

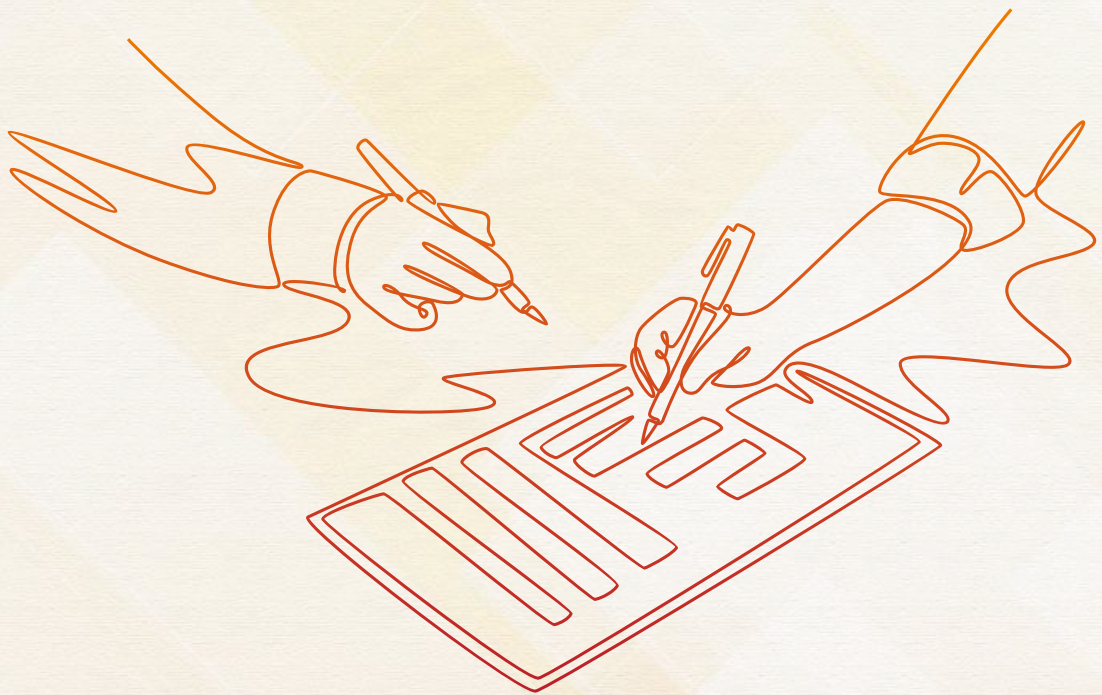


**MANDSAUR
UNIVERSITY**

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INTERNSHIP GUIDELINES & STANDARD OPERATING PROCEDURES (SOPs)



Internship Guidelines & Standard Operating Procedures (SOPs)

- The Dean/ Principal/ HoDs/ Department Internship Coordinator/ Training & Placement Opportunities (TPO) Cell Team Members will arrange internship for students in industries/ organization after second, fourth and six/seventh semester(s).
- The general procedure for arranging internship is given below:
 - Step 1: Student will submit the Student Internship Application. (See **Appendix 1**)
 - Step 2: Request Letter/ E-mail from the office of Dean/ Principal/ HoD/ Department Internship Coordinator/ TPO Cell Coordinator should go to industry to allot various slots of 4-6 weeks/ 120 hrs during internship periods for the students. Students request letter/ profile/ interest areas may be submitted to industries for their willingness for providing the training. (See **Appendix 2**)
 - Step 3: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ E-mail. In case the students arrange the training themselves, the confirmation letter will be submitted by the students to the department internship coordinator and also a copy to his/her Mentor. Based on the number of slots agreed by the Industry, Internship coordinator after discussion with HoD and TPO will allocate the students to different industry depending on students' area of interest.
 - Step 4: Students on joining Training at the concerned Industry/ Organization, submit the Joining Report/ Letters/ E-mail provided by internship provider to department internship coordinator. Students, Industry Supervisor and Faculty Mentor to fill up the form mentioning the Objectives, Guidelines and Agreement Details in this Internship Synopsis. (See **Appendix 3**)
 - Step 5: In between internship department coordinator/ faculty mentor takes review of the performance of students once/ twice in a week by taking performance status of the students and submitted to the HoD office/ TPO with the consent of industry persons/ Trainers. Student to maintain a daily diary/ daily log. (See **Appendix 4**)
 - Step 6: Students to be evaluated by the Industry Supervisor at the end of the internship by filling up the Internship Evaluation Form. (See **Appendix 5**)
 - Step 7: Students to submit the internship feedback to the internship coordinator. (See **Appendix 6**) Students will also submit training report to the faculty mentor and industry mentor after completion of internship. (See **Appendix 7**)
 - Step 8: Training Certificate to be obtained from industry.
 - Step 9: Students have to present internship work to the department internship coordinator as per the schedule given by internship coordinator along with report, certificate and presentation.

