



Bharath Institute of Higher Education and Research
(Deemed to be University)

Office of the Dean of Engineering,

Sree Balaji Institute of Science and Technology (SBIST),

7, Works Road, Chromepet, Chennai – 600044

SBIST/PLAC/POL/2025-26/001

Date: 01 October 2025

OFFICE ORDER

IMPLEMENTATION OF MANDATORY INTERNSHIP POLICY FOR STUDENTS

1. PREAMBLE

In compliance with:

- **AICTE Approval Process Handbook (APH 2024–25), Chapter VII – Academic Requirements**
- **AICTE Internship Policy Guidelines (Latest Revision)**
- **AICTE Model Curriculum (Mandatory Internship Component)**
- **National Education Policy (NEP) 2020 – Experiential & Skill-Based Learning**
- **Outcome-Based Education (OBE) Framework under NBA/NAAC Standards**

Sree Balaji Institute of Science and Technology (SBIST), affiliated to Bharath Institute of Higher Education and Research (BIHER), hereby enforces a **Mandatory Internship Policy** for all Undergraduate Engineering Programmes.

Internship is an integral academic component designed to bridge theoretical knowledge with real-world industry practice. Completion of prescribed internship requirements is compulsory for academic progression and award of degree.

2. POLICY OBJECTIVES

The Mandatory Internship Policy aims to:

- Institutionalize structured experiential learning.
- Integrate industry exposure within academic curriculum.
- Enhance employability and industry readiness.

- Develop professional ethics, teamwork, and leadership skills.
- Promote innovation, entrepreneurship, and research orientation.
- Strengthen institution–industry collaboration.

3. SCOPE & APPLICABILITY

This policy applies to:

- All Undergraduate Engineering Students of SBIST.
- All departments and specializations.
- Academic Years commencing 2025–26 onwards.

Internship completion is mandatory for:

- Promotion to subsequent academic year (where applicable).
- Award of degree.
- Credit allocation under BIHER regulations.

4. INTERNSHIP FRAMEWORK & STRUCTURE

The internship model follows a progressive, competency-based structure aligned with AICTE norms:

First Year

- Induction / Community / Social Internship
- Focus: Ethics, sustainability, societal impact, professional orientation.

Second Year

- Minimum 4 Weeks Industrial Exposure
- Focus: Fundamental technical skills and workplace adaptation.

Third Year

- 4–6 Weeks Core Industry / Research Internship
- Focus: Domain specialization and applied engineering practices.

Final Year

- Industry-Based Internship / Major Project / Research Internship
- Focus: Innovation, advanced problem-solving, and industry collaboration.

Total internship duration shall comply with AICTE minimum requirements and BIHER credit framework.

5. ELIGIBILITY CRITERIA

Students must:

- Be duly enrolled in the programme.
- Have completed previous semester examinations.
- Maintain minimum CGPA ≥ 5.0 (or as prescribed).
- Have no disciplinary proceedings pending.
- Maintain minimum 65% attendance in academic activities.
- Have no outstanding fee dues.

6. APPROVED INTERNSHIP CATEGORIES

Internships may be undertaken in:

- Core Engineering Industries
- Multinational Corporations (MNCs)
- Research Institutions / R&D Laboratories
- Startups / Incubation Centres
- Government Organizations / PSUs
- NGOs / Social Innovation Bodies
- International Internship Programs
- AICTE-approved Virtual Internship Platforms

All internships require prior approval from the Department Internship Coordinator.

7. INTERNSHIP GOVERNANCE & PROCESS

7.1 Pre-Internship Stage

- Identification through Training & Placement Cell or self-initiation.
- Submission of Internship Application (Prescribed Format).
- Approval by Faculty Mentor, HOD, and Internship Coordinator.
- Issuance of official Internship Permission Letter.

7.2 During Internship

Students shall:

- Maintain Daily Logbook / Internship Diary.
- Adhere to host organization policies.
- Demonstrate professional conduct.
- Participate in periodic faculty review.

- Complete assigned learning objectives.

Faculty Mentor shall:

- Define measurable learning outcomes.
- Conduct mid-term review.
- Coordinate with Industry Supervisor.
- Monitor progress and maintain documentation.

