



Matoshri College of Engineering and Research Centre, Nashik

Approved by AICTE, New Delhi

Affiliated to Savitribai Phule Pune University

Accredited by NAAC

Recognition under section 2(f) and 12(b) of UGC Act, 1956



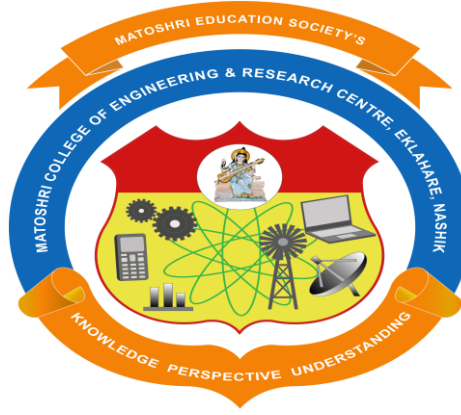
Internship Instruction Manual

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MATOSHRI COLLEGE OF ENGINEERING AND RESEARCH CENTRE, NASHIK

CERTIFICATE

This is to certify that Mr/Miss _____
of Third Year Mechanical Engineering, Division - ____ , has completed the Internship in the
following Industry satisfactorily.

Name of the Industry:

Address of the Industry:

Date:

Roll number:

Place:

Exam Seat number:

Name & Sign
Industry Supervisor

Name & Sign
Internship Guide

Dr. J.H. Bhangale
Head of the Department

Dr. G. K. Kharate
Principal

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Matoshri College of Engineering and Research Centre, Eklahare, Nashik

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Vision

To establish omnipotent learning centre meeting the standards to evolve as a Lighthouse for the society

Mission

- ✦ Setting up state-of-the-art infrastructure
- ✦ Instilling strong ethical practices and values
- ✦ Empowering through quality technical education
- ✦ Tuning the faculty to modern technology and establishing strong liaison with industry
- ✦ Developing the institute as prominent centre for Research and Development
- ✦ Establishing the institute to serve as a Lighthouse for the Society

Quality Statement

We, Matoshri College of Engineering & Research Centre are committed to practice a system of Quality Assurance that inculcates quality culture, aiming at quality initiation, sustenance and enhancement of quality comprehensively ultimately leading the institute as Centre of Excellence.”

Need of Industrial Training

Today all organizations are looking for those graduates / degree holders who are technically sound, creative and analytical. They don't want to spend time and money for training before putting employees on job. That's the main problem faced by fresh graduates who apply for a job. Quality solution for this problem is to take industrial exposure very seriously and gain practical knowledge as much as you can do. This way both employer and employee will be benefited up to some extent. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders

Advantages of Industrial training

1. To get in-depth technical knowledge of opted engineering stream
2. To enhance technical skills in real time environment
3. To realize area of interest and selection of area of specialization
4. To gain knowledge of how to work as a team member to complete given tasks
5. To improve awareness about industrial environment and work culture of specific industry. Students will be able to understand the psychology of the workers, their habits, attitudes and approach to problems along with the practices followed either at factory or at site.
6. Students understand various constraints of time and cost within which goods are produced and services rendered in specified quantum
7. Real time work and workshop projects help to learn more analytically.
8. Interaction with experts help to solve queries with practical exposure
9. Certificate obtained from reputed organization give weightage to resume
10. Chance to get job in same company which depends available opportunity and your performance
11. Project during summer training helps to judge trainee's capabilities and skills
12. Obtain highest marks in theory and practical exams is play vital role at most of the case, but technical skills and aptitude learned in summer training helps to acquire a dream job.

