

NOTICE

GUIDELINES FOR FINAL YEAR STUDENTS REGARDING INDUSTRIAL INTERNSHIP / PROJECT (IDP / UDP)

GTU guidelines for Industrial Internship

1. It shall be of minimum duration of 12 week.
2. Student has to finalize the Internship /Project within first 2 weeks.
3. They have submit all details regarding Internship/Project on PMMS portal within time limit specified by GTU.
4. A student has to submit a brief proposal about the work to be carried out, in the internship, to respective mentors within 3 weeks, after starting the internship.
5. The internship shall be a full time for the whole duration.
6. A detailed daily diary is supposed to be maintained by student. It shall be signed duly by the concerned supervisor of industry. It shall be submitted to the department. (**Refer attachment for sample format of daily log.**)
7. A plan for the whole internship duration shall be prepared after joining the industry after consultation with the supervisor/mentor/guide of industry. It shall contain the activities/ visits to different sections etc with appropriate timelines.
8. A comprehensive report is required to be prepared and submit to the department at the end of the semester. A certificate shall be attached with this report duly signed by the competent authority of the industry for the successful completion of the internship. An attendance report shall also be attached with this report.
9. The internal evaluation shall be done at the start of the semester, at the mid of the semester and at the end of the semester. The internal marks shall be divided as decided by the head.

The time schedule for internal evaluation will be as follows.

- 1) 1st evaluation in last week of February**
- 2) 2nd evaluation in last week of March.**
- 3) 3rd and final evaluation in last week of April.**

The detailed time table will be provided by respective department.

10. An attendance report shall be sent to the department after every four weeks.

11. The student should record the day to day observations, impressions, information gathered and suggestions given, if any in the weekly diary. It should contain the related sketches and drawings. **The format of weekly dairy is attached herewith as Annexure-1**
12. The project report shall be submitted to the institute which may include the objective of training, about the industry, process, product line, equipment/machineries involved, divisions/sections in the industry, any competitor, scope of some improvement in the process/product/efficiency, benefit by the training etc. A certificate shall be attached with this report duly signed by the competent authority of the industry for the successful completion of the internship. An attendance report shall also be attached with this report.
13. At the end of Internship student has to submit following documents for the duration of internship.
 - 1) Daily log
 - 2) Weekly log –**Annexure-1**
 - 3) Attendance record.
 - 4) Internship Permission letter.
 - 5) Feedback from industry expert **as per Annexure-II**
 - 6) Final Project report as per the GTU format.
 - 7) Other documents asked by GTU.



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(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Annexure 1

Enrollment no: _____

STUDENT'S WEEKLY RECORD OF INTERNSHIP

NAME OF STUDENT: _____

DIARY OF THE WEEK: Dt: _____ TO _____

DEPARTMENT: _____ SEM: _____

NAME OF THE ORGANISATION: _____

NAME OF THE PLANT/SECTION/DEPARTMENT: _____

NAME OF OFFICER INCHARGE OF THE PLANT/SECTION/DEPARTMENT: _____

DESCRIPTION OF THE WORK DONE IN BRIEF

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TOTAL HOURS: - - - - -

- - - - -
SIGNATURE OF STUDENT

★ The above entries are correct and the grading of work done by Trainee is
EXCELLENT / VERY GOOD / GOOD / FAIR / BELOW AVERAGE / POOR

Signature of Faculty Mentor

Signature of officer-in-charge
of Dept. / Section / Plant

Date:

Date:

★ Grading of Work, for trainee may be given depending upon your judgement about
his Punctuality, Regularity, Sincerity, Interest taken, Work done etc.



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SUPPLEMENTRY NOTES
(add additional sheets if required)



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Annexure 2

Feedback Form by Industry expert

Student Name:

Date:

Work Supervisor:

Title:

Company/Organization:

Enrollment No:

Internship Address:

Dates of Internship: From

to

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

Parameters	Needs improvement	Satisfactory	Good	Excellent
Shows interest in work and his/her initiatives				
Produces high quality work and accepts responsibility				
Uses technical knowledge and expertise				
Analyzes problems effectively				
Communicates well and writes effectively				

Overall performance of student intern: (Needs improvement/ Satisfactory/Good/Excellent):

Additional comments, if any:

Signature of Industry person with name and Stamp:

Signature of the Faculty Mentor

