

GANPAT UNIVERSITY - FACULTY OF ENGINEERING & TECHNOLOGY
U. V. Patel College of Engineering/ Institute of Technology
Biomedical Engineering
Final Semester Internship 2026-2027

Enrollment No:

OFFICIAL INTERNSHIP RULES, GUIDELINES & UNDERTAKING DOCUMENT

This document outlines the official rules, regulations, and procedures for the Eighth Semester Internship Program for students of the Department of Biomedical Engineering. All students are required to read, understand, and strictly adhere to the guidelines mentioned herein.

1. Eligibility Criteria

- 1.1 Students placed through campus recruitment are directly permitted to proceed with the internship at their respective company.
- 1.2 Students who are not placed through campus recruitment but wish to pursue an internship must ensure that the company they choose has a minimum of 10 employees.

2. Company Verification

- 2.1 The departmental committee will verify:
 - Company strength and background.
 - Nature of work/project offered.
 - Supervisor credentials and internship scope.
 - Stipend and working environment.
- 2.2 The committee's decision will be final and binding.

3. Internship Duration & Structure

- 3.1 The internship must be conducted during the 8th semester as per academic calendar.
- 3.2 The internship must be directly relevant to Biomedical Engineering or aligned fields such as Engineering, Medical Sciences, or Healthcare Technology, where the effective application of engineering principles and/or AI techniques is essential.
- 3.3 The internship duration, work plan, and role description must be reviewed and approved by the departmental review committee prior to commencement.

4. Mandatory Documents (To be Submitted)

- 4.1 Internship Offer/Appointment Letter.
- 4.2 Monthly Regularity Report signed by the Company Supervisor to be submitted between the 1st and 5th date of every month.

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- 4.3 Daily Online Worksheet to be filled on a regular (daily) basis by the student during the entire internship period.
- 4.4 Completion Certificate from the host organization to be submitted within one week of internship completion.
- 4.5 Final Project Report (Project/Work Summary) along with the Supervisor Evaluation Form.

5. Code of Conduct

- 5.1 Students must behave professionally, adhere to host organization rules, and maintain confidentiality.
- 5.2 Students must dress formally and represent Ganpat University- U. V. Patel College of Engineering with integrity.
- 5.3 Any misconduct or violation of organizational norms may result in withdrawal of internship credits.

6. College Coordination

- 6.1 Students must maintain regular communication with the assigned faculty coordinator/internal guide and follow all instructions provided by them.
- 6.2 The college internal guide will be assigned at the time of the first reporting, and college reporting is compulsory as per the given schedule.
- 6.3 Students must keep an attendance sheet for the work completed, get it signed by the company supervisor, and submit it to the college internal guide during each reporting.
- 6.4 They must also sign the centralized attendance sheet available with their proctor after reporting.
- 6.5 Any changes in company, location, internship duration, or early exit must be immediately reported to the department.
- 6.6 Students must remain available for telephonic verification or surprise visits during the internship period.
- 6.7 Students must obtain the signature of their external (company) guide on the internship completion certificate and final project report before submitting it to the department.

7. Liability & Safety

- 7.1 The college is not responsible for any accidents, injuries, or losses during the internship.**
- 7.2 Students must comply with all safety guidelines of the host organization.**

Parent's Sign.....

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8. Academic and Financial Requirements

- 8.1 Students must ensure timely payment of fees for both current and upcoming semesters.
- 8.2 Students must meet all internship-related academic requirements, including progress evaluations, project reviews, viva presentations, and any scheduled assessments.

9. Post-Internship Requirements

- 9.1 Submission of Completion Certificate: Submit the internship completion certificate issued by the host organization within one week of finishing the internship.
- 9.2 Final Project Report & Supervisor Evaluation: Prepare and submit a detailed project/work summary report along with the evaluation form signed by the company supervisor.
- 9.3 Attendance & Verification: Ensure all attendance records, both online and offline, are completed and submitted.
- 9.4 Departmental Evaluation: Participate in all post-internship evaluations, including presentations, viva voce, and review sessions as per the departmental schedule.
- 9.5 Signatures from External Guide: All relevant documents and reports must carry the signature of the company (external) guide before submission.
- 9.6 Knowledge Sharing: Students may be invited to share their internship experience with junior batches.