7.3 Post-Internship Requirements

Students must submit:

- Internship Completion Certificate (on organization letterhead).
- Industry Performance Evaluation (Marks/Rating).
- Internship Report (Minimum 20 pages, prescribed format).
- Attendance Sheet.
- Presentation before Department Review Committee.

Failure to submit required documentation will result in non-award of credits.

8. ASSESSMENT & CREDIT ALLOCATION

Internships shall be evaluated based on:

- Industry Supervisor Feedback
- Technical Competency Demonstrated
- Report Quality and Analytical Depth
- Innovation / Problem-Solving Contribution
- Presentation and Viva-Voce

Credits shall be awarded as per:

- BIHER Academic Regulations
- AICTE Credit Norms
- Outcome-Based Education Framework

Grades shall be recorded in official academic transcripts.

9. STUDENT CODE OF CONDUCT

Students must:

- Maintain discipline and professional integrity.
- Avoid any conduct detrimental to institutional reputation.
- Follow ethical standards of both institute and organization.

- Refrain from unauthorized negotiations or privileges.
- Complete internship within prescribed duration (no semester overlap unless approved).

Serious violations (absenteeism, misconduct, non-submission, premature withdrawal) may lead to:

- Cancellation of internship
- Withdrawal of placement assistance
- Academic penalties

10. ROLES & RESPONSIBILITIES

Dean : Overall supervision and policy enforcement.

Internship Coordinator : Policy execution, monitoring, compliance reporting.

Head of Department : Approval, academic supervision, evaluation oversight.

Training & Placement Cell : Industry MoUs, internship facilitation, corporate networking.

Faculty Mentor: Academic guidance, review, grading.

Students : Compliance, documentation submission, ethical conduct.

11. QUALITY ASSURANCE & COMPLIANCE

- Policy aligned with NBA / NAAC accreditation standards.
- Internship documentation maintained for AICTE inspection.
- Annual review conducted by IQAC.
- Feedback mechanism integrated for continuous improvement.
- Non-compliance results in academic ineligibility.

12. DOCUMENTATION REQUIRED FOR AICTE EOA

The institution shall maintain:

- Internship Policy Office Order
- Internship Application Forms
- Approval Letters
- MoUs with Industries
- Daily Logbooks
- Mid-Term Review Reports
- Industry Evaluation Sheets

- Internship Reports
- Credit Award Records
- IQAC Monitoring Reports

13. REVIEW & AMENDMENT

This policy is approved by the Governing Body of SBIST and shall be reviewed periodically in accordance with:

- AICTE APH revisions
- BIHER Academic Regulations
- NEP 2020 Directives
- Industry best practices

AICTE CLAUSE-WISE COMPLIANCE MAPPING TABLE

(As per AICTE APH 2024–25 & AICTE Internship Policy)

S.No.	AICTE Clause / Regulation	Clause Requirement (Summary)	Institutional Action at SBIST	Documentary Evidence Maintained
1	APH 2024–25 – Chapter VII (Academic Requirements)	Internship must be integrated as a mandatory academic component in curriculum.	Internship included as mandatory credit-bearing component across all UG programmes.	Academic Regulation Book; Curriculum Structure; BOS Minutes
2	AICTE Model Curriculum (UG Engineering)	Internship required during semester breaks (minimum duration prescribed).	Structured internship framework across I–IV years (4–6 weeks minimum as per stage).	Internship Policy Document; Academic Calendar
3	AICTE Internship Policy (Latest Revision)	Institutions shall ensure industry exposure,	Faculty Mentor allocation; Mid-term review;	Mentor Allocation Order; Mid-term

		evaluation, and monitoring.	Industry Supervisor evaluation system.	Review Reports; Industry Feedback Forms
4	APH 2024–25 – Quality Monitoring Provisions	Institutions must monitor academic progress including internship outcomes.	Department Internship Coordinator monitors progress; IQAC reviews annually.	Internship Monitoring Register; IQAC Minutes
5	AICTE Student Welfare & Employability Mandate	Internship to enhance employability and industry readiness.	MoUs with industries; PPO facilitation; placement integration.	MoU Copies; Internship Completion Certificates; PPO Records
6	Outcome-Based Education (NBA Alignment under AICTE)	Internship outcomes must map to Programme Outcomes (POs).	Internship evaluation rubric aligned to PO/PSO attainment.	PO Mapping Sheets; Evaluation Rubric
7	AICTE Credit Framework	Academic credits shall be awarded based on internship completion & evaluation.	Credit allocation incorporated in transcript and grade sheet.	Grade Register; Student Transcript
8	AICTE Mandatory Documentation Norms	Institutions must maintain documentation for inspection.	Complete internship file maintained per student.	Student Internship File (Application, Approval, Logbook, Report,

