

INTERNSHIP POLICY



CMR INSTITUTE OF TECHNOLOGY

(UGC - Autonomous)

Approved by AICTE, Permanently Affiliated to JNTUH, Accredited by NBA and NAAC with A Grade

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INTERNSHIP POLICY

Introduction

Industry internship is an integral part of the academic curriculum. Satisfactory completion of internship is a mandatory requirement for getting the degree awarded by the institution. Further, institute offers multiple internships too based on programme curriculum & course structure of various departments.

The student may be assigned academic credits/grades after completion of internship(s). The internships provide an opportunity to the students to gain hands-on industrial or organizational exposure, to integrate the knowledge & skills acquired through the coursework, interact with professionals/co-interns, to improve their presentation, writing and communication skills. Internship often acts as a gateway for placement for many students.

Objectives

The aim of internship is to provide:

1. Real time learning experience to apply their analytical, integrative, team skills at the work place.
2. Network of opportunities with people from industry/organizations.
3. Calibration of individual student strength to cope up with various industry positions.
4. Pre-placement offers for potential students wherever feasible and appropriate.

Duration

Internship is a mandatory as per the curriculum where all the students have to undergo, to be completed during semester breaks for duration of six to eight weeks and evaluated in following semester.

Summer Internship carried out during summer vacation between IV semester & V semester and evaluated in V semester.

Eligibility

1. The student applicant must be a valid enrolled candidate of a program at the institute.
2. Internship is allowed to UG/PG programme students during respective semester breaks/summer vacations, only when the student has successfully completed the previous semester examinations and the student should not have been undergone any in-disciplinary proceedings/charges of the institution throughout the program.
3. Students with a SGPA/CGPA equivalent to 5 or higher without any backlogs and fee dues will be considered for internship assistance. Those having poor attendance record may not be permitted to participate in the internship process.
4. Students are required to have 65% attendance in the academics, value added courses and placement related workshops.
5. Students are required to keep a track of the communications made, regarding the companies with Internship opportunities. All the students should maintain the discipline, decency and decorum at the end of internship organization and should not be detrimental to interest of institute.

Guidelines

Every faculty member and student strictly follow the guidelines as mentioned below:

1. The placement committee of each department is responsible to take-up internship initiative such as visit to industry, LOU/MOU for internships/placements processes in the beginning of the semester/year.
2. All the eligible students have to submit a prescribed registration form followed by the correspondence of the student with the company about internship permission.
3. The institute/department will host various activities to boost up internships especially core areas and domain specific. Parents, alumni and other stakeholders are also involved in tapping maximum internship/placement opportunities for the students. The students are also encouraged to search for internships aligned to their specific career interests with prior approval and a formal visit by placement coordinator of the programme/department.
4. The institute encourages students to work in parental/relatives/friends/consultant/freelancer ventures in lieu of industry internships, once they are formally approved by the HODs. However, student should also provide a scope for co-students to take up internships in the same company.
5. Students must complete the minimum duration of internship as specified in the curriculum and present a report with internship completion certificate.

Expectations from Student Interns

The students serve as unofficial spokespersons and help in building the image of the institution. The internships are unique opportunities for the students to receive pre-placement offers from reputed organizations of their chosen fields. They also represent occasions for the students to showcase the quality and the caliber of the institution. Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility. The following parameters/guidelines are set for students pursuing internship:

1. Students should aim to work with such organizations/institutions/start-ups that provide challenging learning opportunities, but not just for the sake of hometown convenience or stipend.
2. The students should to adhere to the standards of intellectual honesty and professional propriety and are advised not to indulge in any activity directly/indirectly which cause damage to the institution's reputation/impression/image. Any violations will be severely viewed.
3. The students should follow global code of conduct of both institute and internship organization.
4. Any influence by the student with a internship company with regards to any kind of privileges/negotiations will be treated as disqualification in all respects and liable for disciplinary charges.
5. Students must abide by the rules & regulations of internship organizations.
6. The internship organization has the right to terminate/discontinuation/delay the student(s) from the internship at any time and institute is not responsible in any manner.
7. If a student gets a pre-placement offer (PPO) from an organization and will be considered as campus placed and will not be eligible for further placement assistance from the institute.
8. The students are brand ambassadors of the institution and should pronounce & promulgate institutional excellence wherever possible in internship organization.
9. At the same time interns are instructed to observe the state of art technology used in industry and present the same through professional association chapters and clubs.
10. Under any circumstances internships are not allowed during the semester and beyond six weeks.

