

Pimpri Chinchwad Education Trust's  
**PIMPRI CHINCHWAD COLLEGE OF ENGINEERING**  
SECTOR NO. 26, PRADHIKARAN, NIGDI, PUNE 411044

An Autonomous Institute Approved by AICTE and Affiliated to SPPU, Pune

**DEPARTMENT OF CIVIL ENGINEERING**



**Internship Guidelines  
of  
Civil Engineering  
(Course 2020)**

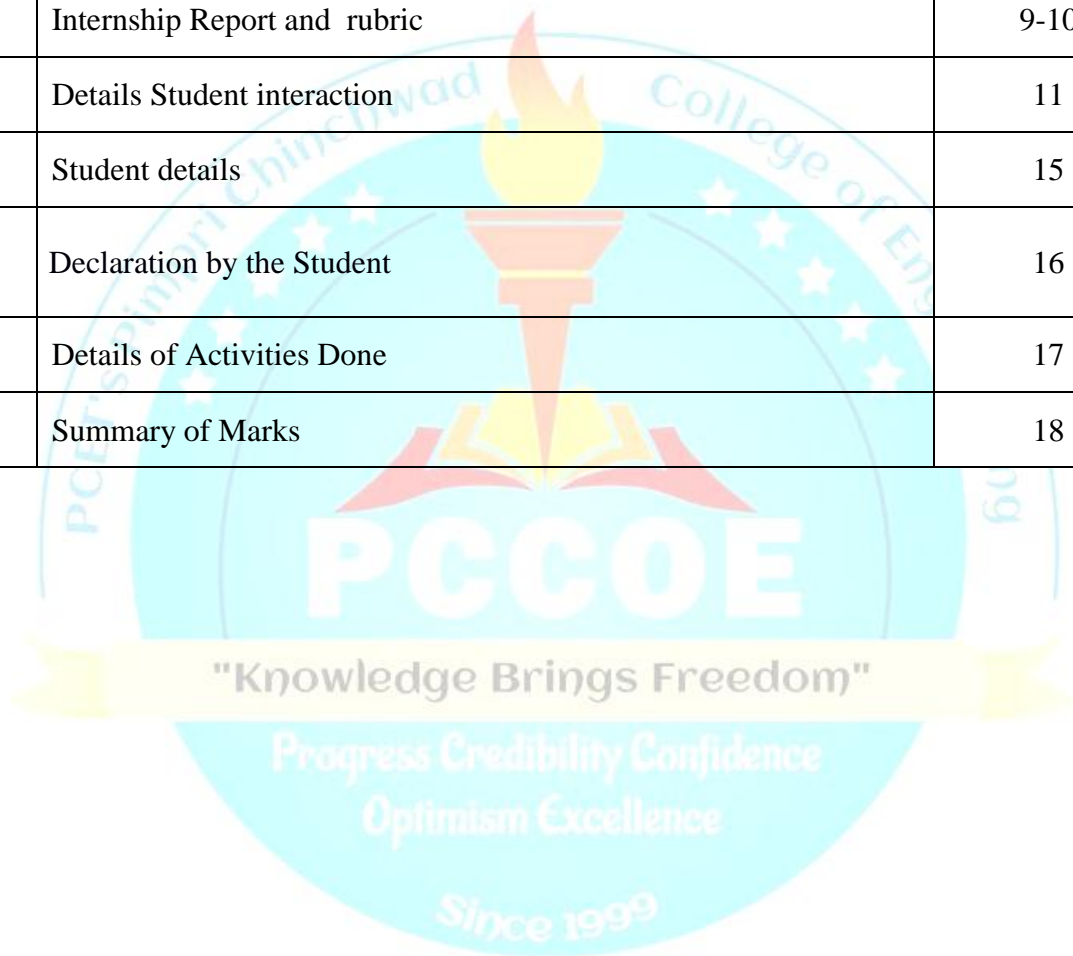
"Knowledge Brings Freedom"



**Effective from Academic Year 2022-23**

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**Pimpri Chichwad Education Trust's  
Pimpri Chinchwad College of Engineering, Pune**