				Certificate)
9	NEP 2020 – Experiential Learning	Promote industry immersion & practical exposure.	Progressive internship model (Social → Core → Advanced → Capstone).	Policy Document; Implementation Report
10	AICTE Industry Interaction Guidelines	Promote Industry– Institute collaboration.	Industry– Institute Interaction Cell facilitates internship opportunities.	Industry Cell Constitution Order; Activity Reports
11	AICTE Transparency Requirements	Internship guidelines and process must be documented.	Internship Policy issued via Office Order.	Signed Office Order
12	APH 2024–25 – Academic Governance	Internship evaluation must follow structured process.	Three-stage evaluation: Initiation, Mid- term Review, Final Evaluation & Viva.	Evaluation Forms; Departmental Presentation Records
13	AICTE Compliance – Student Discipline	Students must adhere to code of conduct during internship.	Student Code of Conduct incorporated in policy; disciplinary clause included.	Policy Document; Disciplinary Records (if any)
14	AICTE Internship Monitoring Recommendation	Faculty mentor interaction required.	Faculty mentor assigned per student based on domain expertise.	Mentor Allotment Circular
15	AICTE Inspection	Evidence of	Consolidated	Consolidated

	Readiness	internship implementation must be available.	Internship Documentation File maintained department-wise.	Internship File; IQAC Review Summary
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Appendix
Standard Formats

1. Student Internship Program Application Form

(To be submitted to TPO / Internship Coordinator)

- Programme:
- Branch:
- Student Name (Block Letters):
- Roll No:
- Current Semester:
- Current Overall CGPA:
- Student Email ID:
- Student Contact No:
- Internship Period: From ____ To ____ Duration: ____ Weeks
- Faculty Mentor Name:
- Mentor's Designation:
- Mentor's Contact No:
- Mentor's Email ID:

Internship Preferences

Preference	Industry Sector	Location	Dream Company/Institution
1			
2			
3			

Faculty Mentor Confirmation

(Signature, Date, Place)

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 for internship from his/her advisor.

Student Confirmation

(Signature, Date, Place)

Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program.

2. Request Letter from Institute to Internship Provider

(On Institute Letterhead)

Date: _____

To
The General Manager (HR),

Sub: CMRIT – Request for 04/06 – Week’s Industrial Internship for our B.Tech. Students – Reg.

Dear Sir,

Our students have undergone internship training in your esteemed organization in the previous years. I acknowledge the help and support extended to our students during training in previous year(s) or for first time industry.

You might be aware that AICTE has made internship mandatory for all technical education students.

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 atleast one-week time for students to join training after confirmation.

S. No.	Reg.No	Name	Semester	Branch	CGPA

A line of confirmation will be highly appreciated.

With warm regards,

Training & Placement Officer

3. OBJECTIVES / GUIDELINES / AGREEMENT

INTERNSHIP SYNOPSIS

This Internship Agreement is prepared by the student in consultation with the Faculty Mentor and Industry Supervisor. It serves to clearly define the educational objectives, learning outcomes, responsibilities, and evaluation framework of the internship, ensuring mutual understanding among all parties involved.

PART – I: CONTACT INFORMATION

Student Details

- Student Name:
- Roll No:
- Programme / Branch:
- Semester:
- Email ID:
- Contact No:

Institute Details

- Institute Name: Sree Balaji Institute of Science and Technology (SBIST)
- Faculty Mentor Name:
- Designation:
- Department:
- Email ID:
- Contact No:
- Postal Address:

Industry Details

- Industry Supervisor Name:
- Designation:
- Email ID:
- Contact No:
- Industry Sector:
- Organization Name:

- Organization Address:

PART – II: INTERNSHIP OBJECTIVES / LEARNING ACTIVITIES

A. Learning Objectives

What do you intend to learn, acquire, and clarify through this internship?
(Use measurable, outcome-based statements.)

