



JABALPUR ENGINEERING COLLEGE, JABALPUR

Estd. as Government Engineering College, Jabalpur in 1947

(Declared Autonomous by Govt. of M.P. India)

Website: <https://www.jecjabalpur.ac.in>

Ph: +91-761-2331953 email: principal@jecjabalpur.ac.in

Standard Operating Procedure (SOP) for availing Internship Option in B.Tech VIII semester

1. Internship Approval Process

- Students must obtain prior approval from their **Mentor** and **Head of Department (HOD)** for the internship before **30th December 2025**.
- Ensure the selected company/organization is relevant and reputed in the field of study.

2. Attendance Submission

- During the internship period, the company/organization must submit the students' **attendance record** directly to the respective HoDs through Mentor.

3. Internship Project Monitoring

- Students are required to present their **internship project work** to their Mentor at least **two times (in February and March)** during the internship period.
 - Presentations can be conducted in **offline or online mode** based on mutual convenience.

4. Submission of Internship Report

- The internship report must include:
 - Detailed project work documentation.
 - A certificate duly signed and sealed by an **authorized person** from the company/organization.
- The report must be submitted to the **Mentor** and **HOD** by **30th March 2026**.

5. NPTEL/SWAYAM Courses

- Students undergoing internships must complete the NPTEL/SWAYAM 12 week courses offered by the department under the following categories (one from each):
 - a) **Program Elective Course (PEC-III)**
 - b) **Open Elective Course (OEC-IV)**
- Students must submit their NPTEL/SWAYAM **test and assignment marks** as proof of completion.

6. Final Examination

- A final written examination for the NPTEL/SWAYAM courses will be conducted in **offline mode** at **Jabalpur Engineering College (JEC)** during **April 2026**.

7. Adherence to the Internship Option

- Once approved by the department & relieved; the students are not allowed to change the company/organization. Also they will not be allowed to merge with the inhouse students in regular classes in the college.

8. Undertaking

- Students must sign an undertaking to adhere to the above said SOPs and other examination related terms and conditions.



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Request for Student Internship (Form 1)

To,

The General Manager (HR)

Subject: Request for providing internship to the students.

Dear Sir/Madam,

In compliance with AICTE's mandate for internships to enhance students' practical skills and employability, we respectfully request your approval for the following students of our institution to undertake internship at your esteemed organization.

S. No.	Name of the Student	Roll No.	Course Name & Branch

Kindly confirm the acceptance of this request at your earliest convenience.

Thank you for your cooperation and support in fostering industry-academia collaboration.

Faculty Mentor

Department Name

Head of the Department

Department Name



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Internship Application Form (Form 2)

Part 1

Internship Details:

Student Name :	
Enrollment No.:	
Course Name & Branch:	
Home Address:	
Phone:	
Email:	
Internship Semester:	
Duration of the Internship:	
Start date of the Internship:	
Expected End date of the Internship:	

Part 2

Industrial Supervisor Detail:

Name:	
Designation:	
Industry/Company/Organization/Research Labs:	
Internship Address:	
Phone/Mobile No.:	
Email:	



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Part 3

Faculty Mentor:

Name of the Faculty:	
Branch :	
Elective Subject 1 (PEC III) :	Subject Name:
Elective Subject 2 (OEC IV) :	Subject Name:

Declaration by the Student:

1. I will abide by the rules and regulations of the organization and will maintain a proper discipline with keen interest during their Internship.
2. I will submit a report to the department on my learning/experiences.
3. I have read all the SOPs and will abide by them.

Signature of the Student:

Signature of the Faculty Mentor

Signature of the HOD

Signature of Training & Placement Officer

**Signature of the Principal
Jabalpur Engineering College**



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Relieving Letter of Student (Form 3)

To,

The General Manager (HR)

Subject: Relieving letter of the student for the internship.

Dear Sir/Madam,

Kindly refer to your letter/email dated _____ on the above cited subject. As permitted by your good self, following student will undergo industrial internship in your esteemed organization under your sole guidance and directions:

S. No.	Name of the Student	Roll No.	Course Name & Branch

This training being an essential part of their industrial experience, the following guidelines have been prescribed in the AICTE internship policy for the training . you are therefore, requested to please issue following guidelines to the concerned industrial supervisor

1. Prepare and share the internship schedule with the mentor and HOD of the parent institute
2. Define working hours and ensure proper attendance record is maintained
3. Organize at least two presentations or review sessions of the student
4. Issue a certificate and evaluation sheet before 30th March 2025.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged. The students will report to you on dated _____ along with a copy of this letter.

Yours Sincerely,
Head of Department

ATTENDANCE SHEET (Form 4)

Name & Address of Organization

Name of Student:																															
Roll. No.																															
Name of Course & Branch:																															
Date of Commencement of Internship :																															
Date of Completion of Internship:																															

Initials of the student

	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	
Month & Year																																
signature																																

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

Signature of Company internship supervisor with company stamp/seal

Name:

Contact No:

**PROFORMA FOR EVALUATION OF INTERNSHIP BY
INDUSTRY/COMPANY/ORGANIZATION (Form 5)**

1. Name of Student _____ Mob.No. _____
2. College Roll No. _____
3. Branch/Semester _____ Period of Training _____
4. Home Address with contact No. _____
5. Address of Training Site: _____
6. Address of Industry/Company/Organization: _____
7. Name/Designation of Internship In-charge _____
8. Type of Work _____
9. Date of Evaluation _____

a) Attendance: _____ (Satisfactory/Good/Excellent)

b) Practical Work: _____ (Satisfactory/Good/Excellent)

c) Faculty's Evaluation: _____ (Satisfactory/ Good/
Excellent)

d) Evaluation of Industry: _____ (Satisfactory/Good/ Excellent)

Signature of Company/Organization (with seal)

Mobile _____

Email _____