

GUJARAT TECHNOLOGICAL UNIVERSITY (GTU)

Competency-focused Outcome-based Green Curriculum-2021 (COGC-2021)

Semester -V

Course Title: Summer Internship-II

(Course Code: 4350604)

Diploma programme in which this course is offered	Semester in which offered
Diploma in Civil Engineering	5 th semester

1. RATIONALE

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. AICTE has initiated various activities for promoting industrial internship at the diploma level in technical institutes. The internship experience will augment outcome-based learning process and inculcate various attributes in a student in line with the graduate attributes defined by the NBA. Internships are educational and career development opportunities, providing practical experience in a field or discipline.

New technologies are developing fast and its effects can be seen in our society. Summer internship is a good option by which students to get flavor of such emerging technology and familiar with industry environment to identify scope and focus of their career development opportunities. Main objective of summer internship is hand-on practice to expose students for thinking about professional career by observing, understanding, adopting mechanism of ongoing work of industry and to obtain various types of skills.

The duration of internship will be 6 weeks. It will be started during summer vacation after 4th semester or during 5th Semester.

Offline internship in industry - During the summer vacation after 4th semester, students are ready for industrial experience. Therefore, they may choose to undergo Internship / Innovation / Entrepreneurship related activities. Students may choose either to work on innovation or entrepreneurial activities resulting in start-up or undergo internship with industry/ NGO's/ Government organizations/ Micro/ Small/ Medium enterprises to make themselves ready for the industry.

Students are suggested to select branch specific training in Civil Industry. Students are supposed to produce joining letter and relieving letter once the internship is over.

Student's needs to report at institute for 6 weeks progress to internal internship guide/supervisor in suggested reporting format which is given in syllabus and represent his/her work carried out for monitoring and evaluation purpose.

2. COMPETENCY

The purpose of this course is to help the student to attain the following industry identified competency through various teaching-learning experiences:

Develop multiple types of skills such as planning, supervision, work ethics, communication, collaboration, decision making / Problem solving and management skills along with selected technical knowledge.

3. COURSE OUTCOMES (COs)

The practical exercises, the underpinning knowledge and the relevant soft skills associated with the identified competency in the field of Civil Engineering are to be developed in the student for the achievement of the following COs:

CO:1 Learn and adopt the engineer's role and responsibilities with ethics.

CO:2 Develop Skills required for business environment, operations, and procedures.

CO:3 Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

CO:4 Get possible opportunities to learn, understand and sharpen the technical skills required for technical advancement.

CO:5 Develop life-long learning skills for a successful professional career.

4. TEACHING AND EXAMINATION SCHEME

Teaching Scheme (In Hours)			Total Credits (L+T/2+P/2)	Examination Scheme				Total Marks
				Theory Marks		Practical Marks		
L	T	P	C	E	M	I	V	
0	0	6	3	0	0	50	50	100

Offline internship in industry: I & V Assessment will be carried out based on submitted progress report by Industry resource person & report and presentation of student work by institute resources person.

Legends:L- Lecture;T–Tutorial,P–Practical,E– Theory External, M - Theory Internal, I– Practical External, V - Practical Internal,

List of Documents to be prepared for Submission:

1. All 6 weeks Work Report Sheet signed by internal/external mentor from industry (suggested format given in syllabus).
2. Student Attendance Sheet Report for summer internship (suggested format given in syllabus).
3. Detail report duly signed and approved by the internal/external mentor from industry.
4. Presentation softcopy approved by the internal/external mentor from industry.
5. Poster of summer internship activities approved by the internal/external mentor from industry.

Note: Department Internship Program Coordinator/TPO should inform students in advance about Summer Internship-II as First six weeks will be as summer internship. So, a student needs to finalize offline training from industry before commencement of 5th semester and report at institute.

5. INTERNSHIP GUIDELINES:

The T&P cell of the department/college will arrange internship for students in industries/organization after fourth Semester or as per AICTE/ Gujarat Technological University (GTU) guidelines. The general procedure for arranging internship is given below:

Step 1: Request Letter/ Email from the office of Training & Placement cell of the department/college should go to industry to allot various slots of Summer Internship-II (6 weeks) during summer vacation after 4th semester as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training.

