



SREE RAMA ENGINEERING COLLEGE

(Approved by AICTE, New Delhi - Affiliated to JNTUA, Ananthapuramu)
An ISO 9001:2015 & ISO 14001:2015 certified Institution
Rami Reddy Nagar, Karakambadi road, Tirupati-517507

STUDENT INTERNSHIP PROGRAM APPLICATION FORM

Name of the Student	:					Affix recent passport size photograph	
Roll Number	:						
Name of the Programme	:						
Class & Branch	:						
Student Mail ID	:						
Student Mobile No.	:						
Address of the Internship Provider	:						
Internship Period	:	From		To		Duration	
Name of the faculty mentor	:						
Mentor mail id	:						
Mentor Mobile No.	:						

Signature of Faculty mentor/Guide:

Signature of Student:

Signature of HOD:

Signature of the placement officer:

Signature of PRINCIPAL:

RELIEVING LETTER OF STUDENT FROM INSTITUTE
(To be given on Institute Letter Head)

Date: _____

To

_____,

Dear Sir,

Sub: Relieving letter to below mentioned students to perform an internship at your esteemed organization - Reg.

Ref: Your letter dated:

The following students will undergo industrial internship in your esteemed organization under your guidance & directions during the period from _____ to _____ and accompany with our faculty guide _____

S. No.	Name of Student	Roll No.	Branch	Email ID	Contact

As the internship is an essential part of the curriculum and you are requested to insist the student follow the guidelines under the supervision of the concerned officer.

Your efforts in this regard will positively enhance the knowledge and practical skills of the students, your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulations of the organization and will maintain proper discipline with keen interest during their internship. The students will report to you on (date) _____ along with a copy of this letter.

Yours sincerely,

Mr. Vishnu
Training & Placement Officer
Sree Rama Engineering College

STUDENT'S DAILY DIARY

Name of the College				
Name of the Student				
Roll No.				
Branch				
Project Title				
Name of the Industry				
S.No.	Date	Time of		Details of Work done
		Arrival	Departure	
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3				
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Signature of the Industry Supervisor

Internship Report

The Internship report is an important instrument which signals a student's potential to a recruiter. Recruiting organizations attach great significance to the Internship Project Report in the final placement interviews and often the subject of the interviewees to in-depth examinations. Recruiter judge the quality of the report based on student's analytical skills, methodology, grasp of tools and tangible contributions to the organization. The college expects every student to take the report preparation seriously and submit a good report in the prescribed format at the end of internship.

The objectives of Internship Report:

1. Help the student develop written communication skills.
2. Serve as an archival record of the internship experience.
3. Provide an opportunity to reflect on the professional aspects/skillsthrough internship experience.
4. Allow the student to describe the technology content of the internship.
5. Reflect on the initial goals/tasks/targetsare achieved or not through internship.

The report should cover the following aspects

1. **Introduction:** Clear understanding of the title of internship/organization/unit/field of study.
2. **Literature Review:** Published studies, review of similarstudies about importance of internship.
3. **Details about the study:** Objectives, observation of the problem, scope and rationale of the study.
4. **Methods/methodology adopted for the study:** Analytical, survey, field work or any other method with appropriate justification andreasoning.
5. **Analysis and conclusions:** The logic of analysis, source of data, whether the conclusions are in line with the objectives,etc.
6. **Contribution and learning from the internship:** Details of the contribution of the study, the benefits to the department, institute, organization and student.
7. **Acknowledgements:** References/Citations and bibliography and help, if any, received from other individuals/organizations.
8. **Presentation of the report:** Format of the report, flow of the report, style, language,etc.

Internship Report Submission Guidelines

Every student is required to write an internship report upon completion of their internship and required to submit **two copies**(student copy + department copy) of the report to concerned department HOD for final evaluation and awarding of end examination grade. The student required to go through multiple rounds of revision in consultation with the department internship guide/coordinator and submit the final report to the HOD. The final report should follow the prescribed styles, fonts, titles, annexure, tables, charts, diagrams, images and body of the report.

Text Format in the report:Times New Roman 12;1.5 line spacing; Margins 1.5” left and 1” all other sides.

Binding & report length:Spiral binding & report length of minimum 20 pages with one side printing.

General information:Student with successful completion of 4 or 6 weeks of internship training as prescribed and if any student underwent internship in two separate companies have to submit two separate reports.

Each internship report should be in the following order:

- 1) **Title Page** (As per sample – 1)
- 2) **College certificate Page** (As per sample – 2)
- 3) **Internship certificate provided by the internship institution**
- 4) **Acknowledgement** (As per sample – 3)
- 5) **Executive summary/Abstract** about Company; Problem; Methodology; Key observations and Benefits.
- 6) **Index:** List of the contents of the internship report and where they can be found in the report.
- 7) **Internship Outcomes:** A single page that lists the original objectives of the internship.
- 8) **Student diary/attendance Sheet in original:** In prescribed format
- 9) **Introduction** (2 - 3 pages): The introduction should include a description of the internship site and the scope of the work completed during the internship. It may include background information necessary to understand the work completed during the internship.
- 10) **Internship Proceedings**(minimum of 10 pages): This section contains a discussion of the internship and should address the following points:
 - How the objectives achieved?
 - What skills (scientific and professional) were learned during the internship?
 - Results/observations/work experiences get in the internship company.
 - What challenges did you experience during the internship?
- 11) **Conclusion** (1 page)
- 12) **Bibliography** (1 page): Include references to books, articles, reports referred to in the report.