1. Knowledge & Understanding

- Technical concepts to be strengthened:
- Industry tools / software exposure:
- Domain-specific practices:
- Organizational processes to be understood:

2. Skills to be Developed

- Technical Skills:
- Analytical / Problem-Solving Skills:
- Communication Skills:
- Teamwork & Leadership Skills:
- Professional Ethics & Work Discipline:

B. Learning Activities

1. On-the-Job Activities

Describe how your internship activities will help achieve your objectives:

- Projects / Assignments to be undertaken:
- Research / Development Work:
- Technical Documentation:
- Data Analysis / Design Work:
- Industry Meetings / Technical Discussions:

2. Teaching / Mentoring / Value Addition

How will your technical knowledge contribute at the internship site?

- Knowledge sharing with team members:
- Process improvement suggestions:

- Mentoring junior staff (if applicable):
- Innovation contributions:

3. Off-the-Job Learning Activities

List additional academic engagements:

- Reading technical manuals / research papers:
- Interaction with Faculty Mentor:
- Case Study Analysis:
- Field Visits / Observations:
- Report Preparation & Reflection:

PART – III: EXPECTED FIELD OF INTERNSHIP

(Prepared after consultation with Industry Supervisor)

- Project Title:
- Area of Work:
- Department / Division:
- Brief Description of Internship Topic:

PART – IV: EVALUATION DETAILS

At the end of the internship, the Industry Supervisor shall provide the following details to the Faculty Mentor:

1. Total Duration of Internship (In Hours): _____
2. Overall Marks Obtained (Out of 10): _____

Additional Remarks (if any): _____

PART – V: AGREEMENT

This Internship Agreement may be amended or terminated by the Student, Faculty Mentor, or Industry Supervisor through written notice, mutually acknowledged by the remaining parties.

All parties agree to uphold the educational purpose, professional conduct, and academic integrity of the internship.

SIGNATURES

Member	Name	Date	Signature
Student			
Faculty Mentor			
Industry Supervisor			

4. Relieving Letter of Student from Institute

Ref. No.: SBIST/INT/2025-26/____

Date: _____

To

Subject: SBIST – Relieving Letter for Students to Undergo Internship – Reg.

Reference: Your Letter / Email dated _____

Dear Sir / Madam,

With reference to the above, and as kindly permitted by your good office, the following students of Sree Balaji Institute of Science and Technology (SBIST) are hereby relieved to undergo Industrial Internship at your esteemed organization under your guidance and supervision for the period from _____ to _____.

The internship will be monitored by our Faculty Guide:

Name of Faculty Guide: _____

Designation: _____

Contact Details: _____

Details of Students

S. No.	Name of Student	Roll No.	Branch	CGPA	Email ID	Contact No.
1						
2						
3						

As internship is an essential and mandatory component of the academic curriculum as per AICTE guidelines, we request your good office to kindly ensure that the students adhere to the internship guidelines under the supervision of the concerned officer.

The students shall:

1. Obtain a copy of the internship schedule from the Industry Supervisor and forward the same to the institute.
2. Maintain a Daily Internship Diary and prepare a detailed Internship Report.
3. Obtain the signature of the Industry Supervisor on a daily basis in the Internship Diary.
4. Strictly follow the working hours, safety norms, and professional code of conduct of the organization.

PERFORMANCE REPORT OF STUDENT

(To be issued on Organization Letterhead)

- Name of Student: _____
- Total Hours / Days Devoted for Internship: _____
- Marks Obtained (Out of 10): _____

Industry Supervisor Details:

- Name: _____
- Designation: _____
- Signature: _____
- Date: _____
- Place: _____

Kindly forward the above Performance Report to the Faculty Guide in a sealed envelope or via official email upon completion of the internship.

Your support and cooperation in providing practical exposure to our students will significantly enhance their technical knowledge and professional competencies. We sincerely appreciate your continued association with our institution.

The students will abide by the rules and regulations of your organization and will maintain discipline and professionalism throughout the internship period.

The students shall report to your office on (Date) _____ along with a copy of this letter.

Thanking you.