**Department of Civil Engineering**



**Name of the Course: Internship**

**Year: B.E. Civil**

**Course Code: BCI8801**

**Effective from Academic Year: 2022-23**

**Internship Guidelines, Logbook and Diary**

|   |  |
|---|--|
| <b>Name of the Student</b>                            |  |
| <b>Roll No.</b>                                       |  |
| <b>PRN No.</b>  |  |
| <b>Name of the Internal<br/>Internship Supervisor</b> |  |

## **QUALITY POLICY**

We at PCCoE are committed to impart **Value Added Quality Education** to satisfy the applicable requirements, needs and expectations of the **Students and Stakeholders**.

We shall strive for **Academic Excellence, Professional Competence and Social Commitment** in fine blend with **Innovation and Research**.

We shall achieve this by establishing and strengthening state-of-the-art Engineering and Management Institute through **Continual Improvement** in effective implementation of **Quality Management System**.

## **VISION & MISSION of INSTITUTE**

### **❖ Vision**

To be one of the top 100 Engineering Institutes of India in coming five years by offering exemplarily Ethical, Sustainable and Value Added Quality Education through a matching ecosystem for building successful careers.

### **❖ Mission**

1. Serving the needs of the society at large through establishment of a state-of-art Engineering Institute
2. Imparting right Attitude, Skills, Knowledge for self-sustenance through Quality Education
3. Creating globally competent and Sensible engineers, researchers and entrepreneurs with an ability to think and act independently in demanding situations

## **VISION & MISSION of CIVIL ENGINEERING DEPARTMENT**

### **❖ Vision**

To be recognized as one of the leading department in respect of professional education and innovation in western region.

### **❖ Mission**

To develop multidisciplinary approach to relate civil engineering challenges to social and human context though team spirit, right attitude, morals and higher education

## **PROGRAM EDUCATION OBJECTIVES (PEOs) of Civil Engineering Department**

**PEO1:** To impart sound academic fundamentals among the students to formulate, analyze and solve civil engineering problems

**PEO2:** To develop the student's ability to adopt and apply recent trends in civil engineering

**PEO3:** To prepare students for the challenging needs of civil engineering profession and higher academic pursuits

**PEO4:** To develop professional ethics among students for functioning as an individual or in a team for betterment of society and environment.

## **PROGRAM SPECIFIC OUTCOMES (PSOs) of Civil Engineering Department**

**PSO1:** The graduate will be able to apply necessary civil engineering knowledge, skill sets for quality construction work in infrastructural and industrial development

**PSO2:** The graduate will be able to demonstrate skill sets required for entrepreneur in civil engineering

## PROGRAM OUTCOMES (POs)

### Engineering Graduates will be able to:

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
3. **Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.
12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

❖ **Course Objectives**

|    |  |
|----|--|
| 01 | To expose students to industrial environment to make them a competent professional.  |
| 02 | To expose students to the current technological developments.  |
| 03 | To enable students to learn to apply the technical knowledge in real industrial situations.  |
| 04 | To enable students to understand the social, economic and administrative considerations that influence the working environment of industrial organizations |
| 05 | To enable students to understand the engineer's responsibilities and ethics.   |

❖ **Course Outcomes:**

On successful completion of this course, the learner will be able to:

|    |  |
|----|--|
| 01 | To explain and demonstrate his technical learning during the internship                                  |
| 02 | To demonstrate his technical communication through presentation, internship diary and internship report. |
| 03 | To exhibit his ethics, team work and leadership qualities.   |

❖ **CO-PO-PSO Matrix:**

| CO/<br>PO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 | PO<br>10 | PO<br>11 | PO<br>12 | PSO<br>I | PSO<br>II |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------|----------|----------|----------|-----------|
| CO1       | 3   | 2   | 2   | 2   | 2   | 1   | 1   | -   | -   |          | 2        | 2        | 2        | 2         |
| CO2       | 3   | 2   | 2   | 2   | 2   | 2   | 1   | -   | -   | 3        | 1        | 2        | 2        | 2         |
| CO3       | 3   | -   | -   | -   | -   | -   | -   | 3   | 3   | 2        | -        | 2        | 2        | 2         |

## **Internship Guideline for T. Y. BTech students**

Internship is an opportunity to gain the practical experience in the field of interest which can also further strengthen the career goal. The structured internship proposed has core objective to expose students to the sites/ fields to understand the technical, administrative, economic and social aspects for successful completion of the task/ project.