Step 2: Industry will confirm the summer internship-II slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the summer internship-II themselves the confirmation letter will be submitted by the students in the office of Training & Placement cell of concerned department. Based on the number of slots agreed to by the Industry / University guideline, TPO in consultation with Head of the Department (HOD) will allocate the students to the industry. In addition, the Internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the TPO or other members of the T&P cell / Faculty members who are particularly looking after the Summer Internship-II of the students.

Step 3: Students on joining summer internship-II at the concerned Industry / Organization, submit the Joining Report/Letters / Email.

Step 4: Students undergo industrial training/ summer internship-II at the concerned Industry / Organization. In-between internship guide/supervisor evaluate(s) the performance of students once/twice by visiting the Industry/Organization or if field visit is not possible then he/she may contact students by video calling and evaluate accordingly.

Step 5: Students will submit training report after completion of internship to their internship guide/supervisor.

Step 6: Department will keep all the record of the students.

6. SUGGESTED STUDENT ACTIVITIES

Following are the suggested student-related curricular, co-curricular activities which can be undertaken to accelerate the attainment of the various outcomes in this course: Students should perform following activities and prepare reports and give presentation in

front of students and faculty members. They should also collect/record physical evidences for their (student’s) portfolio which may be useful for their placement interviews:

- a) Perform various tasks given by industry resources person during offline internship.
- b) Summer Internship program Interns are required to give a presentation before the review committee consisting of a group of academic staff members.
- c) The review committee gives feedback and suggests possible improvements in the work.
- d) At the end of the program all the Summer Internship program Interns make a poster presentation of the work carried out. The poster presentation is open to the public. It is also evaluated by faculty members.
- e) A completion certificate will be issued to all Summer Internship program Interns only after the completion of internship tenure.

7. PO-COMPETENCY-CO MAPPING

Semester V	Summer Internship-II(Course Code: 4350604)						
	POs and PSOs						
Competency & Course Outcomes	PO 1 Basic & Discipline specific knowledge	PO 2 Problem Analysis	PO 3 Design/development of solutions	PO 4 Engineering Tools, Experimentation & Testing	PO 5 Engineering practices for society, sustainability & environment	PO 6 Project Management	PO 7 Life-long learning
<p>Competency: Develop effective programming skills, problem-solving abilities, and technical knowledge to design and develop innovative solutions during gaining hands-on experience for professional development opportunities.</p>							
<p><u>Course Outcomes</u> 1. Learn and adopt the engineer’s role and responsibilities with ethics.</p>	2	2	2	2	2	1	1
<p>2. Develop managerial skills required for business environment, operations, and procedures</p>	1	1	1	1	1	3	2

3. Understand the psychology of the workers and their habits, attitudes and approach to problem solving.	-	2	-	-	-	1	2
4. Get possible opportunities to learn, understand and sharpen the technical skills required for technical advancement.	2	2	3	2	2	-	1
5. Develop life-long learning skills for a successful professional career.	1	1	1	1	-	1	3

Legend: '3' for high, '2' for medium, '1' for low or '-' for the relevant correlation of each competency, CO, with PO/ PSO

8. INTERNSHIP EVALUATION:

Internship is an academic assignment and the grade will be determined based on the following criteria:

Course Requirements	Percent
External Mentors Evaluation	30%
Student Attendance Report	10%
6-week Worksheet Reports	20%
Internship Report preparation	20%
Presentation Evaluation/viva-voce	20%

Summer Internship-II Registration Form

Student Details												
Enrollment Number												
Student Name												
Student Details	Mobile Number:											
	Email Address:											
Branch												
Institute Code and Name												
Mentor Details (Institute)	Name:											
	Designation:											
	Mobile No:											
	Email Address:											

Industry Details	Name:
	Address:
	Email:
	Phone:
	Website:
Mentor Details (Industry)	Name:
	Designation:
	Mobile No:
	Email Address
Mode of Internship Carried Out	Offline
Title of Internship carried out	
Nature of Work Carried Out	Construction/maintenance/repair/retrofitting/restoration/design/irrigation/survey/soil/testing Other please Specify_____

Student's Signature

Internship Mentor's Signature

Summer Internship-II Suggested Letter for Completion

[Company/Institute/Department letterhead]

No:

Date

TO WHOM SOEVER IT MAY CONCERN

This is to certify that, Mr. /Mrs. _____

Enrollment Number of Student _____

Has successfully completed a six-weeks Internship in the field of _____

From the date: _____ To date: _____

[90%Attendance is mandatory for completion of Internship]

During the period of his/her summer internship program with us, He/ She were exposed to following different activities/processes and were found sincere and hardworking.