10. Policy for Out-of-State / Foreign Students – Internship Evaluation

- 10.1 Students must attend three online and one on-campus reporting/evaluation sessions at the university during the internship period.
- 10.2 During online evaluations, students must ensure proper video, audio, and camera setup; no excuses for technical issues will be accepted.
- 10.3 Attendance, monthly progress reports, final project reports, and supervisor evaluation forms must be submitted on time via mail.

11. Leave Policy During Internship

- 11.1 Leave Entitlement: Students are expected to maintain full-time presence during the internship, and a maximum of 5 working days of leave may be allowed for the entire 6-month period, subject to company and departmental approval.
- 11.2 Approval Process: All leave requests must be submitted in advance to the company supervisor and faculty/internal guide, and will be granted only for genuine reasons such as medical emergencies or unavoidable circumstances.

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11.3 Documentation: Medical or supporting documents must be provided for leave requests lasting more than 2 consecutive days.

11.4 Unapproved Absences: Absence without prior approval or exceeding the allowed leave may result in a warning, deduction of internship marks, or rejection of internship credit.

11.5 Reporting During Leave: Students on leave must remain reachable via email or phone for any urgent communication from the company or faculty guide.

11.6 Special Cases: Extended leave due to serious circumstances must be approved by the department in consultation with the company.

12. Non-Compliance & Disciplinary Action

12.1 Students must strictly adhere to all company rules and regulations.

12.2 Maintain full-time presence and active participation during the internship.

12.3 Non-submission of required documents or violation of rules may lead to rejection of the internship.

12.4 Any misconduct, industry indiscipline, or unsatisfactory performance will be taken very seriously.

12.5 Non-compliance with company or institute guidelines may invite disciplinary action by the Institute.

Student Consent for Internship Guidelines

I, the undersigned, hereby confirm that I have read, understood, and agreed to abide by all the rules, responsibilities, and procedures outlined in the **Internship Guidelines** provided by the institute.

Student Name: _____

Enrolment Number: _____

Date: _____

Signature: _____

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STUDENT UNDERTAKING FOR EIGHTH SEMESTER INTERNSHIP

Date: __/__/____

To,
The Head of Department
Biomedical Engineering
U. V. Patel College of Engineering, Ganpat University

Subject: Undertaking for Eighth Semester Internship

STUDENT DETAILS

Enrollment No.:	
Name:	
Name of Institute	<input type="checkbox"/> UVPCE <input type="checkbox"/> IOT
Contact Number:	
E-Mail:	
Address with Pin code:	

COMPANY DETAILS

Name of Organization:	
Address with Pin code:	
Company's Contact Person:	
Designation:	
Contact Number:	
E-Mail:	

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INTERNSHIP DETAILS

Internship Type:	Full-Time
Internship Start Date:	
Internship End Date:	
Working Days/per week	
Working Hours/day:	
Stipend Amount:	
Name of Industry/Hospital Mentor:	
Designation:	
Contact Number:	
Email ID:	

PROJECT DETAILS:

Definition/Title	
Hardware:	
Software:	

INTERNAL GUIDE DETAILS:

Name of Faculty Guide:	
Department:	
Contact Number:	
Email ID:	

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I, _____, student of _____, Biomedical Engineering, U. V. Patel College of Engineering, Ganpat University. hereby declare that I have read, understood, and agree to follow all the internship guidelines and rules issued by the department. I take full responsibility for adhering to the academic and behavioral expectations during the internship.

DECLARATION

I hereby declare that all the information provided above is true to the best of my knowledge. I hereby understand and acknowledge that the grant of internship and the semester term is strictly subject to the approval of the semester enrollment form as per the prescribed process. I also agree to abide by all the applicable rules and regulations laid down by the University and the Institute. I undertake that failure to complete the enrollment process or non-compliance with any of the stipulated guidelines may lead to cancellation or delay in the grant of internship and/or academic term for the concerned semester. I take full responsibility for the internship and understand the consequences of non-compliance.

Student Name: _____

Enrolment Number: _____

Date: _____

Signature: _____

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Verified By:

1. Committee Member - 1 Approval:

Yes/No: _____ Date: _____

Name & Signature: : _____

Remark: _____

2. Committee Member - 2 Approval:

Yes/No: _____ Date: _____

Name & Signature: : _____

Remark: _____

3. Committee Member - 3 Approval:

Yes/No: _____ Date: _____

Name & Signature: : _____

Remark: _____

4. Head of Department Approval:

Yes/No: _____ Date: _____

Name & Signature: : _____

Remark: _____

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Guideline for Leave During Internship

General Instruction for Leave

1. Students must obtain approval for any leave at least one week in advance.
2. If the leave overlaps with an evaluation or reporting session, a new reporting date must be provided.
3. Supporting documents (e.g., medical certificate) must be attached if the leave is due to medical or emergency reasons.
4. Students must remain reachable via phone and email during the leave period.
5. Unapproved or extended leave may affect internship evaluations or credit.
6. Students must update their attendance sheet and ensure signatures are completed after resuming work.
7. Send the leave request email to the Institute guide and company supervisor, with a CC to the HOD, proctor, and Training & Placement Member.