Faculty Mentor Allocation, Reporting, Supervision & Evaluation

All the interns in general should greet and report daily to the respective officers in internship organization. Each intern is assigned a faculty mentor from the respective department depending on the project domain and the type of organization. The internship will be monitored by officers of internship organization and respective faculty member coordinate the progress. The following process is envisaged for internship:

1. Faculty mentor will be assigned for each student by the Head of the respective department.
2. The allocation of mentor should be based on the faculty domain & experience and at the discretion of HOD. All internship-interactions are expected to lead to collaborative education, training, R&D projects/consultancy services in the interest of institution and other stakeholders.
3. Upon the allocation, placement office will communicate with the organization and introduce the assigned faculty to the organization as well as to the student interns.
4. Students should make a note that the mentor/HOD/TPO contact & correspond with internship organization through email, phone, video-conference or in-person as the case may expedite internship progress.
5. In absence of explicit guidelines about the frequency of interactions, the following steps are initiated:
 - a. **Initiation stage:** Placement office will introduce the reporting officer of the internship organization to the faculty mentor. The faculty mentor will interact with the reporting officer and set expectations about the objectives, scope, methodologies to be followed, and deliverables from the internship. The student intern will prepare a short write-up of these elements and get it signed by both the reporting officer of the internship organization & the faculty mentor.
 - b. **Mid-term checkpoint:** Faculty mentor will conduct a interim review of the progress of the internships – typically in 3rd / 4th week after commencement of internship. After the review, the faculty mentor shall prepare a interim report in prescribed format to the HOD.
 - c. **Closure & Evaluation:** At the end of the internship, the student intern shall prepare a report in the prescribed format and may be required to make a presentation to the organization. As a proof of completion of internship, the student intern will obtain a letter of completion from the organization showing the performance evaluation in terms of OS (Outstanding), EE (Exceeds Expectations), ME (Met Expectations), and BE (Below Expectations). The student intern shall submit the letter and the report to the faculty and placement officer upon arrival at the campus. The faculty shall engage the organization to receive the feedback and record the same. **Based on the data as described herein, the Faculty mentor shall assign an appropriate rating/grade as per the grading norms of the department.**
6. The faculty mentor should make frequent visits to the workplace of the student to meet reporting officer of the internship organization to review the progress made by the student and also to build the long term relationship between the institution and internship organization in the interest of stakeholder's health.
7. Absenteeism, premature abandonment, non-submission of reports, misconduct at the workplace is some examples of serious misconduct during the internship. In case the student intern is found to have **indulged in such misconduct, then the student is liable for disciplinary actions which may also include: Cancellation of internship, withdrawal of final placement assistance etc.**

Appendix

Standard Formats

STUDENT INTERNSHIP PROGRAM APPLICATION FORM

Note: Complete and submit to the TPO/Internship Program Coordinator. Type or write clearly.

CMR INSTITUTE OF TECHNOLOGY, HYDERABAD						
STUDENT INTERNSHIP PROGRAM APPLICATION FORM						
Programme	B.Tech.					Affix recent Stamp Size Photograph
Branch						
Student Name (Block Letters)						
Roll No.						
Current Semester						
Current Overall CGPA						
Student Email ID						
Student Contact No.						
Internship Period	From		To		Duration	Weeks
Faculty Mentor Name						
Mentor's Designation						
Mentors Contact No.						
Mentor's Email ID						
INTERNSHIP PREFERENCES						
Preference	Industry Sector	Location		Dream Company/Institution		
1						
2						
3						
FACULTY CONFORMATION						
Faculty Mentor's Signature				Date		
Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program and has received approval for internship from his/her advisor.						
STUDENT CONFORMATION						
Student Signature				Date		
Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program.						

REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER
(To be given on Institute Letter Head)

Date: _____

To
The General Manager (HR),

_____.

Sub: CMRIT – Request for 04/06 – Week’s Industrial Internship for our B.Tech. Students – Reg.

Dear Sir,

Our students have undergone internship training in your esteemed organization in the previous years. I acknowledge the help and support extended to our students during training in previous year(s) or for first time industry.

You might be aware that AICTE has made internship mandatory for all technical education students.

In view of the above, I request your good self to allow our following students for practical training in your esteemed organization. Kindly accord your permission and give atleast one-week time for students to join training after confirmation.

S. No.	Roll No.	Name	Semester	Branch	CGPA
1					
2					
3					
4					

A line of confirmation will be highly appreciated.

