

## Rules and Regulations of Summer Internship For Diploma and Undergraduate Engineering Programme

Meeting Date & Time:	17-02-2018 (11:00 IST)	Meeting Location:	CGPIT Conference Room
Meeting Organizer:	Dr. Navin Shah	Meeting Chair:	Dr. Navin Shah
Minutes Drafted Date:	28-02-2018	Meeting Committee:	Board of Studies (7 <sup>th</sup> Meet)

### Brief Description

#### Agenda 7.8:

To consider and recommend to the academic council for approval to introducing the Vocational Training (summer internship) of 6 to 8 weeks at the end of 6<sup>th</sup> semester in all the UG programme with 2 credit and 50 marks. (Annexure VI)

#### Proceedings of Agenda 7.8:

The introduction of summer internship (vocational training) of 5 to 8 week in Industries/Research and Development Organization/Academic Institution along with rules and regulations were presented and discussed at length of all B.Tech. programme. External expert members appreciated the novel idea of value addition and from placement perspective. Members are also suggested to keep 3 credits for such summer internship instead of 2 credits with the marks of 100. The proposal is to be implemented from the academic year 2018-19 and credit will be reflected in the marks of 7<sup>th</sup> semester of all B.Tech. programme. Such summer internship shall be organized between 15<sup>th</sup> May to 15<sup>th</sup> July as per the academic calendar of the institution and convenience of the Industries/Research and Development Organization/Academic Institutes.

#### Resolution of Agenda 7.8:

Resolved that summer internship (vocational training) of 5 to 8 week at the end of 6<sup>th</sup> semester of all B.Tech. programme in Industries/Research and Development Organization/Academic Institutes (as per guidelines duly approved with 3 credits and 100 marks. Resolved further that 3 credits and 100 marks will be reflected in the marksheet of 7<sup>th</sup> semester of all B.Tech. programme.

#### Agenda 7.19:

To consider and recommend to the academic council for approval to introducing the Vocational Training (summer internship) of 6 to 8 weeks at the end of 4<sup>th</sup> semester in all the Diploma programme with 2 credit and 50 marks. (Annexure XVII)

#### Proceedings of Agenda 7.19:

The introduction of summer internship (vocational training) of 5 to 8 week in Industries/Research and Development Organization/Academic Institution along with rules and regulations were presented and discussed at length of all Diploma programme. External expert members appreciated the novel idea of value addition and from placement perspective. Members are also suggested to keep 3 credits for such summer internship instead of 2 credits with the marks of 100. The proposal is to be implemented from the academic year 2018-19 and credit will be reflected in the marks of 5<sup>th</sup> semester of all Diploma programme. Such summer internship shall be organized between 15<sup>th</sup> May to 15<sup>th</sup> July as per the academic calendar of the institution and convenience of the Industries/Research and Development Organization/Academic Institutes.



**Resolution of Agenda 7.19:**

Resolved that summer internship (vocational training) of 5 to 8 week at the end of 4<sup>th</sup> semester of all Diploma programme in Industries/Research and Development Organization/Academic Institutes (as per guidelines duly approved with 3 credits and 100 marks. Resolved further that 3 credits and 100 marks will be reflected in the marksheets of 5<sup>th</sup> semester of all Diploma programme.

**Attendees**

Board of studies members from Faculty of Engineering and Technology at Uka Tarsadia University along with External expert members from other Institutions of Gujarat as below:

- Dr. Amit P. Ganatra (Professor, CED, CHARUSAT, Changa)
- Dr. Upena D. Dalal (Associate Professor, ECED, SVNIT, Surat)
- Dr. Ritesh Patel (Professor, EED, GHP CET, V.V. Nagar)
- Dr. Vijaykumar P. Chaudhary (Associate Professor, MED, CHARUSAT, Changa)
- Dr. Parimal A. Parikh (Professor, CHED, SVNIT, Surat)

**Guidelines for Internship (Annexure VI) and (Annexure XVII)**

No.	Guidelines
1.	Summer internship is an integral part of academic curriculum of respective degree and diploma programme. For the successful completion of the degree and diploma programme students are required to successfully complete the summer internship.
2.	Summer internship aims at widening the scope of skill development and the expansion of knowledge by providing an exposure in industry.
3.	One of important from additional benefits that industry may derive is to evaluate the student perusing internship from a long-term perspective. Thus, the summer internship becomes a gateway for the final placement of the student.
4.	The summer internship should be carried out by students in the semester break between fourth and fifth semester for diploma courses and between sixth and seventh semester for degree courses. The credit of the summer internship is reflected in fifth semester for diploma courses and in seventh semester for degree courses.
5.	Students are required to work in an industry for hands on experience.
6.	The paid internship or training will not be entertained by department/Institute.
7.	The duration of the summer internship is 6 to 8 weeks. Considering the academic schedule and the requirements of an industry the given period is subject to change, but not less than five weeks and in no case more than 8 weeks.
8.	Student should get the approval/appointment letter (on Industry/organization letter head) from the respective industry containing minimum required details like – Name and enrollment number of student and Duration of an internship. It will be appreciable if an industry defining – Scope of internship for respective student, Tools and technologies to be used, the person from an industry looking over effective internship by student, also called external guide. No objection certificate will be issued from an institute, if required.
9.	Head of the department will initiate the liaising between industry and department/Institute. One professor for a group of appropriate number of students is assigned from department, also called internal guide. If multiple students are working on the same project/task/survey etc. in industry then one internal guide can be allocated to the group defined by an industry to address the project/task/survey etc.
10.	Internal guide should at least visit twice to respective industry of his/her student/group of students for the entire summer internship.
11.	The detailed report of the visit (in pre-defined format) is required to prepare by internal guide to respective department, at very completion of his/her visit to industry.
12.	At the closing stage of the summer internship, the successful internship completion certificate is required to submit at respective department by student/group of students. The certificate should at least contain minimum required details like – Name and enrollment number of students, Duration of



*[Signature]*  
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	an internship, Performance of respective student, Tools and technologies used. The certificate (on Industry/organization letter head) must be signed by concerned authority of an industry along with the stamp of industry.
13.	At the closing stage of the summer internship, student/group of students require to prepared a detailed report (in pre-defined format) unfolding the work carried out during five to ten weeks of his/her/their internship and make presentation before jury constituted by the department for evaluation.
14.	Concerned department will schedule the presentation and evaluation of submitted report by student/group of students in the fifth semester. The schedule of such presentation will be announced in very beginning of the fifth semester for diploma and of the seventh semester for degree courses.
15.	The total marks for successful completion of summer internship following all the guidelines given by department/Institute, are 100 and it carries 3 credits.

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