



**Marathwada Shikshan Prasarak Mandal's**  
**Deogiri Institute Of Engineering And Management Studies**  
**Chhatrapati Sambhaji Nagar, Maharashtra, India - 431005**  
Recognized by AICTE , New Delhi | Affiliated to Dr. Babasaheb Ambedkar Technological  
University, Lonere | B.Tech | M.tech  
Affiliated to Dr. Babasaheb Ambedkar Marathwada University, Chh. sambhajinagar | MBA

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# **GUIDELINES AND PROCEDURES**

## **FOR**

### **B. TECH. INDUSTRY INTERNSHIP**

#### **VIII SEMESTER**

#### **2023-2024**

**Prepared By**  
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**Assistant Professor and Training and Placement Officer**  
**Mechanical Engineering Department**

## **OBJECTIVES**

Internships are educational and career development opportunities, providing practical experience in a field of Mechanical Engineering. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales.

The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood.

Following are the intended objectives of internship training:

- Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.
- Learn to apply the Technical knowledge in real industrial situations.
- Gain experience in writing Technical reports/projects.
- Expose students to the engineer's responsibilities and ethics.
- Familiarize with various materials, processes, products, and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

## **BENEFITS OF INTERNSHIP:**

### **Benefits to the Industry**

- Availability of ready to contribute candidates for employment.
- Students bring new perspectives to problem solving.
- Visibility of the organization is increased on campus.

- Quality candidate's availability for temporary or seasonal positions and projects.
- Freedom for industrial staff to pursue more creative projects.
- Availability of flexible, cost-effective work force not requiring a long-term employer commitment.
- Proven, cost-effective way to recruit and evaluate potential employees.
- Enhancement of employer's image in the community by contributing to the educational enterprise.

#### **Benefits to Students:**

- An opportunity to get hired by the Industry/ organization.
- Practical experience in an organizational setting.
- Excellent opportunity to see how the theoretical aspects learned in classes are integrated into the practical world. On-floor experience provides much more professional experience which is often worth more than classroom teaching.
- Helps them decide if the industry and the profession is the best career option to pursue.
- Opportunity to learn new skills and supplement knowledge.
- Opportunity to practice communication and teamwork skills.
- Opportunity to learn strategies like time management, multi-tasking etc in an industrial setup.
- Opportunity to meet new people and learn networking skills Makes a valuable addition to their resume.
- Enhances their candidacy for higher education.
- Creating network and social circle and developing relationships with industry people.
- Provides opportunity to evaluate the organization before committing to a full time position.

#### **Benefits to the Institute:**

- Build industrial relations.
- Makes the placement process easier.
- Improve institutional credibility & branding.
- Helps in retention of the students.
- Curriculum revision can be made based on feedback from Industry/ students.
- Improvement in teaching learning process

**To,**  
**The HR Head,**  
**XYZ Ltd,**  
**Chh. Sambahjinagar**

**Subject:** Request Letter for Semester Internship Program in 2023-2024.

Dear Sir,

**Marathwada Shikshan Prasarak Mandal** is one of the oldest organizations in Marathwada. The Mandal has established a land mark in the Education field. Continuing its rich legacy, the Mandal has started **Deogiri Institute of Engineering and Management studies** in the academic year **2009**.

As a part of Dr. Babasaheb Ambedkar Technological University, Lonere Engineering curriculum, Mechanical Engineering students are required practical exposure that would enhance their knowledge learned in the classrooms. This would give them a chance to be exposed to actual working environment. In view of this, we are requesting to you to allow our Mechanical Engineering Final Year Student to undergo One Semester Internship Training and Project in your reputed organization. At the end of the training, we require our student to submit a narrative report of their assigned Job/Project together with the student evaluation of their performance and a certification from the organization. Therefore, we request you to provide an opportunity to them to gain experience under your patronage. We look forward to a continuous and harmonious relationship between your organization and us.

Thank you very much in anticipation for a favorable response on this request.

<b>Sr. No.</b>	<b>Roll No.</b>	<b>Name of Student</b>	<b>Contact No.</b>	<b>Name of Guide</b>	<b>Contact No. of Guide</b>
1					

Thanking you.

