**Field Training / Internship / Industrial Training / Mini- Project**

**Report on**

**“Title of Field Training / Internship / Industrial Training”**

**Submitted In Fulfillment of the Requirement**

**For First / Second / Third / Final year of**

**Bachelor of Technology**

**In**

**Artificial Intelligence and Data Science**

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**Hindi Seva Mandal’s (Estd. 1950)**

**Shri Sant Gadge Baba**

**College Of Engineering And Technology**

**Bhusawal – 425203. Dist. Jalgaon (M. S.)**

**Affiliated to**

**Dr. Babasaheb Ambedkar Technological University Lonere, Maharashtra**

**Submitted By**

**Mr. / Ms. Name of Candidate**

**[University PRN Number]**

**Academic Year (Example: 2022 – 2023)**

**Hindi Seva Mandal’s (Estd. 1950)**

**Shri Sant Gadge Baba**

**College Of Engineering And Technology**

**Bhusawal – 425203. Dist. Jalgaon (M. S.)**

**Dr. Babasaheb Ambedkar Technological University, Lonere, Maharashtra**

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**CERTIFICATE**

This is to certify that Mr. / Ms. Name of Candidate has undergone and successfully completed his/her “***Field Training / Internship / Industrial Training / Mini-Project***” in [Name of the Firm / Company] for the fulfillment of the **First / Second / Third / Final Year** of **Bachelor of Technology** in Artificial Intelligence and Data Science as prescribed by Dr. Babasaheb Ambedkar Technological University, Lonere during academic year (Example: **2022-2023**)

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| **Prof. / Dr.**  **[Department Coordinator/Guide]** |  | **Prof. / Dr.**  **[Head of Department]** |
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|  |  |  |
| **Prof. R. A. Agrawal**  **[Training and Placement Officer]** |  | **Dr. R. B. Barjibhe**  **[Principal]** |

**COMPANY CERTIFICATE**

**[Letter of Completion]**

***[ Field Training/Internship/Industrial Training / Mini-Project ]***

THIS LETTER WILL BE PROVIDED BY COMPANY WHERE THE CANDIDATE HAS COMPLETED HIS/HER

***[Field Training / Internship / Industrial Training / Mini-Project* ]**

**NOTE:**

If one student undergoes the Training for ***[Field Training / Internship / Industrial Training]*** two times in a year then:

1. One Report of one Academic Year is to be prepared.
2. There will be two different certificates (if there are multiple companies) or One Company Certificate mentioning the dates accordingly.
3. This Certificate is expected to be provided by Company, on their Letter Head with duly sign of the company officials with proper seal and stamp.
4. The Place and Date will be the Location where the ***[Field Training / Internship / Industrial Training / Mini-Project*]** is completed

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| **Place:**  **Date:** |

**ACKNOWLEDGEMENT**

I feel great pleasure in submitting this ***Field Training / Internship / Industrial Training / Mini - Project*** report on “***Field Training / Internship / Industrial Training / Mini – Project”***.

I take this opportunity to thank our Hon. Principal, **Prof. Dr. R. B. Barjibhe** for setting high benchmarks and allowing us for Field Training / Internship / Industrial Training and motivating us to give our best during the training.

I am thankful to our Training and Placement Officer, **Prof. R. A. Agrawal** for providing us with the best opportunities, making prior arrangements, encouragement and developing our positive attitude towards Industrial exposure, Internships with quality placements.

I would like to thank IQAC Cell for arranging different activities throughout the year which helped me to ensure the development of my abilities and skills

I am thankful to my Head of Department, [Name of Department, Name of Head of Department] for his continuous motivation and support.

I would especially like to thank [Name of Industry Representative – Company Person] for their sincere efforts, delivering the best Industrial contents. I also thank all the people that we met at different venues during our ***Field Training / Internship / Industrial Training / Mini-Project,*** giving us detailed information about the firm, technology and the Industrial work culture, thus developing our skills. I personally learnt a lot during this tenure.

I thank my Departmental Field Training / Internship / Industrial Training Coordinator, [Name of Coordinator, Name of Department] for his/her help in all regards.