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. The diary should also be shown to the Faculty Mentor visiting the industry from time to time and got ratified on the day of his visit. 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.

The maintenance of the Student's Diary/ Daily Log is recommended. However, if the host organization/ company has its own reporting system, confidentiality policy, or does not permit interns to maintain a daily diary or obtain daily signatures, the requirement shall be considered optional. In such cases, students may maintain a brief personal record of their learning outcomes, subject to the organization's policies.

Where the host organization permits to maintain a Student's Diary/ Daily Log, it shall be evaluated based on the following criteria:

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

Note: The Student's Diary/ Daily Log is encouraged as a learning and documentation tool. However, its maintenance shall not be mandatory where the host organization does not permit daily documentation or follows its own internal reporting and confidentiality policies.

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/ Department Internship Coordinator 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, Department Internship Coordinator and HoD/Dean. The Internship report will be evaluated on the basis of following criteria:

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

MONITORING & EVALUATION OF INTERNSHIP

The Internship of the students will be evaluated in three stages:

1. Evaluation by Industry.
2. Evaluation by Department Internship Coordinator and Faculty Mentor.
3. Evaluation through seminar presentation/ viva-voce at the university

EVALUATION BY INDUSTRY

The industry will evaluate the students based on the Punctuality, Eagerness to Learn, Maintenance of Daily Diary and skill test in addition to any remarks.

EVALUATION BY DEPARTMENT INTERNSHIP COORDINATOR

Department internship coordinator will evaluate the internship based on review provided by industry. Department internship coordinator makes a surprise call to student or their parents to check the student's presence, if the student is found absent without prior intimation, entire training will be cancelled. Students should inform the faculty mentor as well as the industry supervisor at least one day prior to availing leave by email. Students are eligible to avail 1-day leave in 4 weeks and 2 days leave in 6 weeks of the internship period apart from holidays and weekly offs.

EVALUATION THROUGH SEMINAR PRESENTATION / VIVA-VOCE AT THE UNIVERSITY

The student will give a seminar based on his training report before an expert committee constituted by the concerned department as per norms of the university. The evaluation will be based on the following criteria:

- Quality of content presented.
- Proper planning for presentation.
- Effectiveness of presentation.
- Depth of knowledge and skills.
- Attendance record, daily diary, departmental reports shall also be analysed along with the Internship Report. Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

FORMATS FOR ORGANIZING INTERNSHIPS

Appendix 1

STUDENT INTERNSHIP APPLICATION

Complete and submit to the Dean/ HoD/ TPO through Department Internship Coordinator. (Type or write clearly)

Student Name:			
Home Address		Phone	
Email Address			
Program		Internship Semester	
Overall GPA & CGPA			
Internship Preferences	Location	Core Area	Company/ Institution
Preference-1			
Preference-2			
Preference-3			
Department Internship Coordinator's Signature: _____			Date: _____
(Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program and has received approval from his/ her Industry Advisor)			
Student's Signature: _____			Date: _____
(Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program)			

Appendix 2

REQUEST LETTER FROM UNIVERSITY TO INTERNSHIP PROVIDER

To

The General Manager (HR)

Subject: REQUEST FOR 120 Hrs Industrial Training of B.Tech CSE/ AI/ BCT/ 4years Degree Program

Dear Sir,

Our students have undergone internship training in your esteemed Organization in the previous years.