The following guidelines are proposed for the internship which are to be strictly followed to earn the academic credits.

**1. Internship Duration:** Minimum 4 weeks (40-45 Hours per week) at the approved domain by Internal Internship Supervisor (IIS).

### **2. Internship Domains:**

- a) Working for consultancy/ research project
- b) Contribution in incubation/innovation/entrepreneurship cell/institutional innovation council/startups cells of institute
- c) Learning at departmental lab/tinkering lab/institutional workshop
- d) Development of new product/business plan/registration of start-up
- e) Industry/government organization internship
- f) In-house product development, intercollegiate, inter department research internship under research lab/group, micro/small/medium enterprise/online internship
- g) Research internship under professors, IISC, IIT's, research organizations
- h) NGOs or social internships, rural internship
- i) Development of Physical and/or numerical, mathematical, soft computing model
- j) Carrying out surveys related to society related but Engineering problems. For example, a survey of solid waste management in a particular area/town/village, survey of water supply network in a locality, town, village etc. , survey of air quality etc.

**3. Writing of Daily Internship Diary:** Students must maintain Internship Diary. Student should take the sign of External Internship Supervisor (EIS) after completion of each day's work compulsorily. Internship diary will be evaluated for the assigned marks and is mandatory to be submitted.



**4. Evaluation of the Internship Course: The course having 100 Marks term work will be evaluated using following heads-**

**a) Internship Review – 40 Marks**

**b) Internship Submission- 60 marks**

- Internship Diary- 30 marks
- Internship Report- 30 marks

**Internship Review – 40 marks**

Review for the internship will be conducted on the mentioned dates in the notice in strictly offline mode. Student will be given 15 minutes to present the internship work in the form of PowerPoint presentation. 10 minutes after the presentation will be reserved for question and answers by the reviewers

*The rubric for the evaluation of Internship Review I is given below:*

| <b>Evaluation Criteria/ Levels</b>   | <b>Average</b>   | <b>Good</b>       | <b>Very Good</b>   | <b>Excellent</b>   |
|--|------------------|-------------------|--------------------|--------------------|
| <b>1. Average, 2. Good, 3. Very Good, 4. Excellent</b>   |                  |                   |                    |                    |
| <b>(a) Demonstration of technical knowledge and problem analysis skills.</b>   | <b>1-3 Marks</b> | <b>4-11 Marks</b> | <b>12-16 Marks</b> | <b>17-20 Marks</b> |
| Work done, technical content, depth, analytical calculations<br><br><i>(Maximum marks 20)</i>  |                  |                   |                    |                    |
| <b>(b) Demonstration of various skills like organization of presentation, communication, presentation skills, etc.</b>                   | <b>1-3 Marks</b> | <b>4-6 Marks</b>  | <b>7-8 Marks</b>   | <b>9-10 Marks</b>  |
| Clarity in thoughts, temperament in question and answer sessions, spoken English, body language<br><br><i>(Maximum marks 10)</i>         |                  |                   |                    |                    |
| <b>(c) Demonstration of team, work, leadership, ethics, social understanding</b>   | <b>1-3 Marks</b> | <b>4-6 Marks</b>  | <b>7-8 Marks</b>   | <b>9-10 Marks</b>  |
| Part of team & leadership qualities exhibited, ethical practices, demonstration of social understanding<br><br><i>(Maximum marks 10)</i> |                  |                   |                    |                    |

**Internship Submissions:**

**a) Internship Diary (30 Marks) Following points to be considered for evaluation**

- i. Timely documented entries
- ii. Adequacy & quality of information recorded
- iii. Data recorded
- iv. Thought process and recording techniques used
- v. Organization of the information

