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 MECHANICAL ENGINEERING

Internship Guidelines
of
Department of Mechanical Engineering
(Approved by BoS Mechanical Engineering)
(Course 2020)

Effective from Academic Year 2022-23

Department of Mechanical Engineering
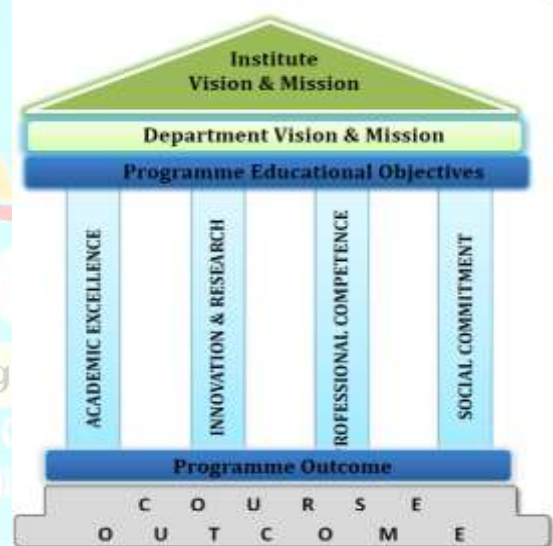
Institute Vision

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.

Department of Mechanical Engineering

Program:	B. Tech. (Mechanical)				Semester: VIII			
Course:	Internship				Code: BME8801			
Teaching Scheme				**Evaluation Scheme**				
Lecture	**Practical**	**Tutorial**	**Credit**	**CE**	**MTE**	**TW**	**Total**	
-	-	-	3	-	-	100	100	

Preamble:
Internships are educational and career development opportunities, providing practical experience in a field. Employers are looking for employees who are properly skilled and have awareness of the industry environment, practices, and culture. The internship is structured, short-term, supervised training often focused on particular tasks or projects with defined time scales. The core objective is to expose technical students to the industrial environment, which cannot be simulated/experienced in the classroom and hence creating competent professionals in the industry and understanding the social, economic, and administrative considerations that influence the working environment of industrial organizations.

Objectives:
1. To expose students to the industry environment and enhance the technical skills while working in the private / public enterprises, government agencies, research labs, or any other organized technical club.
2. To apply knowledge and abilities relevant to engineering technology concepts, principles, and techniques to real-life industrial work/projects.
3. To develop higher order thinking skills to work with people of diverse backgrounds and cultures and to work effectively within cross-disciplined environments.

Outcomes:
On the completion of the course, students will be able to-
1. Demonstrate and apply the academic theory and integrate the fundamental concepts in practice through internship and record the industrial or project activities.
2. Apply appropriate methods and tools to understand and solve given problem and implement improved writing skills to prepare the report.
3. Deliver effective oral presentation by demonstrating effective communication, and professional skills and explore carrier opportunities.

Internship Guidelines:

1. It is mandatory for all students to undergo an internship between 6th and 7th semester summer vacations for the duration of minimum 4 weeks. Internship done during this period will be considered for assessment of TW.
2. The possible opportunities of internships can be availed from
   a. Industries
   b. Research labs or organization
   c. Collegiate clubs
   d. In-house research projects
   e. Online internships
3. Students who are working in various collegiate clubs / teams (like teams associated with SAE BAJA, SAE SUPRA, SAE TIFAN, SAE AERO, ESVC, ROBOCON, clubs etc.) are considered as the internship opportunities. However, such students have to submit the offer letter from the relevant team(s) to the Internship Coordinator and HOD Office.
4. Students can seek help from
   a. the Training and Placement cell along with departmental coordinators assistance
   b. the department / institute faculty members
   c. various personal contacts
   d. students can individually connect with the industries / organizations
5. Once industry / research organization / collegiate club is identified, student is required to get request letter from the Mechanical Engineering Department duly signed by Head of the Department to seek an opportunity for the internship. The letter should be addressed to the HR manager or relevant authority and details should be available with the students.