Internship/ Training - Process

The T&P cell will arrange internship for students in industries/organization after second, fourth and six/seventh semester(s) or as per AICTE/ affiliating University guidelines.. The general procedure for arranging internship is given below:

1. Request Letter/ Email from the office of Training & Placement cell of the college should go to industry to allot various slots of 2-6 weeks as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training. (Sample attached)
2. Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email.
3. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Training & Placement through concerned department. Based on the number of slots agreed to by the Industry, TPO 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 Final/Summer Internship of the students.
4. Students on joining Training at the concerned Industry / Organization, submit the Joining Report/ Letters / Email.
5. Students undergo industrial training at the concerned Industry / Organization. In-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in department office/TPO with the consent of Industry persons/ Trainers.
6. Students will submit training report after completion of internship.
7. Training Certificate to be obtained from industry.
8. List of students who have completed their internship successfully will be issued by Training and Placement Cell.

Do's and Don'ts for the students during In-Plant Training.

Internship/ Placement is a student centric activity. Therefore, the major role is to be played by the students..Your attitude and discipline should be exemplary. You should remember that you are an Ambassador of M.C.E.R.C Nashik when you are working as a trainee.Placement for training of students in future will depend upon the image created by you. Maintain good relations with the company authorities.

1. Maintain excellent relations with all and particularly with your Supervisor(s).
2. Be punctual and regular. In case of difficulties, approach your Supervisor.
3. Write your diary daily and show it to your supervisors whenever they demand
4. Permit for your physical check by the security, if required.
5. Maintain good health throughout the training.
6. Show exemplary behavior by observing the manners and etiquettes.
7. Always carry Identity Card and produce the same on demand.
8. Do not disturb the workers in their work
9. Do not record any information or copy out any drawing or part thereof without prior and proper permission.
10. Do not operate any instrument / machine / apparatus without specific instruction of your Supervisor and without his supervision.
11. Do not carry any valuables.
12. Students who are found to be irregular, misbehaving in any way or indulging in any mischief will have to face disciplinary action.

Areas of exposure during training

During the Training period, the student should try to learn different aspects of professional industry. Following aspects whichever are applicable should be included in your study.

- History
- Type of industry - Public Limited, Private Limited, Co-operative
- Products / activities Site Plan from Competent Authority Plant Layout
- Flow Diagram / Process Diagram
- Product information
- Capacity of the plant
- Customers.
- Market of finished product Demand and Supply of product
- Export
- Organization Chart/Structure
- Total Employment: 1) Technical 2) Administrative
- Direct employment
- Indirect employment
- Turnover-capital employed
- Competitors
- Export achievements
- Technologies it relies
- Building and Construction.
- Built up area
- Type of construction
- Manufacturing processes.
- Drawings (if available) The type, model, age, specification of the machinery in use.
- The type of oils, greases, coolants etc, specified for use in or on this
- Machinery/software
- Maintenance schedule /
- Preventive Maintenance
- Breakdown Maintenance
- Calibration Systems (if required).
- The energy requirements of the company (machinery, lighting, heating and or air conditioning
- Connected load
- The use of computers / level of automation in the company.
- Type of Instrumentation and Control
- Quality control
- Quality Policy
- Accreditation
- Quality measures
- Value and system analysis
- Budgetary provisions, control and cost analysis
- Audited reports of last three years.
- The Utilities needed by a company
- Electricity
- Effluent Treatment Plant
- Water - DM Plant, Portable Water
- Environmental norms.
- Fire Safety norms.
- Industrial Safety norms.
- Purchasing,
- Write-off policy,
- Inventory Control etc

Try to collect information -How can one? Innovate, Eliminate, Combine, Standardize, Transfer, Modify and Simplify. Always remember that an engineer is essentially a creator and innovator. He should possess inquisitive mind. He must use the words 'How? When? And why? To understand dependence of men, machines, materials and money on each other.

Internship/ Training 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. 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. 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 / Training 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/TPO 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, TPO and Faculty Mentor. The Internship report will be evaluated on the basis of following criteria:

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

Process of Monitoring & Evaluation of Internship

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.