Dr. S.V. Lahane  
**Director(I/C)**

## ANNEXURE-I

### JOINING REPORT FOR VIII SEMESTER INTERNSHIP

(To be sent by student within a week of joining to the Industry Internship coordinator, Mechanical Engineering Department, DIEMS, Chh. Sambhajinagar)

1. Class Roll No \_\_\_\_\_
2. College PRN \_\_\_\_\_
3. Dr. BATU PRN \_\_\_\_\_
4. Full Name of the Student (Start with Surname)  
\_\_\_\_\_
5. Residential Address of the Student  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_  
E-mail : \_\_\_\_\_
6. Name & Address of the Industry  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No. \_\_\_\_\_  
E-mail : \_\_\_\_\_
7. Name of the Project in Industry \_\_\_\_\_

I hereby inform that I have joined the organization on \_\_\_\_\_ for the VIII Semester Internship in the industry.

Dated :

Signature of the Student

### CERTIFICATE BY THE AUTHORITY IN THE INDUSTRY

Certified that the above-mentioned student has joined our organization for the VIII Semester Internship in the industry.

Dated :

Signature of the Authority  
(Stamp With Seal)

Name of the Authority:  
Designation:  
Phone No.:  
E-mail (if any):

**MSP Mandal's**  
**Deogiri Institute of Engineering and Management Studies, Aurangabad**  
**Department of Mechanical Engineering**  
**Undertaking for One Semester Internship**

I \_\_\_\_\_ the undersigned B.Tech. Final Year student of \_\_\_\_\_ class having Roll No \_\_\_\_\_ and university PRN \_\_\_\_\_ is ready to join the \_\_\_\_\_ at \_\_\_\_\_

I hereby solemnly aware and undertake that

- a) I will follow all the rules & regulation of respective company after joining.
- b) If I break any rules & regulation of the Institute or company, then I will be solely responsible for action taken by institute & company on me.
- c) I will follow all instruction given by the institute or company throughout my Internship
- d) If required, I will arrange my own vehicle to reach the company every day & also I will follow all traffic rules & regulations.
- e) Prior to Join the company I will take my Insurance Policy & will submit the same towards institute.
- f) I will follow all the safety rules & norms in the industry while working at shop floor.
- g) Details and information given above are complete and true to the best of my knowledge

Insurance Name and Number:

Mobile No:

PAN No:

AADHAR No:

Name of Student:

Guide Sign:

Student Signature:

Date Undertaking Submission:

**Consolidated Summary Sheet of Joining Report**  
(To be submitted by Industry Internship Coordinator, Mechanical Engineering Department)

<b>Sr. No.</b>	<b>Student Roll No.</b>	<b>Student Name</b>	<b>Name of Industry</b>	<b>Name of Industry Guide</b>	<b>Date of Joining</b>	<b>Sign of Industry Authority</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**Industry Internship Coordinator**

**Head of the Department**

**GUIDE FIRST VISIT REPORT**

(To be submitted by College Guide to Industry Internship Coordinator, Mechanical Engineering Department)

Date of Visit: .....

Student Roll No. & Full Name of Student: .....

Name of Industry Authority.....

Designation ..... Phone No. .... E-mail .....

Name of Organization & address: .....

Phone No: ..... E-mail .....

**BRIEF PROGRESS REPORT**

Stipend ( if any ) ..... Accommodation/Meals .....

i) Topic/Title of the Project.....

ii) Type of Project .....

iii) Details of Project .....

iv) Assistance required from the Institute.....

v) Response from the Industry/Remarks of Industry Authorities .....

Possibility of consultancy , if any.....

Remarks of the Guide.....

(Signature of Guide)

Name .....

Designation .....

(Signature of Industry Authority with Stamp)

Name .....

Designation .....



**GUIDE SECOND VISIT REPORT**

(To be submitted by College Guide to Industry Internship Coordinator, Mechanical Engineering Department)

Date of Visit: .....

Student Roll No. and Name.....

Name of Organization: .....

Address (Site/Office): .....

Phone No. : ..... email : .....

**Brief Progress Report**

Title of Project: .....

.....

S.No.	Details of Project Semester Assignments	Status
1		
2		
3		
4		
5		
6		

Assistance Required from the Institute: .....