6. The students are requested to submit the confirmation letter from the industry or research organization or collegiate club to the Internship Coordinator and HOD Office
7. Students on joining the internship will submit the joining report / joining letter / or copy of the confirmation email to Internship Coordinator and HOD Office
8. A faculty member will be associated as a mentor for group of students. He/she will be responsible for monitoring, evaluation and assessment of student internship activities. Faculty is also requested to visit the internship place and submit the formal feedback to the Internship Coordinator.
9. Faculty members are advised to visit the place of internship once / twice during internship period and monitor the progress.

10. The students should submit the progress report fortnightly to the guide and final internship report to the internship coordinator and department office.
11. After completion of the internship, the mentor, along with the assessment panel members, should submit the evaluation report of the students in department office / internship coordinator.
12. Student should receive the Internship Certificate from industry and submit to the internship coordinator and department office.
13. Students shall give a presentation on the internship work carried as a part of Term work. The internship diary and report will be also verified and assessed.

Evaluation Sheet for Internship Diary

Sr. No.	Name of the Student	Roll No.	Evaluation of Internship Diary (Out of 20 Marks)
			Points of Evaluation **1.** Proper and timely documented entries **2.** Adequacy & quality of information recorded **3.** Data recorded **4.** Thought process and recording techniques used **5.** Organization of the information

Evaluation Sheet for Internship Report

Sr. No.	Name of the Student	Roll No.	Evaluation of Internship Report (Out of 30 Marks)
			Points of Evaluation **1.** Representation of adequate information as required in the report **2.** Quality of the report **3.** Punctuality, seriousness and attitude towards submission of the report

Evaluation Sheet for Internship Presentation by student

Name of the Student	Roll No.	Knowledge (30 Marks)	Skills (10 Marks)	Attitude (10 Marks)	Total Marks out of 50
		Parameters Considered: Technical Knowledge, Problem analysis,	Parameters Considered: Communication, Organization of the Presentation	Parameters Considered: Ethics	

Rubrics for Evaluation of Diary

Attribute	Level 1	Level 2	Level 3
1. Proper and timely documented entries	Complied within deadline (04)	Just missed Deadlines (03)	Not followed Deadline but complied the diary entries (01)
2. Adequacy & quality of information recorded	All essential entries recorded (04)	Missed few important entries (02)	Inadequate Entries (01)
3. Data recorded	Relevant information with records of learning through the activities (04)	Relevant information recorded (02)	Relevant information found rarely (01)
4. Thought process and recording techniques used	Excellent demonstration in noting the new concepts learnt (04)	Average entries noted about new concepts learnt (02)	No efforts for entering the notes on new concepts learnt (01)
5. Organization of the information	Neatness in entering the notes datewise (04)	Average presentation of the notes without mention of dates/ Time (02)	Poor Presentation of the notes (01)

Rubrics for Evaluation of Internship Report

Attribute	Average	Good	Excellent
	(5)	(8)	(10)
1. Representation of adequate information as required in the report	Relevant information not presented	Appropriate contents presented	Relevant information compiled with evidences of learning through the activities
2. Quality of the report	Inadequate information that does not demonstrate an insightful mature grasp of the text	adequate information that demonstrates an insightful mature grasp of the text	precise information that demonstrates an insightful mature grasp of the text
4. Punctuality, seriousness and attitude towards submission of the report	missed Deadlines	Just missed Deadlines	Complied within deadline

Rubrics for Evaluation of Internship Presentation by student

Attribute	Average	Good	Excellent
	(3)	(5)	(6)
Technical Knowledge	Reflection of incomplete technical data without learning	Reflection of the relevant technical data without the learning	Reflection of the relevant technical data with learning the concepts from the internship experience.
Problem analysis	Unable to apply the knowledge to analyze the problem.	Successful in applying the knowledge to analyze the problem	Confidently presented the problem analysis
Organization of the Presentation	There is no relevance in organizing the contents of the presentation.	Flow of the presentation is not appropriately reflecting the clarity	Flow of the presentation reflects complete learning
Communication, Presentation	Unable to present fluently and answered few question	Presented fluently but answered few questions.	Successful demonstration with fluency in communication and answered all questions
Ethics	The citations missing, and appears to be original work.	Few citations missing and reflects originality	The data referred is properly cited and reflects originality