*The rubric for the evaluation of Internship Diary is given below:*

| <b>Evaluation Criteria/ Levels</b>   | <b>Average</b><br>1 mark | <b>Good</b><br>2-3 marks | <b>Very Good</b><br>3-4 marks | <b>Excellent</b><br>5-6 marks |
|--|--------------------------|--------------------------|-------------------------------|-------------------------------|
| <b>1. Average, 2. Good, 3. Very Good, 4. Excellent</b>   |                          |                          |                               |                               |
| <b>(a) Timely documented notes</b><br>Date wise entry, EIS sign on each date. Reason for absence (if any)<br><i>(Maximum marks 6)</i>                  |                          |                          |                               |                               |
| <b>(b) Quality of information</b><br>Adequate , relevant and technical information, depth<br><i>(Maximum marks 6)</i>                                  |                          |                          |                               |                               |
| <b>(c) Apparent efforts put in the noting of information.</b><br>Expression of terms, application of thought process, etc.<br><i>(Maximum marks 6)</i> |                          |                          |                               |                               |
| <b>(d) Work Done for Internship</b><br>Efforts, analytical work, calculations, etc.<br><i>(Maximum marks 6)</i>  |                          |                          |                               |                               |
| <b>(e) Presentation</b><br>Well organized, neatly written, diagrams , photos, etc. wherever necessary<br><i>(Maximum marks 6)</i>                      |                          |                          |                               |                               |

**b) Internship Report (30 Marks)**

**After completion of the internship, students should submit the report in 3 copies spirally bonded, prints taken back to back in color copies prior to the date mentioned in the notice.**

**The report shall consist of following points.**

- Title/cover Page
- Internship completion certificate
- Internship place details: Company background-organization and activities/scope and object of the study/personal observations
- Index/table of contents
- Introduction
- Title/problem statement/objectives
- Motivation/scope and rationale of the study
- Methodological details
- Results/analysis/inferences and conclusion
- Suggestions/recommendations for improvement to industry, if any
- Attendance record
- Acknowledgement
- List of reference (books, magazines and other sources)

The submitted internship report will be evaluated on following points

- i. Originality.
- ii. Adequacy and purposeful write-up.
- iii. Organization, format, drawings, sketches, style, language etc.
- iv. Variety and relevance of learning experience.
- v. Practical applications, relationships with basic theory and concepts taught in the course.

*The rubric for the Internship Report is given below:*

| <b>Evaluation Criteria/ Levels</b><br><b>1. Average, 2. Good, 3. Very Good, 4. Excellent</b>  | <b>Average</b><br>1 mark | <b>Good</b><br>2-3 marks | <b>Very Good</b><br>3-4 marks | <b>Excellent</b><br>5-6 marks |
|---|--------------------------|--------------------------|-------------------------------|-------------------------------|
| <b>1. Originality</b><br>Self-written, use of authentic sources for information, similarity index within range<br><i>(Maximum marks 6)</i>  |                          |                          |                               |                               |
| <b>(b) Quality of information</b><br>Adequate , relevant and technical information, depth<br><i>(Maximum marks 6)</i>   |                          |                          |                               |                               |
| <b>(c) Apparent efforts put in the preparation of the report</b><br>Data collection, organization of the information, diagrams, photo, etc.<br><i>(Maximum marks 6)</i>   |                          |                          |                               |                               |
| <b>(d) Efforts put in demonstration of application of theory at the site &amp; analytical calculations</b><br>Theoretical concept in theory and its application at the site explained, inclusion of analytical calculations<br><i>(Maximum marks 6)</i> |                          |                          |                               |                               |
| <b>(e) Punctuality, seriousness and attitude towards submission of the report.</b><br>Timely submission, suggestions incorporated, etc.<br><i>(Maximum marks 4)</i>   |                          |                          |                               |                               |