.....

Response from the Industry : .....

.....

Remarks of Industry Coordinator : .....

.....

Any significant change with respect to the First Visit Report : .....

.....

Any other item: .....

.....

**Over all Progress (Satisfactory/Not Satisfactory):** .....

(Signature of Guide)

Name: .....

Designation:.....

(Signature of Industry Authority with Stamp)

Name:.....

Designation: .....

**CONTENTS OF THE REPORT**

1. Cover page – on hard paper
2. Inner page – same as cover page but on the soft paper
3. Declaration
4. Acknowledgement (if any)
5. Contents
  - Abstract of work----- (One page-It should contain overall summary of your work)
  - Introduction----- (at least five pages- Objectives, Need, Methods)
  - Scope of the work----- (at least one page- Should be part of Social of industry scope)
  - Literature review----- (at least seven pages-It should contain reputed journals like SCI/ESCI/Scopus/UGC/AICTE approved indexed Journals )
  - Experimentation Details----- (at least six pages, should contain flowchart & specification of instruments in table format)
  - Result & Discussion----- (at least eight pages, should contain proper graph, flow chart. etc )
  - Conclusions and Future Scope of Work
  - References (at least 20 papers of SCI/ESCI/Scopus/UGC/AICTE approved indexed Journals & all should be cited in the report)
6. Impediments/difficulties faced during project semester on project work; Suggestions related to work/project semester.
  - Please note the case of letters in the cover page. The 3<sup>rd</sup>. line is 16 pt bold and other lines are 12 pt. The page is centered. Department and Institute names are bold.
  - The matter contained in the report should be typed in MS word (1.5 spacing) Times New Roman, 12 pt or equivalent with other software.
  - Figures and tables may be inserted in the text as they appear or may be appended in order.
  - List of references shall be appended at the end.
  - Subject matter should be typed on both sides.
  - A total of FIVE copies may be prepared – one for the student, second for the Industry Authority, third for the mentor and fourth for the Mechanical Engineering Department.

**PROJECT REPORT**

(Industry Internship Project, January-June 2024)

**(TITLE OF THE PROJECT)**

Submitted by

**(Name of student)**

**Student Roll No. and Dr.BATU PRN No. ....**

Under the Guidance of

**Name of Guide and Designation**

**Name of Industry Authority and Designation**

**MSPM's, Deogiri Institute of Engineering and Management Studies, Aurangabad**

**Department of Mechanical Engineering**

\_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_  
(Start Month) (End Month) (Year)

**DECLARATION**

I hereby declare that the project work entitled (“Title of the project”) is an authentic record of my own work carried out at (Place of work) as requirements of six months VIII Semester Internship for the award of degree of B.Tech (Mechanical Engineering), Deogiri Institute of Engineering and Management Studies, Aurangabad, under the guidance of (Name of Industry Authority) and (Name of Mentor), during \_\_\_\_\_ to \_\_\_\_\_, 20).

(Signature of student)

Name of Student

Student Roll No. and PNR No.

Date: \_\_\_\_\_

Certified that the above statement made by the student is correct to the best of our knowledge and belief.

**(Name, Designation and Sign)**

**Guide**

**(Name, Designation and Sign)**

**Industry Authority**

**FEEDBACK FROM INDUSTRY ON VIII SEMESTER INTERNSHIP**

- |    |   |          |   |   |   |
|----|---|----------|---|---|---|
| 1. | Were the students serious about their work?   | A        | B | C | D |
| 2. | Were they allotted specific projects?   | Yes / No |   |   |   |
| 3. | Has the work done by the students been of value to the Company?   | Yes / No |   |   |   |
| 4. | Did the students have adequate background knowledge?  | A        | B | C | D |
| 5. | Did the students have adequate maturity and adjustability?  | A        | B | C | D |
| 6. | Do you think that the Institute can interact with the industry / organization in some other way also? Please specify. | Yes / No |   |   |   |
| 7. | How do you rate the student overall?  | A        | B | C | D |
| 8. | Will you consider the student to be absorbed in your organization (if chance given)?                                  | Yes / No |   |   |   |
| 9. | Would you like to take DIEMS students again in next year?   | Yes / No |   |   |   |