I acknowledge the help and the support extended by your organisation to our students during training in previous years.

(For first time industry you can rewrite as required). In view of the above, I request your good self to allow our following _____students for practical training in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S. No.	Name of Student	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/ Off Campus Interview for _____ batch passing out students in above branches.

A line of confirmation will be highly appreciated. With warm regards,

Yours sincerely,

Dean/ HoD/ TPO

Appendix 3

OBJECTIVES/ GUIDELINES/ AGREEMENT: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY MENTOR)

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty mentor and industry supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

Part I: Contact Information

Student (Following information to be filled up by the student):

Name: _____ Student ID: _____ Class/ Year: _____

Campus Address: _____

City, State: _____

Phone: _____ E-mail: _____

Industry Supervisor (Following information to be filled up by the Industry Supervisor):

Name: _____ Title: _____

Company/ Organization: _____

Internship Address: _____

City, State, Pin: _____

Phone: _____ E-mail: _____

Faculty Mentor (Following information to be filled up by the Faculty Mentor):

Name: _____ Phone: _____

Campus Address: _____

Academic Credit Information: _____

Internship Title: _____ Department: _____

Course: _____ Credits: _____

Hours per Week: _____ Internship is: Paid _____ Unpaid _____

Part II: Internship Objectives/ Learning Activities:

What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding
- Skills

Learning Activities: How will your internship activities enable you to acquire the knowledge/ understanding, and skills you listed above.

On the Job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching/ Mentoring Activities: How your technical knowledge can be applied at the site of the internship? How you can create value through mentoring/ help people to learn new things?

Off the Job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: Your internship industry supervisor will provide you a written evaluation of your internship. Describe in detail what other evidence you will provide to your faculty mentor to document what you have learned (e.g., journal, analytic paper, project, descriptive paper, oral presentation, etc.). Include deadline dates.

Part III: The Internship

Job Description: Describe in detail as much as possible your role and responsibilities while pursuing your internship in corporate. List duties, projects to be completed, deadlines, etc. Explain how you can contribute to the organization/ site of internship.

Supervision: Describe in as much detail as possible the supervision to be provided/ needed at the work site. List what kind of instruction, assistance, consultation you received, and from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: Agreement

This contract may be terminated or amended by the HoD/ department faculty coordinator, or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.

Student: _____	Date: _____
Faculty Mentor: _____	Date: _____
Department Faculty Coordinator: _____	Date: _____
Dean/ Principal/ HoD: _____	Date: _____
Industry Supervisor: _____	Date: _____

Appendix 4

STUDENT'S DAILY DIARY/ DAILY LOG (Optional*)

Day 1:		Date:	
Time of Arrival:		Time of Departure:	
Dept./ Division:		Name of Finished Task:	
Name of Supervisor/ Team Leader			
with E-mail ID:			
Major Activities Performed on the Day:			

* Submission of a daily internship report may not be feasible in all companies or industries due to their work policies, confidentiality requirements, or operational practices. Therefore, maintaining a daily report shall be optional. The faculty mentor/ department faculty coordinator should verify whether the organization permits the preparation of daily reports. If permitted, students are encouraged to maintain and submit the daily report; otherwise, they may inform mentor about summary of the work completed during the internship, as approved by the industry mentor.