Monitoring/ Surprise Visit by TPO/ Staff/ Faculty Mentor

TPO/Staff/ Faculty Mentor of the institutes will make a surprise visit to the internship site, to check the student's presence physically, if the student is found absent without prior intimation to the T & P Cell, entire training will be cancelled. Students should inform the TPO, 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 off.

Evaluation through Seminar Presentation/Viva-Voce at the Institute

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 institute. The evaluation will be based on the following criteria:

1. Depth of knowledge and skills
2. Communication & Presentation Skills
3. Team Work and Creativity
4. Planning & Organizational skills
5. Adaptability
6. Analytical Skills
7. Attitude & Behaviour at work
8. Societal Understanding
9. Ethics
10. Regularity and punctuality
11. Attendance record
12. Diary/Workbook
13. Student's Feedback from External Internship Supervisor

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period.

Internship Diary/workbook may be evaluated on the basis of the following criteria:

- Proper and timely documented entries
- Adequacy & quality of information recorded
- Data recorded
- Thought process and recording techniques used
- Organization of the information

The report shall be presented covering following recommended fields but limited to,

1. Title/Cover Page
2. Internship completion certificate
3. Internship Place Details- Company background-organization and activities/Scope and object of the study / Supervisor details
4. Index/Table of Contents
5. Introduction
6. Title/Problem statement/objectives
7. Motivation/Scope and rationale of the study
8. Methodological details
9. Results / Analysis /inferences and conclusion
10. Suggestions / Recommendations for improvement to industry, if any
11. Attendance Record
12. Acknowledgement
13. List of reference (Library books, magazines and other sources)

Application for Internship

To,
The Principal
M.C.O. E.R.C, Nashik

Subject- Permission for internship/ training/apprentice

Respected Sir,

I am _____, a student of SE/TE/BE _____
(Mech. Engg), interested in industrial training.

Kind request to permit me and issue the letter for the same.

Name of the industry –

Address of the industry-

Concerned Person –

Duration -

Thanking you

Yours faithfully,

Students Name and signature :

Contact number:

Internship Letter Format

MCOERC/ A.Y.202 -2 / MECH /

Date: / /

To

Subject: - Regarding to permit our student for Internship

Respected Sir/Madam,

Greetings from Matoshri College of Engineering & Research Centre, Eklahare, Nashik.

Matoshri College of Engineering & Research Centre was established in 2008. College is approved by AICTE New Delhi, DTE Mumbai & Affiliated to University of Pune. The college has intake of 540 students in Mechanical Engineering, Civil Engineering, Computer Engineering, Information Technology, Electronics & Telecommunication Engineering.

We also offer PG courses in Computer Engineering, Electronics & Telecommunication, Mechanical Engineering, Civil Engineering & Electrical Engineering. Our college institute is recognized as Ph.D. Research centre for Computer, Electronics & Telecommunication Engineering.

We have always tried to inculcate quality education to the budding Engineers. Hence, it is our responsibility to provide them opportunities for their bright future. We will be very glad if you allow our student to appear for Internship.

Following student will be there for Internship:

1) Mr. ----- – Contact No.: -----

Thanking You.

Yours Faithfully,

Principal

(Dr.G.K.Kharate)

College Seal

Internship Diary/Workbook and Attendance Record

Week No.	Date (From- To)	Workdone	Sign of Industry Supervisor

Week No.	Date (From- To)	Workdone	Sign of Industry Supervisor

Feedback from industry about Training/Internship

(The form is designed to bridge the gap for academic evaluation and improvement of skills of trainee)

Student Name: _____ Date: _____

Industry Guide: _____ Industry Guide Designation : _____

Industry Guide Contact Number: _____, Email ID: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

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

Attributes	Excellent	Good	Average	Poor
Technical knowledge				
Discipline				
Punctuality				
Commitment				
Willingness to do the work				
Communication skill				
Hardwork				
Team work				
Leadership				

Please advice the critical areas where we should focus for his / her further development.

1. _____ 2. _____ 3. _____

If an opening became available in your firm, would you consider this student for a full- time position?