Yours sincerely,

Training & Placement Officer

Sree Balaji Institute of Science and Technology

Email: _____

Contact No.: _____

5. Mid-Term Checkpoint Review

General Information

- Student Name
- Roll No
- Branch
- Internship Area
- Faculty Guide Name
- Industry Supervisor
- Internship Start Date

Review Details

- Activities Completed
- Activities Delayed
- Suggested Interventions
- Supervisor Comments

(Signatures: Student, Faculty Guide, Industry Supervisor)

6. Student's Daily Diary / Daily Log

STUDENT'S DAILY DIARY / DAILY LOG

(To be maintained by the Student during Internship)

STUDENT'S DAILY DIARY / DAILY LOG

Student & Internship Details

- **Name of the Institution:** Sree Balaji Institute of Science and Technology (SBIST)
- **Name of the Student:** _____
- **Roll No.:** _____
- **Programme / Branch:** _____
- **Semester:** _____
- **Project Title:** _____
- **Industry Name / Division:** _____
- **Internship Period:** From _____ To _____

DAILY WORK LOG

S. No.	Date	Time of Arrival	Time of Departure	Main Points of the Day (Include Observations / Tasks / Technical Work / Figures if any)	Supervisor Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

(Additional sheets may be attached if required.)

Guidelines for Students

1. The diary must be maintained **daily without fail**.
2. Entries must clearly mention:
 - Tasks performed
 - Tools/software used
 - Technical concepts learned
 - Observations made
 - Challenges faced
3. Industry Supervisor must sign each day's entry.
4. Figures, diagrams, calculations, or process charts may be attached where relevant.
5. The completed diary must be submitted along with the Internship Report.

Declaration

I hereby declare that the above entries are true and reflect the work carried out during my internship.

Student Signature: _____

Date: _____

Industry Supervisor Verification

This is to certify that the above daily work log has been verified and the student has regularly attended and performed assigned duties.

Industry Supervisor Name: _____

Designation: _____

Signature & Seal: _____

Date: _____

7. Evaluation of Intern by Industry Supervisor

(Industry Evaluation Sheet)

(To be issued on Organization Letterhead and submitted to Faculty Guide)

Student & Internship Details

- **Student Name:** _____
- **Roll No.:** _____
- **Programme / Branch:** _____
- **Internship Area / Project Title:**

- **Organization Name:** _____
- **Industry Supervisor Name:**

- **Designation:** _____
- **Internship Period:** From _____ To _____

Performance Evaluation

(Marks to be awarded on a scale of 0–10)

S. No.	Evaluation Parameter	Marks (Out of 10)
1	Behavior / Attitude	
2	Individuality	
3	Cooperation / Coordination / Cohesiveness	
4	Interest towards Work	
5	Self-Learning Ability	
6	Self-Initiative / Motivation	
7	Productivity	
8	Responsibility towards Work	
9	Acceptance of Constructive Criticism	
10	Demonstration of Technical Skills	
11	Application of Technical Knowledge & Expertise	
12	Judgment & Decision-Making Ability	

13	Creativity / Originality	
14	Problem Analysis Capability	
15	Self-Reliance	
16	Oral Communication	
17	Written Communication	
18	Professionalism	
19	Discipline	
20	Time Management	

Average Marks Obtained (Out of 10): _____

Overall Assessment (Tick One)

- Outstanding
- Excellent
- Very Good
- Good
- Satisfactory
- Needs Improvement

Supervisor Remarks (Optional)

Certification

I hereby certify that the above evaluation reflects the performance of the student during the internship period.

Industry Supervisor Name: _____

Signature: _____

Date: _____

Place: _____

Organization Seal: _____

EVALUATION OF INTERN BY INDUSTRY SUPERVISOR

INDUSTRY EVALUATION SHEET

Student & Internship Details

- **Student Name:** _____
- **Roll No.:** _____
- **Programme / Branch:** _____
- **Name of the Institute:** Sree Balaji Institute of Science and Technology (SBIST)
- **Internship Area / Project Title:**

- **Industry Supervisor Name:**

- **Designation:** _____
- **Organization Name:** _____
- **Internship Period:** From _____ To _____

PERFORMANCE EVALUATION

(Marks to be awarded on a scale of 0–10 for each parameter)

S. No.	Evaluation Parameter	Marks (Out of 10)
1	Behavior / Attitude	
2	Individuality	
3	Cooperation / Coordination / Cohesiveness	
4	Interest towards Work	
5	Self-Learning Ability	
6	Self-Initiative / Motivation	
7	Productivity	
8	Responsibility towards Work	
9	Acceptance of Constructive Criticism	
10	Demonstration of Technical Skills	
11	Application of Technical Knowledge & Expertise	

12	Judgment & Decision-Making Ability	
13	Creativity / Originality	
14	Problem Analysis Capability	
15	Self-Reliance	
16	Oral Communication	
17	Written Communication	
18	Professionalism	
19	Discipline	
20	Time Management	

Average Marks Obtained (Out of 10): _____

Overall Rating (Tick One)

- Outstanding
- Excellent
- Very Good
- Good
- Satisfactory
- Needs Improvement

Industry Supervisor Remarks (Optional)

Certification by Industry Supervisor

I hereby certify that the above evaluation is based on the performance of the student during the internship period.

