LOKMANYA TILAK JANKALYAN SHIKSHAN SANSTHA'S
PRIYADARSHINI COLLEGE OF ENGINEERING
An Autonomous Institute Affilliated to R.T.M. Nagpur University, Nagpur
Accredited with Grade 'A+' by NAAC
Near C.R.P.F. Campus, Hingna Road, Nagpur - 440 019 (Maharashtra) India
Phone : 07104 - 299648, Fax : 07104-299681
E-mail : principal.pce.ngp@gmail.com • Website: www.pcenagpur.edu.in
AICTE ID No. 1-5435581; DTE CODE No. 4123, UNIVERSITY CODE No. : 278

Date: 8th May,2026

Standard Operating Procedure (SOP)

In-House Internship for VIII Semester Students

Applicable to: VIII Semester B.Tech. students , Effective from: 2026-27

1. Purpose

The VIII semester curriculum includes an internship component. Students who are unable to secure an internship with an industry or organization are provided an **in-house internship**, in which they carry out a structured project on the college campus under the supervision of a faculty member. This SOP defines the process, responsibilities, timeline, documentation and evaluation of such internships so that they are uniform, fair and outcome-oriented.

2. Scope and Applicability

- Applies to all VIII semester students who could not obtain an internship in industry/ organisation.
- Does not apply to students who have secured an internship in industry/ organisaton outside the college campus.

3. Definitions

- **In-house internship:** A project-based internship carried out within the college campus (labs, workshops, computing facilities, field sites near campus) under faculty guidance.
- **Internship Coordinator:** Faculty member nominated by the Head of the department to manage in-house internships in the department.
- **Guide:** Faculty member assigned to supervise a student or team.

4. Enrolment

1. The student will submit an application for in-house internship to the Internship Coordinator of the department.
2. The Internship Coordinator will verify the applications and share the approved list with the Head of the department.
3. The approved applications of the students will be sent to the Coordinator of the III Cell of the college.
4. Guides will be allotted based on project domain and guide expertise.
5. Teams, where permitted, should have a maximum of 4–5 students, with clearly separated individual deliverables.

5. Nature of the Project:

The project must be completed within a maximum period of 6 months, from the date of commencement to the date of final submission and evaluation. To ensure this, every proposed project must satisfy the following criteria.

1. **Time-bound scope:** The scope, objectives and deliverables must be achievable in 6 months with a weekly effort.
2. **Defined deliverables:** A tangible output such as a working prototype, validated simulation/analysis, design report, field study, dataset, or tested model.
3. **Resource feasibility:** Required equipment, software, materials and laboratory access must be available on campus.
4. **Safety and ethics:** The project must not involve hazardous operations beyond the capability of the available safety infrastructure.
5. **Practical relevance:** Preference for projects addressing industry problems, campus needs, community/societal issues, or product improvement.
6. **Originality and non-duplication:** The project must differ from the student's earlier mini/major projects and from projects of other teams.
7. **Measurable milestones:** The plan must be divisible into monthly milestones that the guide can verify.
8. **Fallback plan:** A reduced-scope option (for example, simulation-only if fabrication is delayed) should be identified at the proposal stage.

The Head of the department, Internship Coordinator and guide will reject or revise any proposal that cannot reasonably meet these criteria.

6. Roles and Responsibilities

Student

- Prepare and submit the project proposal; follow the approved plan and timeline.
- Maintain a daily attendance log sheet and attend all progress seminars.
- Follow laboratory safety and discipline rules and take care of college equipments.
- Submit the final report and present the work.

Guide

- Help finalise a feasible project scope and plan.
- Meet the student at least once a week, record guidance and progress.
- Verify logbooks, evaluate progress and recommend corrective action.
- Ensure the project is completed within the 6-months limit.

Internship Coordinator (Department)

- Collect applications, allot guides and maintain the master list.
- Schedule progress seminars and keep records of attendance, logs and evaluations.
- Report status to the Head of the department and III Cell Coordinator of the college.

Head of Department

- Approve project proposals and guide allotment.
- Ensure laboratory/workshop access and resource availability.
- Resolve escalations.

7. Procedure and Timeline

Phase 0: Pre-start (before commencement)

- Circulate the notice for in-house internship; collect applications.
- Department publishes the list of guides and indicative project areas.

Phase 1: Month 1: Problem definition and planning

- Literature/industry survey and problem identification.
- Submit proposal: title, objectives, scope, methodology, resource list, milestones, expected deliverables, fallback plan.
- Proposal approved by guide, Coordinator and Head of the department within first 2–3 weeks.

Phase 2: Months 2–3: Design and development

- Detailed design, modelling, simulation, procurement/preparation of materials.
- Progress Seminar-1 at the end of Month 2: problem, design and plan.

Phase 3: Months 4: Implementation, testing and analysis

- Fabrication/construction/coding/experiments; testing, validation and result analysis.
- Progress Seminar 2 at the end of Month 4: Progress against milestones.

Phase 4: Month 5-6: Documentation and closure

- Final optimisation, report writing, presentation and demonstration.
- Submit final report; final evaluation and certification.

No extension beyond 6 months is permitted unless approved by the Principal on the recommendation of the Head of the department.