1. _____

How the interaction between institute and industry can be made more effective?

Signature of the Industry Guide

Date: _____

Place: _____

Company's Stamp: _____

Internship/ Training Feedback by Student

Student Name: _____ Date: _____

Industrial Supervisor Name: _____

Company/Organization: _____

Faculty coordinator: _____

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 at all

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

This experience has:	Strongly Agree	Agree	Disagree
Given me the opportunity to explore a career field			
Allowed me to apply classroom theory to practice			
Helped me develop my decision-making and problem-solving skills			
Expanded my knowledge about the work world prior to permanent employment			
Helped me to develop my written and oral communication skills			
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)			
This experience has:			
Expanded my sensitivity to the ethical implications of the work involved			
Made it possible for me to be more confident in new situations			
Given me a chance to improve my interpersonal skills			
Helped me learn to handle responsibility and use my time wisely			
Helped me discover new aspects of myself that I didn't know existed before			
Helped me learn to handle responsibility			
Helped me develop new interests and abilities			
Helped me clarify my career goals			
Provided me with contacts which may lead to future employment			
Allowed me to acquire information and/ or use of equipments not available at my Institute			

Considering your overall experience, how would you rate this internship? (Tick one).

(Excellent/ Good/ Average/ Poor)

Signature of the Student

Internship Evaluation Report

➤ A. Presentation

Date:

Depth of Knowledge	Presentation Skill	Communication Skill	Punctuality & Timely Completion	Question and Answers	Total
10 Marks	10 Marks	10 Marks	10 Marks	10 Marks	50 Marks

Name and Signature of Evaluation Committee:

- 1.
- 2.

Mr. Y. K. Mogal
Internship Coordinator

Dr. J. H. Bhangale
Head of the Department

➤ B. Internship Workbook/ Diary, Attendance Record and Report

Internship Workbook/ Diary	Attendance and Active participation	Internship Report	Total (B)	Presentation (A)	Total Marks for Internship (A+B)
15 Marks	15 Marks	20 Marks	50 Marks	50 Marks	100 Marks

Name and Signature of Evaluation Committee:

- 1.
- 2.

Mr. Y. K. Mogal
Internship Coordinator

Dr. J. H. Bhangale
Head of the Department

Annexure i: Internship Report Cover page/ Title page



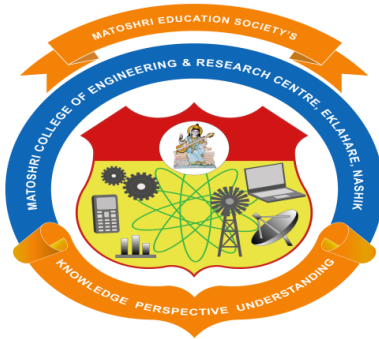
SAVITRIBAI PHULE PUNE UNIVERSITY, PUNE

**A
INTERNSHIP REPORT**

**SUBMITTED BY
Mr.**

UNDER THE GUIDANCE OF

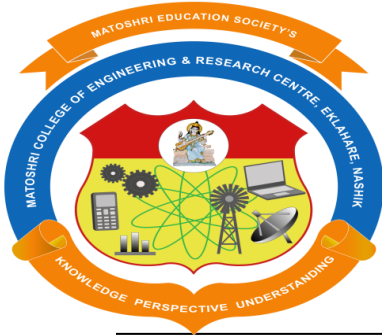
Prof.



Department of Mechanical Engineering

Matoshri College of Engineering and Research Centre, Nashik.

2021-22



Matoshri College of Engineering and Research Centre, Nashik.

Department Of Mechanical Engineering

YEAR: 2021-2022

CERTIFICATE

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of Third Year Mechanical Engineering, Division - ____, has completed the
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Address of the Industry:

Date:

Roll number:

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Name & Sign
Industry Supervisor

Name & Sign
Internship Guide

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