HOD - himanshu.patel@ganpatuniversity.ac.in

Proctor- hkp01@ganpatuniversity.ac.in

Training & Placement Member - tpobm.uvpce@ganpatuniversity.ac.in

Mail Format

Subject: Leave Request During Internship

Dear [Supervisor's Name / Faculty Guide],

I am writing to request leave from my internship at **[Company Name]** due to **[medical emergency / personal reasons / unavoidable circumstances]**.

Student Details:

- **Name:** [Full Name]
- **Enrolment Number:**
- **Name of Institute:** [UVPCE / IOT]

Leave Details:

- **Reason:** [brief reason: medical emergency / personal reasons / unavoidable circumstances].
- **From:** [Start Date]
- **To:** [End Date]
- **Total Days:** [Number of Days]

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If the leave dates coincide with any scheduled evaluation or reporting session

New Reporting Details:

- **Date:**
- **Time:**

I will ensure that all my pending tasks and responsibilities are managed before or after the leave, and I will remain reachable via **email or phone** for any urgent matters during this period. Please let me know if any additional documentation is required.

Please find attached [**supporting document, if any – e.g., medical certificate, fitness certificate**] for your reference.

I kindly request your approval for the same.

Thank you for your consideration.

Sincerely,

[Your Full Name]

[Enrolment Number / Student ID]

Certificate Format

Note:

- This certificate must be printed on the official Company/Hospital Letterhead.
- This is a standard certificate format. The Company/Hospital may modify the content as per their internal policies, requirements, or verification process.
- All details should be reviewed and approved by the issuing authority before final printing.

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that Mr./Ms. **[Student Name]**, Enrollment No.: **[Enrollment Number]**, a student of **[Institute Name – UVPCE / IOT]**, Ganpat University, has successfully completed an internship at **[Company/Organization Name]**, located at **[Location]**.

The internship was carried out from **[Start Date]** to **[End Date]**, spanning a duration of [Number of Weeks / Months].

During this period, the intern worked under the supervision of **[Supervisor/Guide Name, Designation]**, followed all company rules and regulations, including safety guidelines, and was involved in the following work/activities:

Brief description of work handled Key responsibilities / tasks performed

- [Key role / task 1]
- [Key role / task 2]
- [Key role / task 3]
- [Project Name]

We found the performance of the intern to be:

☐ Excellent ☐ Very Good ☐ Good ☐ Satisfactory

We wish the student success in all future academic and professional endeavours.

Date: [Issue Date]

Place: [Company Location]

Authorized Signatory

[Name of Company Supervisor / HR Manager]

Designation: [Designation]

[Company/Organization Name]

Signature & Official Stamp

Certificate Format

PROJECT COMPLETION CERTIFICATE

This is to certify that **Mr./Ms. [Student Name]**, Enrolment Number **[Enrolment Number]**, a student of **[Institute Name – UVPCE / IOT]**, **Ganpat University**, has successfully completed a **Project Work** as part of the Internship Program at **[Company/Hospital Name]**, located at **[City/State/Country]**.

The project was undertaken during the period **[Start Date]** to **[End Date]**, under the supervision and guidance of **[Supervisor/Guide Name, Designation]**.

Project Details:

- **Project Title:** [Project Name]
- **Department / Area:** [Department / Unit]
- **Project Description:**
 - [Brief overview of the project]
 - [Key objective(s) of the project]

During the project tenure, the student demonstrated strong analytical skills, discipline, teamwork, and professional conduct, adhering to all company policies and safety regulations.

Overall Performance:

☐ Excellent ☐ Very Good ☐ Good ☐ Satisfactory

This certificate is issued in recognition of the successful completion of the project work as per the organizational and academic requirements.

Date: [Issue Date]

Place: [Company/Hospital Location]

Authorized Signatory

[Name of Supervisor / HR / Department Head]

Designation: [Designation]

[Company/Hospital/Organization Name]

Signature & Official Stamp