

## **Guidelines for Internship Report:**

### **Student's Diary/ Daily log**

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' thought process and reasoning abilities. The students should record in the daily training diary the day to day account of the observations, impressions, information gathered and suggestions given, if any. It should contain the sketches & drawings related to the observations made by the students.

The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working.

Student's Diary and Internship Report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Institute immediately after the completion of the training. It will be evaluated on the basis of the following criteria:

- Regularity in maintenance of the diary.
- Adequacy & quality of information recorded.
- Drawings, sketches and data recorded.
- Thought process and recording techniques used.
- Organization of the information.

**Internship Report:**

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. The student may contact Industrial Supervisor/Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor, Departmental TPC and Faculty Mentor. The Internship report will be evaluated on the basis of following criteria:

- i. Originality.
- ii. Adequacy and purposeful write-up.
- iii. Organization, format, drawings, sketches, style, language etc.
- iv. Variety and relevance of learning experience.
- v. Practical applications relationships with basic theory and concepts taught in the course.

**Outcomes of Internship/Training:**

After completion of the internship students will be able:

1. To apply knowledge and skills learned in company/industry/organization to real-world problems
2. To function in a team work
3. To use experience related to professional and ethical issues in the work environment
4. To explain the impact of engineering solutions, developed in a project, in a global, economic, environmental, and societal context
5. To find relevant sources (e.g., library, Internet, experts) and gather information
6. To use new tools and technologies
7. Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

## **Format of Summer Internship Report:**

The report shall comply with the summer internship program principles. Main headings are to be centered and written in capital boldface letters. Sub-titles shall be written in small letters and boldface. The typeface shall be Times New Roman font with 12pt. All the margins shall be 2.5cm. The report shall be submitted in printed form and filed. An electronic copy of the report shall be recorded in a CD and enclosed in the report. Each report shall be bound in a simple wire vinyl file and contain the following sections:

- Cover Page
- Page of Approval and Grading
- Abstract page: An abstract gives the essence of the report (usually less than one page). Abstract is written after the report is completed. It must contain the purpose and scope of internship, the actual work done in the plant, and conclusions arrived at.
- TABLE OF CONTENTS (with the corresponding page numbers)
- LIST OF FIGURES AND TABLES (with the corresponding page numbers)
- DESCRIPTION OF THE COMPANY: Summarize the work type, administrative structure, number of employees (how many engineers, under which division, etc.), etc. Provide information regarding
  - Location and spread of the company
  - Number of employees, engineers, technicians, administrators in the company
  - Divisions of the company
  - Your group and division
  - Administrative tree (if available)
  - Main functions of the company
  - Customer profile and market share
- INTRODUCTION: In this section, give the purpose of the summer internship, reasons for choosing the location and company, and general information regarding the nature of work you carried out.
- PROBLEM STATEMENT: What is the problem you are solving, and what are the reasons and causes of this problem.
- SOLUTION: In this section, describe what you did and what you observed during the summer internship. It is very important that majority of what you write should be

based on what you did and observed that truly belongs to the company/industry/organization.

- **CONCLUSIONS:** In the last section, summarize the summer internship activities. Present your observations, contributions and intellectual benefits. If this is your second summer internship, compare the first and second summer internships and your preferences.
- **REFERENCES:** List any source you have used in the document including books, articles and web sites in a consistent format.
- **APPENDICES:** If you have supplementary material (not appropriate for the main body of the report), you can place them here. These could be schematics, algorithms, drawings, etc. If the document is a datasheet and it can be easily accessed from the internet, then you can refer to it with the appropriate internet link and document number. In this manner you don't have to print it and waste tons of paper.