

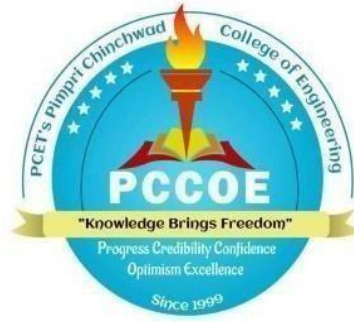
Pimpri Chinchwad Education Trust's

**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 COMPUTER ENGINEERING**



**Internship Guidelines  
of  
Computer Engineering  
(Regulations 2020)**



**Effective from Academic Year 2023-24**

## Institute Vision

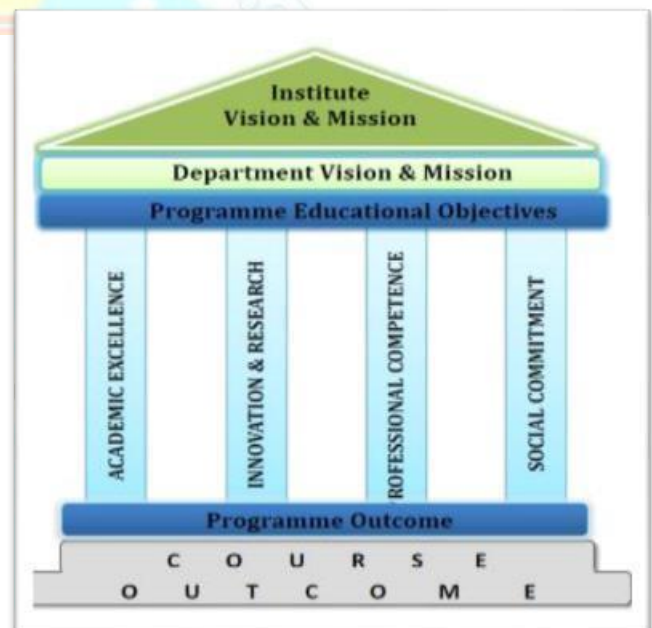
To be one of the top 100 Engineering Institutes of India in coming five years by offering exemplarily Ethical, Sustainable and Value Added Quality Education through a matching ecosystem for building successful careers.

## Institute Mission

1. Serving the needs of the society at large through establishment of a state-of-art Engineering Institute.
2. Imparting right Attitude, Skills, Knowledge for self-sustenance through Quality Education.
3. Creating globally competent and Sensible engineers, researchers and entrepreneurs with an ability to think and act independently in demanding situations.