With warm regards,

Prof. Md. Ahmed Ali
Training & Placement Officer
CMR Institute of Technology
Email:
Contact No.:

OBJECTIVES/GUIDELINES/AGREEMENT

INTERNSHIP SYNOPSIS

(This will be prepared in consultation with Faculty Mentor)

This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

PART- I: CONTACT INFORMATION			
Student Name			
Roll No.			
Email ID		Contact No.	
Institute Name			
Faculty Mentor Name			
Designation			
Email ID		Contact No.	
Postal Address			
Industry Supervisor Name			
Designation			
Email ID		Contact No.	
Industry Sector			
Organization Name			
Postal Address			
PART - II: INTERNSHIP OBJECTIVES/LEARNING ACTIVITIES			
<i>What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories.</i>			
Knowledge and Understanding		Skills	
Learning Activities	<i>How will your internship activities enable you to acquire the knowledge/understanding and skills you listed above?</i>		
On the Job Activities	<i>Describe how your internship activities will enable you to meet your learning objectives. Include projects, research writing, conversations etc. which you will do while working.</i>		
Teaching/Mentoring Activities	<i>How your technical knowledge can be applied at the site of the Internship? How you can create value through mentoring/help people learn new things.</i>		
Off the Job	<i>List reading, writing, contact with faculty supervisor, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.</i>		
PART III: EXPECTED FIELD OF INTERNSHIP (Prepare after consultation with Industry)			
<i>Describe in brief the Project Title or the expected topic related to which internship will be offered</i>			
PART IV: EVALUATION			
Industry Supervisor will provide following two details to the Faculty Mentor at the end of the Internship.			
1	Total Duration of Internship (In Hours)		
2	Overall Marks Obtained (Out of 10)		
PART V: AGREEMENT			
This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.			
Members	Name	Date	Signature
Student			
Faculty Mentor			
Industry Supervisor			

RELIEVING LETTER OF STUDENT FROM INSTITUTE

(To be given on Institute Letter Head)

To _____,

Date: _____

Subject: CMRIT - Relieving letter to below mentioned students to perform internship at your esteemed organization - Reg.

Ref: Your letter dated:

Dear Sir,

Kindly refer your letter/e-mail dated. _____ on the above cited subject and as permitted by your good self, the following students will undergo industrial internship in your esteemed organization under your guidance & directions during the period from _____ to _____ and accompany with our faculty guide

S. No.	Name of Student	Roll No.	Branch	CGPA	Email ID	Contact No.

As internship an essential part of the curriculum and you are requested to insist the student to follow the guidelines under the supervision of the concerned officer.

1. Obtain a copy of internship schedule from the respective supervisor and forward the same to the institute.
2. Each student is required to prepare internship diary and report.
3. Obtain the signature of the supervisor daily in the internship diary.
4. Follow the instructions issued regarding working hours about internship training.

The performance report of the student (as shown below) must be forwarded to the Faculty Guide of the student on completion of internship in sealed envelope or to the above-mentioned email ID of Faculty Guide. Performance Report should be printed on Organizational letter head as annexed.

PERFORMANCE REPORT OF STUDENT			
Name of Student			
Total Hours/Days Devoted for Internship			
Marks Obtained Out of 10 (refer annexure)			
Industry Supervisor Name		Date	
Signature		Place	

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 abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their internship. The students will report to you on (date) _____ along with a copy of this letter.

Yours sincerely,

Prof. Md. Ahmed Ali
Training & Placement Officer

MID-TERM CHECKPOINT PERFORMA**GENERAL INFORMATION**

Student Name	
Roll No.	
Branch	
Internship Area/Title	
Name of the Faculty Guide	
Name of the Institute	
Industry Supervisor Name	
Organization Name	
Internship Start Date	
Name of the Industry	

REVIEW DETAILS

Check Point Date	
Activities completed	
Activities stalled/ delayed	
Suggested interventions	
Industry Supervisor comments/feedback	

Date	Student Signature	Faculty Guide Signature	Industry Supervisor Signature

STUDENT'S DAILY DIARY/DAILY LOG

Name of the Institution				
Name of the Student				
Roll No.				
Branch				
Project Title				
Industry Name/Division				
S. No.	Date	Time of		Main points of the day (Include Figures, if any)
		Arrival	Departure	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

S. No.	Date	Time of		Main points of the day (Include Figures, if any)
		Arrival	Departure	
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				