Industry Supervisor Name: _____

Designation: _____

Organization Seal & Signature: _____

Date: _____

Place: _____

8. Performance Report of Student

(To be issued on Industry Letter Head)

This format is suitable for:

- AICTE EOA Documentation
- Academic Credit Award
- Internship Evaluation Records
- Audit & Accreditation Compliance

PERFORMANCE REPORT OF STUDENT

(To be printed on Organization Letterhead)

Student Details

- **Name of the Student:** _____
- **Roll No.:** _____
- **Programme / Branch:** _____
- **Semester:** _____
- **Institute Name:** Sree Balaji Institute of Science and Technology (SBIST)

Internship Details

- **Internship Period:**
From _____ To _____
- **Total Hours / Days Devoted for Internship:** _____
- **Marks Obtained (Out of 10):** _____

Industry Supervisor Details

- **Name:** _____
- **Designation:** _____
- **Department / Division:** _____
- **Organization Name:** _____
- **Signature:** _____
- **Date:** _____

- **Place:** _____
- **Official Seal:** _____

Certification

This is to certify that the above-named student has successfully completed the internship in our organization during the specified period. The performance has been evaluated based on technical competence, professional conduct, responsibility, and overall contribution during the internship.

Important Note

The Performance Report must be forwarded to the Faculty Guide of the student:

- *In a sealed envelope duly signed and stamped*
OR
- *Through official email communication to the Faculty Guide*

9. Student's Feedback on Internship

(To be filled after completion)

INTERNSHIP PROGRAMME

Student & Internship Details

- **Student Name:** _____
- **Roll No.:** _____
- **Programme / Branch:** _____
- **Institute Name:** Sree Balaji Institute of Science and Technology (SBIST)
- **Faculty Guide Name:** _____
- **Faculty Designation:** _____
- **Internship Project Title:**

- **Industry Supervisor Name:**

- **Supervisor's Designation:**

- **Organization Name:** _____
- **Internship Period:** From _____ To _____

Brief Description of Internship Work

(Provide summary of tasks performed, technologies used, project objectives, and responsibilities handled.)

Internship Experience Assessment

Please tick (✓) the appropriate option.

S. No.	Relevance of Internship Experience	Strongly Agree	Agree	Neutral	Disagree
1	Provided growth opportunity in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	career/relevant domain				
2	Application of theory and laboratory knowledge to industry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Enhanced communication, decision-making & problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Improved teamwork, leadership & interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Learned discipline, ethics & professional code of conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Exposure to real-life situations & crisis management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Expanded knowledge in new technical domains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Helped develop new career interests & goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Exposure to state-of-the-art equipment/technologies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Improved employment/career prospects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Reflective Responses

1. Describe the role of the Faculty Guide during the Internship:

2. Accomplishments of goals, tasks, and new skills gained:

3. Skills improved/developed during Internship:

- Technical Skills:
- Analytical Skills:
- Communication Skills:
- Professional Skills:

4. Significant achievements / certifications / recognitions during Internship:

5. Overall Internship Experience & Satisfaction:

Overall Rating (Tick One)

- Average
- Satisfactory
- Good
- Excellent

Suggestions for Improvement (if any):

Declaration

I hereby declare that the above feedback is based on my genuine internship experience.