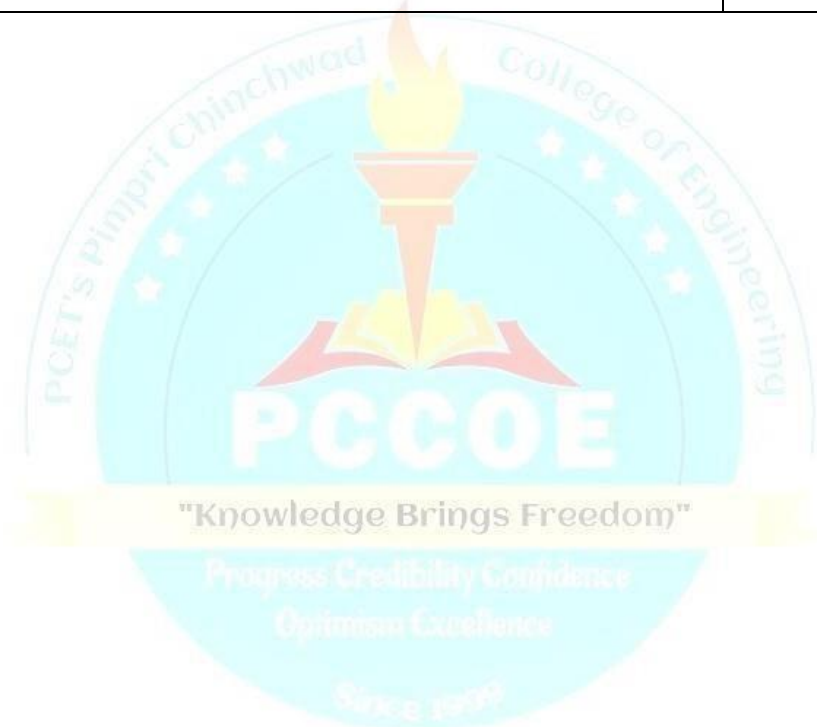
## EOMS Policy

“We at PCCOE are committed to offer exemplarily Ethical, Sustainable and Value Added Quality Education to satisfy the applicable requirements, needs and expectations of the Students and Stakeholders. We shall strive for technical development of students by creating globally competent and sensible engineers, researchers and entrepreneurs through Quality Education. We are committed for Institute’s social responsibilities and managing Intellectual property. We shall achieve this by establishing and strengthening state-of-the-art Engineering Institute through continual improvement in effective implementation of Educational Organizations Management Systems (EOMS).”



## INDEX

<b>Sr. No.</b>	<b>Content</b>	<b>Page No.</b>
1	Internship - Curriculum structure and Guidelines	1
2	Form 1: Student Internship Program Application	3
4	Form 2: Student Feedback of Internship	4
5	Rubrics for Internship Work Evaluation	7



<b>Program:</b>	<b>B.Tech.(Computer)</b>				<b>Semester:</b>	<b>VIII</b>		
<b>Course:</b>	<b>Internship</b>				<b>Code:</b>	<b>BCE8801</b>		
<b>Teaching Scheme (Hrs./Week)</b>					<b>Evaluation Scheme</b>			
<b>Credit</b>	<b>Lecture</b>	<b>Practical</b>	<b>Tutorial</b>	<b>Other</b>	<b>TW</b>	<b>OR</b>	<b>PR</b>	<b>Total</b>
3	-	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. In order to maintain continuity in guidance and effective monitoring, the seminar guides of the students are designated as the internship mentors for the same group of students. 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.

**Course Objectives:**

1. To provide hands-on industry exposure and real-world application of engineering concepts through practical training in a professional environment.
2. To develop technical skills, problem-solving abilities, and project-based learning by engaging in industry-assigned tasks or research activities.
3. To develop the ability to document technical work clearly and professionally using appropriate tools and formats.
4. To enhance professional competencies such as communication, teamwork, time management, and workplace ethics.

**Course Outcomes:**

After learning the course, the students will be able to:

1. Apply the fundamental engineering knowledge in internship project activities
2. Apply appropriate methods and tools to solve given problems
3. Write an effective technical report using different tools
4. Develop professional behavior, teamwork, and effective communication skills through industry exposure.

**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 Incubatee 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:**

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

	Pimpri Chinchwad Education Trust's Pimpri Chinchwad College of Engineering
---	---

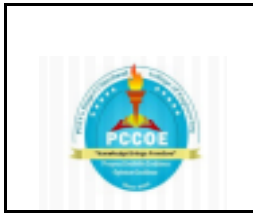
**Form 1: Student Internship Program Application**

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 :			
Name and Sign : (Internship Mentor) Remark :			



Pimpri Chinchwad Education Trust's  
Pimpri Chinchwad College of Engineering

**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):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

<b>This experience has:</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>No Opinion</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
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 which may 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?

---

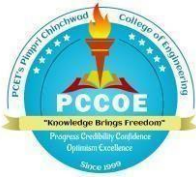
---

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?)

---

---

	Pimpri Chinchwad Education Trust's <b>Pimpri Chinchwad College of Engineering</b>
<b>Rubrics for Internship Work Evaluation</b>	

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]

