

GUIDELINES
FOR THE PREPARATION OF
SUMMER INTERNSHIP REPORT AND EVALUATION



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

BASAR – 504107

July-2020

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TITLE OF THE INTERNSHIP REPORT

Summer internship report submitted

By

Name of the student

(Roll Number)



DEPARTMENT OF ELECTRICAL ENGINEERING

RGUKT-BASAR

ASSESSMENT COMPONENTS

Assessment within the Industrial Training context aims to evaluate the student's work quality and appropriateness to the field of study with reference to the learning outcomes of the Industrial Training Programme. Students should be evaluated by Faculty coordinator (Industrial Training / Department). Evaluation methods used may consist of the following:

- Industrial Training report
- Presentation by the student

DISCIPLINARY PROCEDURES DURING INDUSTRIAL TRAINING PROGRAMME

Within the training period, the student is wholly responsible to the organization where he or she has been placed. This means that the student must observe specified office hours, and must adhere to all rules and regulations of the organization, just like the other staff within the organization, during the entire training period.

DEPARTMENTAL REPORT

When the training of the student in a particular department / section / shop of an industry is completed, he / she should write departmental report. Report should include description of the department / Section / Shop, the processes and procedures followed in it. Individual items of equipment, special attachment, indigenously adopted tools should be described. Personnel & any other human resource features should be highlighted. Drawings, sketches, specification of equipment, used, should be given wherever essential. The report should also contain entire studies & discussions carried out by the students in addition to what he / she has observed during his / her day to day work. The departmental report should be signed by the student and also by his officer-in-charge of that department / section / shop.

The report must include the following:

- (a) The basic history/introduction of the industry.
- (b) The sequence of operations followed/ systems introduced for the production.
- (c) The layout of various workshop/floors or the labs and admin section of the industry.
- (d) The major equipment used for the production / computer configuration required for the loading the used software's.
- (e) The infrastructure available.

- (f) The movement of material (raw, semi finished and finished product), not applicable in case of software industry.
- (g) The formulation of 3 to 4 practical problems.
- (h) Data required to formulate the problems.
- (i) Analysis of the data, steps required and commands used in case of software industry.
- (j) Suggestions made based on the analysis of the data.
- (k) Recommendations.
- (l) Certificate from the industry for the period of training undergone.

The final report must be at-least 25 to 30 pages for the student undergoing specified period as per RGUKT Basar rules. In case no. of students undergoing training in the same industry are more than one, each student will prepare his / her report separately.