Student Signature: _____

Date: _____

10. INTERNSHIP ATTENDANCE SHEET

Student & Internship Details

- Name of Student: _____
- Roll No.: _____
- Programme / Branch: _____
- Name of Course: Internship
- Institute Name: Sree Balaji Institute of Science and Technology (SBIST)
- Date of Commencement of Internship: _____
- Date of Completion of Internship: _____
- Total Hours Devoted: _____
- Industry Supervisor Name: _____
- Designation: _____
- Organization Name: _____

1. Attendance Details for the Month of _____

Month & Year: _____

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Student Initial																															

Student Signature (Month 1): _____

2. Attendance Details for the Month of _____

Month & Year: _____

D a t e	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
S t u d e n t I n i t i a l																																

Student Signature (Month 2): _____

Important Instructions

1. The Attendance Sheet must remain affixed in the Daily Internship Diary and should not be removed.
2. The student must sign/initial daily in the corresponding date column.
3. Do not mark "P" for Present.
4. Holidays must be marked in Red Ink.
5. Absences must be marked as "A" in Red Ink.
6. The Industry Supervisor must verify attendance and affix official signature and seal.

Industry Verification

Industry Supervisor Signature: _____

Industry Supervisor Name: _____

Designation: _____

Email ID: _____

Date: _____

Organization Seal: _____

11. Internship Report

The Internship Report is a vital academic document that reflects the student's technical competence, analytical ability, professional exposure, and industry contribution. Recruiting organizations place significant importance on the Internship Report during placement interviews and often evaluate candidates based on their project depth, methodology, tools used, and measurable contributions.

Students are expected to prepare the report with seriousness, professionalism, and adherence to prescribed academic standards.

OBJECTIVES OF THE INTERNSHIP REPORT

The Internship Report aims to:

1. Develop structured written communication and technical documentation skills.
2. Serve as an official archival record of industry exposure.
3. Provide reflective insight into professional growth and competency development.
4. Document technological tools, methodologies, and applications learned.
5. Evaluate whether predefined goals, objectives, and learning outcomes were achieved.
6. Demonstrate integration of theoretical knowledge with practical implementation.
7. Showcase innovation, problem-solving, and contribution to the host organization.

STRUCTURE OF THE INTERNSHIP REPORT

The report shall comprehensively cover the following sections:

1. Introduction

- Title of Internship / Project
- Organization Profile
- Department / Division
- Scope of Internship
- Background of the study/project

The introduction must clearly explain the purpose and context of the internship.

2. Literature Review

- Review of related technical concepts
- Previous studies / research relevant to the project
- Industry practices related to the internship domain
- Importance of internship in professional development

3. Objectives of the Study

- Clear and measurable objectives
- Problem statement
- Scope and rationale of the project
- Expected outcomes

4. Methodology Adopted

- Research approach (Analytical / Experimental / Survey / Field Study)
- Tools, software, or technologies used
- Data collection methods
- Design / Development procedures
- Justification of chosen methodology

5. Analysis and Results

- Logical analysis of data or project outcomes
- Observations made during internship
- Graphs / Charts / Figures (if applicable)
- Interpretation of results
- Alignment of results with initial objectives

6. Conclusions

- Summary of findings
- Problem resolution status

- Key learning outcomes
- Technical and professional growth

7. Contribution and Learning

- Contribution made to the organization
- Innovation or improvements suggested
- Skills developed (technical and soft skills)
- Professional exposure gained
- Impact on career goals

8. Acknowledgements

- Industry Supervisor
- Faculty Guide
- Organization
- Institutional authorities
- Team members
- References / Citations / Bibliography

PRESENTATION & FORMAT REQUIREMENTS

The Internship Report must adhere to the following standards:

- Minimum 20 Pages (excluding annexures)
- Font: Times New Roman, Size 12
- Line Spacing: 1.5
- Margins: 1.5" left, 1" others
- Spiral Binding
- One-sided Printing
- Proper Index and Page Numbering
- Figures and Tables properly labeled
- Plagiarism-free (Original Work)

MANDATORY ATTACHMENTS

The report must include:

1. Title Page
2. Certificate (Department Format)
3. Industry Internship Certificate
4. Acknowledgement
5. Executive Summary / Abstract
6. Internship Objectives
7. Daily Diary (Original Copy)
8. Attendance Sheet
9. Mid-Term Review (if applicable)
10. Industry Evaluation Sheet
11. Bibliography / References

EVALUATION CRITERIA

The Internship Report will be evaluated based on:

- Technical Depth
- Analytical Clarity
- Practical Application
- Report Structure & Presentation
- Industry Feedback
- Viva-Voce Performance

DECLARATION

Submission of the Internship Report is mandatory for award of academic credits. Non-submission or unsatisfactory submission may result in:

- Withholding of Internship Credits
- Academic Backlog
- Ineligibility for Degree Award

12. INTERNSHIP REPORT SUBMISSION GUIDELINES

Every student is required to prepare and submit an Internship Report upon successful completion of the prescribed internship duration (minimum 4 or 6 weeks as per curriculum).

