality and correctness of design, fabrication, and analysis, work ability of the Internship, obtaining the results, documentation, and success in the outcome.

**4. Presentation-Communication and Manners**

Manners, wishing, greeting, permission to begin, permission to proceed, Body Language, Grasp over spoken English, Effectiveness in technical communication of the Internship topic, clarity of concepts, clarity in thought process, Technical Content, Depth  
 Listening and comprehension ability, temperament in question answer session

**5. Quality of the report**

Systematic Organization, Syntactical Errors, Technical Content, Depth, apparent efforts put in the preparation of the report i.e., data collection, expression in own language, application of thought process etc.

*Performance levels (PL): Five Performance levels are defined in this assessment -1. Excellent, 2 Very Good, 3. Good, 4 Average, 5 Weak*  
*Divide Maximum Marks by the number of performances levels i.e., 5 to obtain the increment or decrement of marking*

		1	2	3	4	5	Out of
	Maximum Marks	20	10	20	20	30	100
	Name of the Student						
1							
2							

**Signature and Name of the Guide**

**Signature and Name of Internship Coordinator**



Pimpri Chinchwad Education Trust's  
**Pimpri Chinchwad College of Engineering**  
 Department of Electronics & Telecommunication  
 Engineering



**INTERN FEEDBACK FORM**

<b>Student/Intern Name:-</b>										
<b>Academic Year:- 2022-23</b> S.Y <input type="checkbox"/> T.Y <input type="checkbox"/> B.Tech <input type="checkbox"/>				<b>Student PRN Number</b>				<b>Student Mail ID</b>		
<b>Student Phone Number</b>				<b>Employer Name</b>						
<b>Please Rate your experience for the following parameters on a scale of 1 to 10.</b>										
<b>Work quality:</b> An evaluation of the intern's work performance, including accuracy, attention to detail, and ability to meet deadlines.										<b>Your Score</b>
<b>Poor</b>					<b>Best</b>					<input type="text"/>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	
<b>Technical skills:</b> An assessment of the intern's technical skills and knowledge related to the field they were working in.										<b>Your Score</b>
<b>Poor</b>					<b>Best</b>					<input type="text"/>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	
<b>Communication skills:</b> A review of the intern's communication skills, including their ability to articulate ideas, listen effectively, and collaborate with others										<b>Your Score</b>
<b>Poor</b>					<b>Best</b>					<input type="text"/>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	
<b>Initiative and motivation:</b> An assessment of the intern's level of initiative, drive, and motivation to complete tasks and contribute to the company.										<b>Your Score</b>
<b>Poor</b>					<b>Best</b>					<input type="text"/>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	
<b>Adaptability:</b> A review of the intern's ability to adapt to new situations, learns quickly, and handles challenges.										<b>Your Score</b>
<b>Poor</b>					<b>Best</b>					<input type="text"/>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	
<b>Attitude:</b> An evaluation of the intern's attitude, including their enthusiasm, professionalism, and overall demeanor.										<b>Your Score</b>
<b>Poor</b>					<b>Best</b>					<input type="text"/>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	
<b>Overall impression &amp; Punctuality:</b> The employer provides a final evaluation of the intern's overall performance and suitability for future employment opportunities.										<b>Your Score</b>
<b>Poor</b>					<b>Best</b>					<input type="text"/>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	





PimpriChinchwad Education Trust's  
**PimpriChinchwad College of Engineering**  
Department of E&TC



**Subject – Permission Letter for Internship**

Date:

To,  
The Head of the Department  
PimpriChinchwad college of Engineering,  
Nigdi, Pune-44

From,

Student name with Roll no: \_\_\_\_\_

**Subject:** Request for Permission to Attend the Internship

Respected Sir/Madam,

With due respect, my name is <**Student Name**>from Electronics and Telecommunication, having **Roll no.** \_\_\_\_\_. I am writing this letter to request permission for attending an internship. I recently got selected for <**mention Duration in months**>Training/Internship starting from<**start date**>in<**Company Name**>. The duration of the internship are from<**start date to end date**>. This internship being a really important and integral part of my learning procedures. I request you to consider my situation and grant me permission for the same.

Looking forward to your kind consideration.

Yours,

Sincerely,

Student Name:

% Attendance-

Year with roll no:

**PTG Remark**

**Internship Coordinator Remark-**

**Head of Department Remark-**