1. _____
2. _____
3. _____
4. _____

Internship Mentor Signature with stamp

SUMMER INTERNSHIP –II SUGGESTED 6 WEEK WORK SHEET REPORT				
Student Name:				
Enrollment No:				
Summer Internship Company/ Organization Name				
Address of Company/ Organization				
Student’s Activity Details:				
Week Number	Start Date to End Date	Tasks to be assigned	Tasks to be completed	Remarks

Signature of Company Person/mentor

[TO BE FILLED BY INTERNAL INTERNSHIP GUIDE/FACULTY ONLY]

Any Suggestion/Remarks

Signature of Internal Internship Guide/Faculty

SUGGESTED STUDENT ATTENDANCE SHEET REPORT

ORGANIZATION INFORMATION

Organization Name

Organization Address

Organization Email ID

STUDENT INFORMATION

Name of Student:

Enrollment No:		Name of Course:	
Date of Commencement of training:		Date of Completion of Training	
Internship Title			

Student's Attendance Sheet

Week No	Day of week	Day1	Day2	Day3	Day4	Day5	Day6	Total Present days
Week 1	Date							
	PR/AB							
Week 2	Date							
	PR/AB							
Week 3	Date							
	PR/AB							
Week 4	Date							
	PR/AB							
Week 5	Date							
	PR/AB							
Week 6	Date							
	PR/AB							
Total Count of student's presents during internship								
Total Working days of company during internship								
Student's percentage present during internship								

NOTE:1. Attendance sheet should be submitted after completion of training to internal internship mentor.

Comments if any:

Signature of Company internship person with company stamp/seal:

Name of Company internship person:

Contact No of Company internship person:

SUGGESTED INDUSTRY SUPERVISOR EVALUATION OF INTERN

Student Name:	
Enrollment No:	
Internship Title:	
Company/ Organization Name:	

Name of mentor:	
Date of Internship:	

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs improvement	Satisfactory	Good	Very Good	Excellent
Behaviors					
Performs in a dependable manner					
Cooperates with co-workers and supervisors					
Shows interest in work					
Learns quickly					
Shows initiative					
Produces high quality work					
Accepts responsibility					
Accepts criticism					
Demonstrates organizational skills					
Uses technical knowledge & expertise					
Shows good judgment					
Demonstrates creativity/originality					
Analyzes problems effectively					
Is self-reliant					
Communicates well					
Writes effectively					
Has a professional attitude					
Gives a professional appearance					
Is punctual					
Uses time effectively					

Overall performance of student (circle one): (Needs improvement/ Satisfactory/Good/Very good/Excellent)

Additional comments, if any:

Signature of Industry supervisor _____

SUGGESTED EVALUATION REPORT FOR INTERNAL MENTOR:

Student Name:	
Enrollment No:	
Internship Title:	

Company/ Organization Name:	
Name of mentor:	
Date of Internship:	

Presentation/Poster evaluation		1 to 5
A. Poster/Report		
Clarity	Clearly expressed, easily understood, comprehensible.	
Relevance	Relevant, related to the matter at hand, to the point, focused.	
Organization	Logically organized, structured, rational, coherent, and reasonable.	
Grammar	Correct grammar usage and construction.	
B. Problem solving skills		
Define	Conceptualizes problems in a workable and manageable manner.	
Analyze	Breaks down into critical and significant components	
Formulate	Creates and develops proposed modifications or solutions.	
Evaluate	Validates the effectiveness of the proposed solutions.	

9. REFERENCE

- [AICTE Internship Policy.pdf \(aicte-india.org\)](http://aicte-india.org)

10. COURSE CURRICULUM DEVELOPMENT COMMITTEE

GTU Resource Persons

No.	Name and Designation	Institute	Email ID
1	Hiteshkumar T. Patel, Lecturer in Civil Engineering	K D Polytechnic, Patan	htpatel20@gmail.com
2	Devendrakumar N. Sheth, Lecturer in Civil Engineering	Government Polytechnic, Palanpur	devendra_civil@yahoo.com
3	Arvindkumar R. Patel, Lecturer in Civil Engineering	Government Polytechnic, Palanpur	arvindpatel19@gmail.com