My sincere thanks to all faculties of Hindi Seva Mandal’s, Shri Sant Gadge Baba College of Engineering and Technology, Bhusawal for their best wishes and help

My special thanks to my Parents for their continuous encouragement, blessings and support. At last, I would like to thank all my friends and my well-wishers. Thank you so much everyone.

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| **Name of Student**  **[University PRN Number]**  **[Class & Dept.]**  **Example: S. Y. B. Tech.**  **Computer Science and Engineering** |

**Guidelines for Students**

* Internship/ Placement is a student centric activity. Therefore, the major role is to be played by the students. For allotment of internship slots all the students will be required to submit “student internship programme application” before the prescribed date (Format available on Institute Website).
* The offer given by the company is to be accepted irrespective of the Company / Job profile or job location or stipend offered.
* The responsibilities provided during Internship should be dealt very sincerely and carefully.

Guidelines for Field Training / Internship / Industrial Training Industrial Training / Mini-Project:

1. To apply for a suitable Industrial Training, submit an application form to respective Organization concerned one semester before the Industrial Training Programmed commences.
2. Student can also apply through online platforms such as Internshala for industrial training.
3. Submit one copy of the offer letter for the Industrial Training to the Head of the Department / Departmental Faculty coordinator (Industrial Training).
4. To complete the Industrial Training process within the specified time based on the Industrial Training Programme schedule.
5. 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.
6. Those students who fails, they can also complete online certification courses which are available at free of cost on various MOOC platforms. [ as per University guidelines]

**Guidelines for Field Training / Internship /**

**Industrial Training / Mini – Project Report**

**STUDENT’S DIARY/ DAILY LOG**

The main purpose of writing daily diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students’ thought process and reasoning abilities. The students should record in the daily training diary the day to day account of the observations, impressions, information gathered and suggestions given, if any. It should contain the sketches & drawings related to the observations made by the students. The daily training diary should be signed after every day by the supervisor/ in charge of the section where the student has been working. The diary should also be shown to the Faculty Mentor visiting the industry from time to time and got ratified on the day of his visit.

Student’s Diary and Internship Report should be submitted by the students along with attendance record and an evaluation sheet duly signed and stamped by the industry to the Institute immediately after the completion of the training. It will be evaluated on the basis of the following criteria:

* + Regularity in maintenance of the diary.
  + Adequacy & quality of information recorded.
  + Drawings, sketches and data recorded.
  + Thought process and recording techniques used.
  + Organization of the information.

**INTERNSHIP REPORT**

After completion of Internship, the student should prepare a comprehensive report to indicate what he has observed and learnt in the training period. The student may contact Industrial Supervisor/ Faculty Mentor/TPO for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily diary. The training report should be signed by the Internship Supervisor, TPO and Faculty Mentor. The Internship report will be evaluated on the basis of following criteria:

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

**MONITORING & EVALUATION OF INTERNSHIP**

The industrial training of the students will be evaluated in three stages:

* Evaluation by Industry.
* Evaluation by faculty supervisor on the basis of site visit(s).
* Evaluation through seminar presentation/viva-voce at the Institute.

**EVALUATION BY INDUSTRY**

The industry will evaluate the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks.

**MONITORING/ SURPRISE VISIT BY TPO/ STAFF/ FACULTY MENTOR**

TPO/Staff/ Faculty Mentor of the institutes will make a surprise visit to the internship site, to check the student’s presence physically, if the student is found absent without prior intimation to the T & P Cell, entire training will be cancelled.

**EVALUATION THROUGH SEMINAR PRESENTATION/VIVA-VOCE AT THE INSTITUTE**

The student will give a seminar based on his training report, before an expert committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

* + Quality of content presented.
  + Proper planning for presentation.
  + Effectiveness of presentation.
  + Depth of knowledge and skills.
  + Attendance record, daily diary, departmental reports shall also be analyzed along with the Internship Report.

Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.

**REPORT FORMAT**

[A report is to be prepared by the candidate of 30 – 35 pages]

1. Title Pages
2. College Certificate
3. Company Certificate
4. Index
5. List of Figures/ Graphs / Observation Sheets [if any]
6. Introduction
7. Area of Work / Industry - Learning Objectives
8. Objective
9. Procedure [Field / Domain / Online Learning etc]
10. Learning Outcomes / Skills Achieved
11. Observations
12. Conclusions
13. Acknowledgement