Submission of the Internship Report is mandatory for:

- End Semester Evaluation
- Award of Academic Credits
- Grade Entry in Transcript

1. Submission Requirements

- Two hard copies must be submitted:
 - One Student Copy
 - One Department Copy
- Reports must be submitted to the concerned Department HOD.
- The student must undergo multiple rounds of revision under the guidance of the Faculty Mentor / Internship Coordinator before final submission.
- The final report must strictly adhere to the prescribed formatting guidelines.

If a student has completed internships in two separate organizations, two separate reports must be submitted.

2. Text & Formatting Specifications

The Internship Report must follow the below format:

- Font: Times New Roman
- Font Size: 12
- Line Spacing: 1.5
- Margins:
 - Left: 1.5 inches
 - Top, Right, Bottom: 1 inch
- Page Numbering: Mandatory
- Alignment: Justified
- One-sided Printing Only

3. Binding & Length Requirements

- Spiral Binding
- Minimum 20 pages (excluding annexures and certificates)
- Proper Cover Page & Labeling

4. Order of Report Sections

Each Internship Report must follow the sequence below:

1. Title Page

(As per prescribed format)

2. College Certificate Page

(Signed by Faculty Guide & HOD)

3. Internship Certificate

(Issued by Industry / Organization on Letterhead)

4. Acknowledgement

(As per prescribed sample)

5. Executive Summary / Abstract

Must briefly describe:

- Organization Profile
- Problem Statement
- Methodology Adopted
- Key Observations
- Benefits & Outcomes

6. Index / Table of Contents

Clear listing of sections with page numbers.

7. Internship Outcomes

A single page clearly listing:

- Original Objectives
- Expected Learning Outcomes

8. Student Diary & Attendance Sheet

Original copies in prescribed format.

9. Introduction (2–3 Pages)

Must include:

- Description of the Internship Organization
- Nature of the Industry
- Scope of Work Assigned
- Background information relevant to the internship

10. Internship Proceedings (Minimum 10 Pages)

This is the core section and must address:

- How were the internship objectives achieved?
- What technical and professional skills were developed?
- Detailed work performed during internship
- Results / Observations / Analysis
- Challenges faced and how they were handled
- Tools, technologies, and methodologies used

11. Conclusion (1 Page)

- Summary of experience
- Achievement of objectives
- Professional growth
- Future implications

12. Bibliography (1 Page)

Include:

- Books
- Research Articles
- Technical Manuals
- Websites (proper citation format)

5. Evaluation Process

The Internship Report shall be evaluated based on:

- Technical Content
- Analytical Depth
- Application of Knowledge
- Presentation & Formatting
- Industry Evaluation
- Viva-Voce Performance

Failure to comply with submission guidelines may result in:

- Rejection of Report
- Re-submission Requirement
- Withholding of Internship Credits

6. Declaration

Submission of the Internship Report confirms that:

- The work is original
- Internship was completed as prescribed
- Documentation is authentic

13. Internship Report – Sample Format

INTERNSHIP REPORT

A Report Submitted in Partial Fulfillment of the Requirements

for the Award of the Degree of

BACHELOR OF TECHNOLOGY

in

COMPUTER SCIENCE AND ENGINEERING

Submitted by

Roll No.: _____

Under the Supervision of

(Industry Supervisor Name & Designation)

(Faculty Guide Name & Designation)

Internship Period

From: _____ **To:** _____

Department of Computer Science and Engineering

Sree Balaji Institute of Science and Technology (SBIST)

Bharath Institute of Higher Education and Research

(Deemed to be a University)

Chennai – 600044

Academic Year: 2025–2026

14. Certificate – Sample

Certified that the internship report titled _____ submitted by _____ is a bonafide work carried out during _____ academic year.

(Signatures: Internship Coordinator, HOD, External Examiner)

15. Acknowledgement – Sample

Includes thanks to:

- Organization
- Faculty Guide
- Internship Coordinator
- TPO
- HOD
- Principal
- Parents & Peers

J. Indumathi