8. Documentation and Records

Student maintains:

1. Approved Project proposal .
2. Fortnightly logbook signed by the guide.
3. Review report of progress seminars.
4. Final report in the college format, including abstract, introduction, methodology, results, conclusion, future scope, references and plagiarism report.
5. Supporting evidence: photographs of prototype/work, drawings, code, data sheets, simulation files.

9. Evaluation

- The evaluation shall be carried out as per the approved guidelines and rubrics of the Institution. The performance of the student will be evaluated based on Continuous evaluation and End semester assessments.
- In team projects, marks are awarded individually based on each member's contribution. Students failing to meet the minimum requirement may be given a time-bound opportunity to improve.

10. Safety, Discipline and Resource Use

- Students must undergo a safety briefing before using any laboratory, workshop or machine.
- Hazardous equipment is to be used only in the presence of the laboratory in-charge or guide.
- Students must follow the college code of conduct.
- Any damage or loss of equipment is to be reported immediately.

11. Exceptions and Grievances

- If a student secures an external internship after enrolment, the student may switch with the Head of the department's approval,.

12. Certification

On successful completion, the college issues an In-House Internship Completion Certificate stating the project title, guide and duration, signed by the guide, Head of the department and Principal.

Dr. S.A. Dhale

Principal

Principal
Priyadarshini College of Engg.
Nagpur.

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FORMAT 1. STUDENT IN-HOUSE INTERNSHIP PROGRAM APPLICATION

Complete and submit to the Department Internship Coordinator. Type or write clearly.

1. Student Name:		
2. College Address:		Phone:
3. Home Address:		Phone:
3a. Student email address:		
4. Department:	5. Internship Semester: _____Year.	
6. Overall CGPA:		

Department Internship coordinator Name: _____

Signature: _____ Date _____.

Head of the Department Name: _____

Signature: _____ Date _____.

Student Signature: _____Date _____.

Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program

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FORMAT 2: ATTENDANCE SHEET

Name & Address of Organization

_____

_____

_____

Name of Student	
Roll. No	
Name of Course	
Date of Commencement:	
Date of Completion:	

Month / Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Note:

1. Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
2. Student should sign/initial in the attendance column. Do not mark 'P'
3. Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as **'A' in Red Ink.**

Name & Signature of the Guide

Name & Signature of the HOD

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FORMAT 3: STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Department: _____ Date: _____

Student Name: _____

Title: _____

Name of Guide and Co- Guide (If any): _____

Dates of Internship: From _____ To _____

Please fill out the above in full detail related at all Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	Disagree	Strongly Disagree
Helped me to apply classroom theory to practice				
Helped me develop my decision-making and problem-solving skills				
Expanded my knowledge prior to permanent employment				
Helped me develop my written and oral communication skills				
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)				
Expanded my sensitivity to the ethical implications of the work involved				

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FORMAT 4: DEPARTMENTAL CONTINUOUS EVALUATION

Department: ..... **Semester / Section:** VIII / **Academic Year:** 2026 – 2027

Evaluation Rubric Criteria (Annexure-III, C1 : Org & Discipline | C2: Technical Skills | C3: Problem Solving | C4: Teamwork & Ethics | C5: Report & Logbook | C6: Presentation & Viva

25 Marks Each):

Scoring Guide: Excellent (21–25) Very Good (15–20) Good (11–14) Satisfactory (< 11 Marks) Mandatory Minimum: 40% in Continuous Assessment

Sr.	Student Name	Roll No.	Continuous Assessment Parameters (25 Marks Each)						Total (150 M)	Eligibility (≥75% Att.)
			C1	C2	C3	C4	C5	C6		
1										Eligible / Detained
2										Eligible / Detained
3										Eligible / Detained
4										Eligible / Detained
5										Eligible / Detained
6										Eligible / Detained
7										Eligible / Detained
8										Eligible / Detained
9										Eligible / Detained
10										Eligible / Detained

Note: This continuous assessment must be submitted to the Departmental Internship In-charge along with verified copies of monthly progress reports and Format 7 (attendance log) prior to external viva entry.

Faculty Guide
Signature & Date

Department Internship In-charge
Signature & Date

Head of Department (HOD)
Signature with Dept Seal

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FORMAT 5:END-SEMESTER EXTERNAL EXAMINATION & CONSOLIDATED RESULT

Final Examination (150 Marks) & Institutional Consolidated Marksheet (Grand Total: 300 Marks)

Department: ..... **Semester:** VIII (Final Year B.Tech) **Date of Examination:**

Sr.	Student Name	College Roll No.	Continuous Eval. (150 M) (From Format 6)	End-Semester External Exam		External Total (150 M)	Grand Total (300 Marks) (Continuous + Ext)	Result / Grade
				Report & Doc. (75 M)	Pres. & Viva (75 M)			
1								Pass / Fail
2								Pass / Fail
3								Pass / Fail
4								Pass / Fail
5								Pass / Fail
6								Pass / Fail
7								Pass / Fail
8								Pass / Fail
9								Pass / Fail

Evaluation Scheme Architecture (Total: 300 Marks):

- Part I: Continuous Evaluation (Joint Industry & Faculty Mentor): **150 Marks** (50%)
- Part II: End-Semester External Examination (Report 75 M + Viva 75 M): **150 Marks** (50%)

Internal Examiner	External Examiner	HOD/III Cell Coordinator	Controller of Examinations
(Faculty Mentor, PCE)	(Industry / External Academic Expert)	PCE, Nagpur	