EVALUATION OF INTERN BY INDUSTRY SUPERVISOR

EVALUATION SHEET				
Student Name			Roll No.	
Name of the Institute	CMR Institute of Technology			
Internship Area/Title				
Industry Supervisor Name				
Organization Name				
Internship Period	From (Date)		End (Date)	
S. No.	Parameters		Marks obtained (Out of 10)	
1	Behavior/Attitude			
2	Individuality			
3	Cooperation/Coordination/Cohesiveness			
4	Interest towards work			
5	Self learning Ability			
6	Self Initiative/Motivation			
7	Productivity			
8	Responsibility towards work			
9	Accepts criticism			
10	Demonstration of skills			
11	Use of technical knowledge and expertise			
12	Judgmental			
13	Demonstrates creativity/originality			
14	Analyzes problems suitably			
15	Self-reliant			
16	Oral communication			
17	Written communication			
18	Professionalism			
19	Discipline			
20	Time Management			
Average Marks Obtained				
Industry Supervisor Name		Signature		Date

PERFORMANCE REPORT OF STUDENT
(To be given on Industry Letter Head)

PERFORMANCE REPORT OF STUDENT		
Name of the Student		
Roll No		
Branch		
Semester		
Institute Name		
INTERNSHIP PERIOD		
From (Date)	End (date)	Total Hours Devoted
Marks Obtained (Out of 10)		
INDUSTRY SUPERVISOR DETAILS		
Name		
Designation		
Signature		
Date		
Place		

Note: The performance report of the student must be forwarded to the Faculty Guide of the student on completion of training in sealed envelope or to through email to Faculty Guide.

STUDENT'S FEEDBACK ON INTERNSHIP

(To be filled by student after internship completion)

STUDENT FEEDBACK FORM				
Student Name		Roll No.		
Institute Name				
Faculty Guide Name		Faculty's Designation		
Internship Project Title				
Industry Supervisor Name		Supervisor's Designation		
Organization Name				
Internship From (Date)		Internship To (Date)		
Give a brief description of Internship Work				
S. No.	Relevance of internship experience	Strongly Agree	Medium Agree	Disagree
1	Growth opportunity in career/relevant domain			
2	Application of theory and lab knowledge to industry			
3	Enhance communication, decision-making and problem-solving skills			
4	Team work Experience - impact on leadership and interpersonal skills			
5	Learned discipline, Ethics and code of conduct			
6	Exposed to real life situations to tackle crisis with responsibility			
7	Discover new frontiers of knowledge ever experienced before			
8	Helped to develop new career interests, abilities and goals			
9	Exposed to state of art equipment/technologies			
10	Lead to future employment/career prospects			
Describe the role of faculty guide during internship programme.				
Accomplishments of the set goals, tasks and new skills by internship to explore new career directions/contacts.				
Skills that is improved/developed during internship.				
Record significant achievements/accomplishments/affiliations during internship?				
Describe internship experiences and satisfaction				
Considering your overall experience, how would you rate this internship? (Tick One)				
Average	Satisfactory	Good	Excellent	
Suggestions for improvement, if any internship programme/organization.				
Student Signature		Date		

ATTENDANCE SHEET

Name of Student	
Roll. No	
Name of Course and Branch	
Institute Name	CMR INSTITUTE OF TECHNOLOGY
Date of Commencement of Internship	
Date of Completion of Training	
Total Hours Devoted	
Name of the Industry Supervisor	
Designation	
Organization Name	

1. Attendance Details for the Month of _____

Student Sign	Month & Year																															
	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	

2. Attendance Details for the Month of _____

Student Sign	Month & Year																															
	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:

- Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
- Student should sign/initial in the attendance column. Do not mark 'P'.
- Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.
- Signature of Company Internship supervisor with company stamp/ seal.

Industry Signature

Industry Supervisor Name:

Email ID:

Internship Report

The Internship report is an important instrument which signals a student's potential to a recruiter. Recruiting organizations attach great significance to the Internship Project Report in the final placement interviews and often the subject of the interviewees to in-depth examinations. Recruiters judge the quality of the report based on student's analytical skills, methodology, grasp of tools and tangible contributions to the organization. The college expects every student to take the report preparation seriously and submit a good report in the prescribed format at the end of internship.

The objectives of Internship Report:

1. Help the student develop written communication skills.
2. Serve as an archival record of the internship experience.
3. Provide an opportunity to reflect on the professional aspects/skills through internship experience.
4. Allow the student to describe the technology content of the internship.
5. Reflect on the initial goals/tasks/targets achieved or not through internship.