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<b>3</b>	<b>Excellent</b>
<b>2</b>	<b>Very Good</b>
<b>1</b>	<b>Satisfactory</b>

Signature \_\_\_\_\_

Name, Designation of Industry Authority with Stamp: \_\_\_\_\_

## STUDENTS FEED BACK FORM

1. Name and Place of the Industry:

2. Student's name

3. Student Roll No., PNR No.

Branch

4. Are you satisfied with the manner the department did your:

(i)	Placement in various industrial units	Satisfied	Unsatisfied
(ii)	Registration & Orientation	Satisfied	Unsatisfied
(iii)	Evaluation	Satisfied	Unsatisfied

If not satisfied, please give your suggestions overleaf.

5. Was the technical assistance/guidance received from the Institute satisfactory? If not, identify the areas where assistance was lacking?

6. Were you given a single project or number of similar projects?

Single	No. of Projects	
--------	-----------------	--

7. Specify below areas of the project carried out by you

Analysis & Design/Fabrication/  
R&D/Supervision/.....

i. What additional subjects did you study in order to successfully complete the projects in the Industry?

PROJECT	SUBJECT

9. Problems faced in the Industry with regard to:

- i) Project identification
- ii) Problem analysis
- iii) Implementation of the Project
- iv) Acceptance in Industry
- v) Recognition of the work done by you

YES	No

10. Has the Project Semester proved to be an exercise that has enhanced your

I **Personal Attributed at work:**

- i) Communications Skills
- ii) Confidence level
- iii) Creativity
- iv) Planning skills
- v) Adaptability
- vi) Being methodical
- vii) Organizational skills

YES	No

II **Technical Aspects**Knowledge  
Skill at work


11. Were you provided the following

- i) Stipend
- ii) Accommodation
- iii) Conveyance


12. Any additional information/suggestion for further improvement of the project:

3-Excellent

2-Good

1-Fair

### **Grading/Marking/Evaluation System**

The performance of the student is to be reported in terms of broadband grades. The following letter grades are to be used: -

<b>Number rating</b>	<b>Performance</b>
3	Excellent
2	Very Good
1	Satisfactory

### **Evaluation Parameters:**

Following parameters may be kept in mind while evaluation evaluating the student:

<b>i</b>	<b>JOB KNOWLEDGE</b> (refers to knowledge clarity of fundamentals, and latest development)	<b>ix</b>	<b>ADAPTABILITY TO NEW ENVIRONMENT</b> (refers to ability to acclimatize himself/herself to new work environment/culture.
<b>ii</b>	<b>CREATIVITY</b> (refers to the ability to generate new and practical ideas for improvement of systems and operations related to the job)	<b>X</b>	<b>PROBLEM FORMULATION</b> (refers to initiative shown in converging to project formulation)
<b>iii</b>	<b>PLANNING SKILLS</b> (refer to the ability to conceptualize all aspect of the project and to systematically plan the series of activities to achieve the goals)	<b>xi</b>	<b>TECHNIQUES/TOOLS</b> used at various stages
<b>iv</b>	<b>ORGANISING SKILLS</b> (refers to the ability to mobilize co-ordinate, integrate various activities/resources to achieve fast completion)	<b>xii</b>	<b>EXECUTION OF THE PROJECT(S)</b> (refers to (a) Setting Time frames (b) Efforts put into complete the project. Maintenance of work diary.
<b>v</b>	<b>APPLICATION SKILLS</b> (refer to the ability to apply knowledge to real life situations)	<b>xiii</b>	<b>PROJECT REPORT &amp; DEFENCE</b>
<b>vi</b>	<b>JOB INVOLVEMENT</b> (refers to the concern and diligence shown in execution of the project)	<b>xiv</b>	<b>PRESENTATION</b> (Refers to style and effectiveness)
<b>vii</b>	<b>INTERPERSONAL RELATIONSHIP</b> (refers to ability to work harmoniously with superiors and subordinates)	<b>xv</b>	Written Expression
<b>viii</b>	<b>REGULARITY &amp; PUNCTUALITY</b> (refers to (i) Sanctioned authorized leave, absence without permission (ii) late coming & leaving work place early)	<b>xvi</b>	Oral Expression