



20 August, 2024

Internship Guidelines

Department of EEE, AUST

The following guidelines serve as a framework for the B.Sc. Engg. students of Dept. of EEE, AUST for their internship/industrial attachment. These guidelines cover the objectives, pre-requisite, procedures, and responsibilities of the students involved.

1. Objective of the Internship Program

The primary objective of the Internship Program is to provide engineering students with a practical, hands-on experience that complements their academic studies. Through this program, students are able to:

- i. **Apply Theoretical Knowledge:** Bridge the gap between classroom learning and real-world engineering by applying theoretical concepts to practical problems in the workplace.
- ii. **Gain Industry Experience:** Acquire firsthand exposure to industry practices, engineering tools, and professional workflows within their field of specialization.
- iii. **Develop Technical and Professional Skills:** Enhance both technical competencies and soft skills, such as problem-solving, communication, teamwork, and time management, which are essential for success in the engineering profession.
- iv. **Understand Professional Engineering Standards:** Gain an understanding of ethical responsibilities, safety protocols, and regulatory standards that are vital in the professional engineering world.
- v. **Build Professional Networks:** Establish connections with professionals in the industry, mentors, and peers, which can assist in career development and future job opportunities.
- vi. **Prepare for Career Opportunities:** Equip students with the skills and experience necessary to smoothly transition from academia to full-time engineering careers, ensuring they are job-ready upon graduation.

2. Pre-requisite: Students must complete their 2nd year 2nd semester for getting enrolled in an internship.

3. Internship Roadmap

3.1. Preparation Phase (Before Enrolling)



- Search for Internship Opportunities: (2 to 3 months before the commencement of Internship)

The department with support from Departmental Internship Coordination Committee will search for opportunities for internship/industrial attachments and notify the prospective students.

Students are also encouraged to utilize resources such as the AUST ASW (Advisor of Students Welfare) office, AUST Career Development Club (CDC), LinkedIn, job boards, and social media.

- Collect necessary documents from the department: (At least 2 weeks before the commencement of internship)

Students are advised to collect Internship Form from the department. Upon submission of the form, the department will issue a letter in support of the internship.

3.2. Internship Period

A student is expected to engage in an internship program that ranges from 3 working days to 3 weeks. However, the duration may vary as per the availability of both parties i.e, student and industry. Student is expected to follow all the guidelines of the industry providing internship.

3.3. Completion Phase

A student is expected to submit the Final Internship Report within 2 weeks of the completion of the internship. The report should follow the specified structure as outlined below.

- Title Page
- Internship Certificate from Organization
- Acknowledgement
- Executive Summary [about 200 Words]
- Chapter 1: Introduction
- Chapter 2: Overview of the Organization
- Chapter 3: Job Responsibilities, Activities and Self Development
- Chapter 4: Conclusions
- Bibliography (All the sources consulted in the making of your report)
- Appendices (Financial Statements, Supporting Documents etc.)

In conclusion, Department of EEE, AUST emphasizes the voluntary nature of internships and refrains from imposing formal assessments. However, in order to develop technical skills, gain industry-specific experience, and understand professional engineering practices, the department provides all possible support and coordination to students.

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