**Details of the Interaction of the Student with Internal Internship Supervisor (IIS)**  
**To be filled by student and signed by IIS**

|   |              |
|---|--------------|
| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |
| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |
| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |
| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |
| <b>Name of the Student:</b>                 | <b>Date:</b> |
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| <b>Name of the Student:</b>                 | <b>Date:</b> |
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| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |

**Details of the Interaction of the Student with Internal Internship Supervisor (IIS)**

**To be filled by student and signed by IIS**

|   |              |
|---|--------------|
| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |
| <b>Name of the Student:</b>                 | <b>Date:</b> |
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| <b>Name of the Student:</b>                 | <b>Date:</b> |
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| <b>Name of the Student:</b>                 | <b>Date:</b> |
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| <b>Points Discussed in the Interaction:</b> |              |
| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |

**Details of the Interaction of the Student with Internal Internship Supervisor (IIS)**

**To be filled by student and signed by IIS**

|   |              |
|---|--------------|
| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |
| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |
| <b>Name of the Student:</b>                 | <b>Date:</b> |
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| <b>Name of the Student:</b>                 | <b>Date:</b> |
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| <b>Name of the Student:</b>                 | <b>Date:</b> |
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| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |

**Details of the Interaction of the Student with Internal Internship Supervisor (IIS)**

**To be filled by student and signed by IIS**

|   |              |
|---|--------------|
| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |
| <b>Name of the Student:</b>                 | <b>Date:</b> |
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| <b>Name of the Student:</b>                 | <b>Date:</b> |
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| <b>Name of the Student:</b>                 | <b>Date:</b> |
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| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |
| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |
| <b>Name of the Student:</b>                 | <b>Date:</b> |
| <b>Points Discussed in the Interaction:</b> |              |



## STUDENT DETAILS

|  |  |
|--|--|
| <b>Name of the Student:</b>                            |  |
| <b>Roll. No.</b>                                       |  |
| <b>PRN No.</b>   |  |
| <b>Name of the Internship Organization</b>             |  |
| <b>Complete Address of the Internship Organization</b> |  |
| <b>Start Date of Internship</b>                        |  |
| <b>End Date of Internship</b>                          |  |
| <b>Name of the External Internship Supervisor</b>      |  |
| <b>Designation of External Internship Supervisor</b>   |  |
| <b>Name of Internal Internship Supervisor</b>          |  |

**Declaration by the Student**

I,..... , Roll No. ....from  
T. Y. Civil is undergoing the Internship. The name of the company/organization in which I am  
doing internship is .....  
The complete address of the company/organization is .....  
.....

I understand that the internship is the compulsory academic course in my B.Tech. Civil Course  
in academic year 2023-24 which is going to get evaluated in Semester VII. I will maintain my  
internship diary on daily basis and get it signed by the competent authority of  
company/organization. I will report my internship activities to my Internal Internship Supervisor  
(IIS) at PCCoE on day to day basis.



I, with this letter provide the undertaking that I will follow all the rules and regulations laid by  
the company/ organization related with safety at the site. I understand that taking safety related  
precautions at site is very important. I will follow all the instructions at the site given by the  
company/organization. Also, I have provided the information of my internship to my parents.

Name of the Student:

Roll No:

Sign:



|   |   |   |
|---|---|---|
|  | <b>Pimpri Chinchwad Education Trust's<br/>Pimpri Chinchwad College of Engineering</b> |  |
| <b>Summary of the Term work Marks</b>   |   |   |

**Department: Civil Engineering**

**Academic Year: 2023-24**

**SEM:**

| <b>Name of the Student</b> | <b>Roll No</b> | <b>Marks of Review<br/>(Out of 50 Marks)<br/>'A'</b> | <b>Marks for Internship Diary<br/>(Out of 30 Marks)<br/>'B'</b> | <b>Marks for Internship Report<br/>(Out of 30 Marks)<br/>'C'</b> | <b>Internship Marks<br/>(Out of 100 Marks)<br/>(A+B+C)</b> |
|----------------------------|----------------|--|---|--|--|
|                            |                |  |   |  |  |

**Name and Sign of Internal Internship Supervisor**

**Internship Coordinator**

**H.O.D., Civil Department, PCCoE**