Appendix 5

INTERNSHIP EVALUATION FORM

Student Name: _____ Date: _____

Industry Supervisor: _____ Title: _____

Company/ Organization: _____

Internship Address: _____

Dates of Internship: From: _____ To: _____

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

Parameters	Needs Improvement	Satisfactory	Good	Excellent
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 and expertise	☐	☐	☐	☐
Shows good judgment	☐	☐	☐	☐
Demonstrates creativity/ originality	☐	☐	☐	☐
Analyses problems effectively	☐	☐	☐	☐
Self-reliant	☐	☐	☐	☐
Communicates well	☐	☐	☐	☐
Writes effectively	☐	☐	☐	☐
Has a professional attitude	☐	☐	☐	☐
Gives a professional appearance	☐	☐	☐	☐
Punctual	☐	☐	☐	☐
Uses time effectively	☐	☐	☐	☐

Overall Performance of Student Intern (Circle One):

(Needs Improvement): _____

(Satisfactory): _____ (Good): _____ (Excellent): _____

Name of Industry Supervisor: _____ Date: _____

Appendix 6

STUDENT FEEDBACK ON INTERNSHIP (TO BE FILLED UP BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____

Date: _____ Industry Supervisor: _____ Title: _____

Supervisor E-mail: _____ Internship is: Paid _____ Unpaid _____

Company/Organization: _____

Internship Address: _____

Faculty Mentor: _____ Department: _____

Dates of Internship: From _____ To _____

Please fill out the above in full detail. Give a brief description of your internship work (title and tasks for which you were responsible). Was your internship experience related to your major area of study?

Yes, to a large degree _____; Yes, to a slight degree _____; No, not related to at all _____.

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

- (1) In the university internship program, faculty members are expected to be mentors for students. Do you feel that your faculty mentor served such a function? Why or why not?
- (2) How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?
- (3) In what areas did you most develop and improve?
- (4) Which industrial standards you learned and applied in development?
- (5) What has been the most significant accomplishment or satisfying moment of your internship?
- (6) What did you dislike about the internship?
- (7) Considering your overall experience, how would you rate this internship? (Tick mark one). (Satisfactory/ Good/ Excellent)
- (8) 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? Was more of an orientation required?)

Appendix 7

REPORT FORMAT

Cover Page

Bonafide Certificate

Copy of Certificate from Industry

Acknowledgements

Executive Summary (1-2 pages)

- The company
- The problem or opportunity
- Methodology
- Key parts of the report & your findings and solutions provided in the report • Benefits to the company/ institution through your report.

Table of Contents

Chapter 1:

- Introduction Training programme, project if any
- Scope
- Learning Objectives
- Organization/ Formulation of the report

Chapter 2:

- Background Information (necessary to understand the work completed during the internship)

Chapter 3: Weekly overview of internship activities.

Chapter 4: Internship Discussion.

- This section contains a discussion of the internship and should address the following points:
- How were the objectives achieved?
- What skills (scientific and professional) were learned during the internship? • What standards did you learn and apply during your work?
- Results/ observations/ work experiences gained in the internship company.
- What challenges did you experience during the internship?

Chapter 5: Conclusion

Bibliography

Profile of the Faculty Mentor & Industry Supervisor(s)

Formatting Guidelines

- Font: Headings (Arial – 14, Bold), Content (Arial – 12)

INTERNSHIP GUIDELINES & STANDARD OPERATING PROCEDURES (SOPs)

- Margins: Top – Bottom (1 inch), Left (1.25 inch), Right (1 inch)
- Colour of Front Page: (CSE/ IT – Pale Yellow; ECE – Pink, ME – Sky Blue, MBA – Light Green, BBA – Light Grey)
- All files should be neatly bound.

Note: Your report should be based on your observations, data collected, analysis done, project prepared, etc. and summarized in your own language. Reports that are photocopies of the company's history and brochures will not be considered.