<b>(R1) Technical Knowledge</b>  [30 Marks]	<b>[26- 30 Marks]</b>  <ul style="list-style-type: none"> <li>Complete explanation of the key concepts.</li> <li>Able to satisfy all technical questions.</li> </ul>	<b>[20-25 Marks]</b>  <ul style="list-style-type: none"> <li>Complete explanation of the key concepts.</li> <li>Able to satisfy almost all technical questions.</li> </ul>	<b>[15-20 Marks]</b>  <ul style="list-style-type: none"> <li>Satisfactory explanation of the key concepts.</li> <li>Able to satisfy most technical questions.</li> </ul>	<b>[10-14 Marks]</b>  <ul style="list-style-type: none"> <li>Satisfactory explanation of the key concepts.</li> <li>Not able to answer technical questions.</li> </ul>	<b>[Below 10 Marks]</b>  <ul style="list-style-type: none"> <li>Unsatisfactory explanation of the key concepts.</li> <li>Not able to answer technical questions.</li> </ul>
<b>(R2) Presentation Skills</b>  [20 Marks]	<b>[18- 20 Marks]</b>  <ul style="list-style-type: none"> <li>Contents of presentations are appropriate and well delivered</li> <li>Proper eye contact with audience</li> <li>Clear voice with good spoken language</li> </ul>	<b>[14-17 Marks]</b>  <ul style="list-style-type: none"> <li>Contents of presentations are appropriate but not well delivered</li> <li>Proper eye contact with audience</li> <li>Clear voice with good spoken language.</li> </ul>	<b>[12-16 Marks]</b>  <ul style="list-style-type: none"> <li>Contents of presentations are not appropriate but well delivered</li> <li>Proper eye contact with audience</li> <li>Clear voice with good spoken language</li> </ul>	<b>[6-11 Marks]</b>  <ul style="list-style-type: none"> <li>Contents of presentations are not well delivered</li> <li>Eye contact with few people and unclear voice.</li> <li>Clear voice with good spoken language</li> </ul>	<b>[Below 6 Marks]</b>  <ul style="list-style-type: none"> <li>Contents of presentations are not appropriate and not well delivered</li> <li>No eye contact</li> <li>Unclear voice with poor spoken language</li> </ul>

<b>(R3)</b>  <b>Outcomes</b>  <b>[30 Marks]</b>	<b>[26- 30 Marks]</b>  <ul style="list-style-type: none"> <li>Achieved all objectives of internship.</li> </ul>	<b>[20-25 Marks]</b>  <ul style="list-style-type: none"> <li>Achieved almost all objectives of internship.</li> </ul>	<b>[15-20 Marks]</b>  <ul style="list-style-type: none"> <li>Achieved most objectives of internship.</li> </ul>	<b>[10-14 Marks]</b>  <ul style="list-style-type: none"> <li>Achieved some objectives of internship.</li> </ul>	<b>[Below 10 Marks]</b>  <ul style="list-style-type: none"> <li>Not able to achieve objectives of internship.</li> </ul>
<b>(R4)</b>  <b>Professional Behavior</b>  <b>[10 Marks]</b>	<b>[9-10 Marks]</b>  <ul style="list-style-type: none"> <li>Politeness,</li> <li>Projecting positive attitude</li> <li>Appropriate dressing</li> </ul>	<b>[7-8 Marks]</b>  <ul style="list-style-type: none"> <li>Politeness,</li> <li>Projecting positive attitude.</li> <li>Inappropriate dressing</li> </ul>	<b>[5-6 Marks]</b>  <ul style="list-style-type: none"> <li>Less Politeness,</li> <li>Projecting positive attitude</li> <li>Inappropriate dressing</li> </ul>	<b>[3-4 Marks]</b>  <ul style="list-style-type: none"> <li>Not Politeness,</li> <li>Projecting positive attitude</li> <li>Inappropriate dressing</li> </ul>	<b>[Below 3 Marks]</b>  <ul style="list-style-type: none"> <li>Not Polite.</li> <li>No positive attitude</li> <li>Inappropriate dressing.</li> </ul>
<b>(R5)</b>  <b>Quality of Report</b>  <b>[10 Marks]</b>	<b>[9-10 Marks]</b>  <ul style="list-style-type: none"> <li>Report in format,</li> <li>Content is clearly written, no grammatical errors.</li> <li>Report submitted on time</li> </ul>	<b>[7-8 Marks]</b>  <ul style="list-style-type: none"> <li>Report in format,</li> <li>Content is written with minor grammatical errors,</li> <li>Report submitted on time</li> </ul>	<b>[5-6 Marks]</b>  <ul style="list-style-type: none"> <li>Report in format,</li> <li>Content is written with minor grammatical errors,</li> <li>Not submitted on time</li> </ul>	<b>[3-4 Marks]</b>  <ul style="list-style-type: none"> <li>Report not in format.</li> <li>Content is written with minor errors</li> <li>Report not submitted on time.</li> </ul>	<b>[Below 3 Marks]</b>  <ul style="list-style-type: none"> <li>Report not in format</li> <li>content is not clearly written,</li> <li>Report not submitted on time.</li> </ul>