The report should cover the following aspects

1. **Introduction:** Clear understanding of the title of internship/organization/unit/field of study.
2. **Literature Review:** Published studies, review of similar studies about importance of internship.
3. **Details about the study:** Objectives, observation of the problem, scope and rationale of the study.
4. **Methods/methodology adopted for the study:** Analytical, survey, field work or any other method with appropriate justification and reasoning.
5. **Analysis and conclusions:** The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
6. **Contribution and learning from the internship:** Details of the contribution of the study, the benefits to the department, institute, organization and student.
7. **Acknowledgements:** References/Citations and bibliography and help, if any, received from other individuals/organizations.
8. **Presentation of the report:** Format of the report, flow of the report, style, language, etc.

Internship Report Submission Guidelines

Every student is required to write an internship report upon completion of their internship and required to submit **two copies** (student copy + department copy) of the report to concerned department HOD for final evaluation and awarding of end examination grade. The student required to go through multiple rounds of revision in consultation with the department internship guide/coordinator and submit the final report to the HOD. The final report should follow the prescribed styles, fonts, titles, annexure, tables, charts, diagrams, images and body of the report.

Text Format in the report: Times New Roman 12; 1.5 line spacing; Margins 1.5” left and 1” all other sides.

Binding & report length: Spiral binding & report length of minimum 20 pages with one side printing.

General information: Student with successful completion of 4 or 6 weeks of internship training as prescribed and if any student underwent internship in two separate companies have to submit two separate reports.

Each internship report should be in the following order:

- 1) **Title Page** (As per sample – 1)
- 2) **College certificate Page** (As per sample – 2)
- 3) **Internship certificate provided by the internship institution**
- 4) **Acknowledgement** (As per sample – 3)
- 5) **Executive summary/Abstract** about Company; Problem; Methodology; Key observations and Benefits.
- 6) **Index:** List of the contents of the internship report and where they can be found in the report.
- 7) **Internship Outcomes:** A single page that lists the original objectives of the internship.
- 8) **Student diary/attendance Sheet in original:** In prescribed format
- 9) **Introduction** (2 - 3 pages): The introduction should include a description of the internship site and the scope of the work completed during the internship. It may include background information necessary to understand the work completed during the internship.
- 10) **Internship Proceedings** (minimum of 10 pages): This section contains a discussion of the internship and should address the following points:
 - How the objectives achieved?
 - What skills (scientific and professional) were learned during the internship?
 - Results/observations/work experiences get in the internship company.
 - What challenges did you experience during the internship?
- 11) **Conclusion** (1 page)
- 12) **Bibliography** (1 page): Include references to books, articles, reports referred to in the report.

INTERNSHIP REPORT

*A report submitted in partial fulfillment of the requirements for the Award of
Degree of*

BACHELOR OF TECHNOLOGY
in
COMPUTER SCIENCE AND ENGINEERING
by

Roll No.: _____

Under the Supervision of

(From: _____ to _____)



DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
CMR INSTITUTE OF TECHNOLOGY

(UGC - Autonomous)

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Sample Copy

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DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

CERTIFICATE

ACADEMIC YEAR: 2019-20

*This is to certify that the “Internship report” titled _____ submitted by
Mr./Ms. _____ bearing Roll No.: _____ is
work done by him/her and submitted during 2019 - 2020 academic year, in partial
fulfillment of the requirements for the award of the degree of BACHELOR OF
TECHNOLOGY in COMPUTER SCIENCE AND ENGINEERING, at DRDO,
Hyderabad.*

College Internship Coordinator

Department Internship Coordinator

Head of the Department

External Examiner

ACKNOWLEDGEMENT

First I would like to thank _____, the _____, **Hyderabad** for giving me the opportunity to do an internship within the organization.

I also would like all the people that worked along with me _____ with their patience and openness they created an enjoyable working environment.

It is indeed with a great sense of pleasure and immense sense of gratitude that I acknowledge the help of these individuals.

I am highly indebted to Director **Dr. M. Janga Reddy** and Principal **Dr. B. Satyanarayana**, for the facilities provided to accomplish this internship.

I would like to thank my Head of the Department _____ for his constructive criticism throughout my internship.

I would like to thank _____, College internship coordinator and _____ Department internship coordinator for their support and advices to get and complete internship in above said organization.

I am thankful to **Mr. Md. Ahmed Ali**, Training & Placement Officer for guidance and support during my internship work.

I am extremely great full to my department staff members, friends and my parents who helped me in successful completion of this internship.