Report Front Page (Sample)

An
Internship Report on
Disease Prediction using AI
at
Infosys
Company Logo
Submitted
In the Partial Fulfilment of
Bachelor of Technology
Department of Computer Science & Engineering



**MANDSAUR
UNIVERSITY**
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Mandsaur University, Mandsaur (M.P.)
(Technical University of Madhya Pradesh)

AY2026-27

Submitted to: Submitted by:

Department Internship Coordinator Student Name (after the approval received from the Faculty Mentor)

MANDSAUR UNIVERSITY, MANDSAUR

Rewas Dewda Road, SH - 31, Mandsaur, Madhya Pradesh- 458001



**MANDSAUR
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(AY2026-27)

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

INTERNSHIP REPORT

Submitted in Partial Fulfilment of requirements for the award of Degree of
Bachelor of Technology in Computer Science & Engineering



**MANDSAUR
UNIVERSITY**

DREAM. LEARN. LEAD.

Mandsaur University, Mandsaur (M.P.)

Head of Department:

Submitted By: Student Name

ACKNOWLEDGEMENTS

Every training is the result of the toil of the craftsman, the sacrifice and forbearance of those they were forced to neglect. Rubies are beneath their worth. We acknowledge our debt to those who have contributed significantly to this Training. It is a pleasure to extend deep gratitude to our department for their valuable guidance, support and for providing us a good working environment.

We thank to our Internship Coordinator **Ms. Priyanka Khabiya** for her continuous help and guidance from time to time in completing the Internship. We sincerely thank Mr./Ms. [Mentors Name: Faculty Mentor and Industry Mentor], our mentors, for their valuable guidance and support.

We are also thankful to our **HoD – Dr. Harish Patidar** and all the faculty members and the staffs for their support and motivation provided during the internship period. The internship learning in the corporate and successful completion would not have been a success without the encouragement, facilities provided by the TPO cell at Mandsaur University from time to time.

Student Name :

Roll No. :

Department :

Program :

Semester :

CERTIFICATE TO BE ATTACHED HERE



**MANDSAUR
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MANDSAUR UNIVERSITY, MANDSAUR

Rewas Dewda Road, SH - 31, Mandsaur, Madhya Pradesh- 458001

Department of Computer Science & Engineering

APPROVAL CERTIFICATE

The Industrial Training entitled "**Topic Name**" submitted by **STUDENT NAME** student of Bachelor of Engineering final year in the Academic Year 2026-27 (AY2026-27), for the partial fulfillment of degree of Bachelor of Technology to Mandsaur University, Mandsaur is approved for the award of degree of **Bachelor of Technology** in **Computer Science and Engineering**.

Internal Examiner

Date:

External Examiner

Date:

HoD Signature:

Internship Coordinator:

Do's & Don'ts to be observed during Practical Training

Do's

- Be clear in your goal, and objectives.
- Be punctual and regular.
- Observe discipline.
- Always keep both organization's Identity Card and MU's Identity Card with you.
- Look your best. (Clean clothes, shoes polished, buttons done up, matching dress, cheerful face).
- Be polite and develop new contacts.
- Be yourself normal and truthful.
- Identify the important persons of the organization.

- Follow rules and regulations of the company.
- Request for a formal training program and adhere to it strictly.
- Request for an assignment or a project (if feasible).
- Treat the training as FIRST-PRE-JOB opportunity.
- Start writing your training report from day one.
- Sketch various technical ideas/ write a brief diary daily. Diary is your personal treasure for years to come. Make it technically rich.
- Make yourself useful. This will help you to gain employment with them.
- Learn the practical aspects of On-the-Job Training.
- Learn conceptual aspects of technology and explore the modifications that can be brought about in the existing system.
- Learn the functioning of the organization.
- Discuss and share whatever you learn daily with your colleagues.
- Make your training report presentable.
- Contribute to earn a name for yourself and MU.

Don'ts

- Misbehave with any employee.
- Indulge in activities constituting misconduct.
- Irritate senior officers while discussions.
- Miss even a day of presence, diary writing.
- Shirk hard work.
- Shirk responsibility, if given a chance.
- Leave task unfinished.
- Bring any bad name to you or to MU.
- Enter any restricted area.



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