

#### UG 13.4.2 Evaluation at the Institute

The student will present training report in a seminar before the evaluation committee. The evaluation will be based on the following criteria:

- a) Quality of material presented
- b) Its organization for presentation
- c) Effectiveness of presentation
- d) Handling of search questions
- e) Depth of knowledge and skills

Attendance record, daily diary, industrial result, shall also be analyzed along with the Training report for award of grade.

**UG 13.4.3** The students are expected to perform sincerely and responsibly while on industrial training. In case, the Departmental Industrial Training Coordinator finds that a student has indulged in fraudulent practices to obtain and submit training result/certificate of attendance, etc. from the concerned industry, the industrial training of such a student will be cancelled and the student will have to repeat the training. After successful completion of training, such a student will be awarded with **SATISFACTORY (S)** grade only. In addition, the committee constituted for the award of grades may recommend further disciplinary action against such a student and forward the case to Dean (SW).

### UG 14 GUIDELINES FOR INTERNSHIP IN INDUSTRY/ INSTITUTION/ ORGANIZATION DURING 8<sup>TH</sup> SEMESTER

#### UG 14.1 General Guidelines:

- i) The students are allowed to undergo internship in Public Limited company, Institution of National Importance, Government organization, reputed Private Limited Company or start-up. This will be applicable for the final semester undergraduate students only as per curriculum.
- ii) Training placement department shall try to get internship slots/positions from the reputed companies and offer the same to the students who are interested to go for internship.
- iii) Although, Institute will make full efforts for helping the students to seek internship position in reputed Industry/Institution/Organization, at the same time, the student should also be encouraged to get consent letter from the Industry/Institution/Organization where he/she wants to go for internship in 8th semester.
- iv) The student should not have any active backlog at the time of applying for internship.
- v) The process of finalizing the internship in Industry/Institution/Organization should be completed by the end of last date of academic session (7th semester) as per academic calendar so that the student gets registered for Internship in Industry for 8th semester on ERP.
- vi) In case there is any tie among the applicants in a particular Industry/Institution/Organization for internship position and Industry/Institution/Organization does not conduct any interview for the same then the student with higher CGPA of at the end of 5<sup>th</sup> semester will be offered this position.
- vii) If a student discontinues the internship, then he/she will be given an E grade. Such a student will have to complete course works for the required credits which he/she



has to clear as and when offered by respective department. Moreover, the student will not be allowed to participate in campus placements.

- viii) The student will have to undergo Internship in physical mode only and in no case, the internship through ON-LINE mode will be considered by the Institute.

#### **UG 14.2 Application for Request Letter for Internship in Industry/ Institution/ Organization:**

- i) The students will apply for seeking internship in the Industry/Institution/Organization directly to the HoD of the respective department through concerned class counselor at the end of 6<sup>th</sup> semester (CGPA at the end of 5<sup>th</sup> semester will be considered in the application).
- ii) The students may apply for internship in more than one Industry/Institution/Organization at a time.
- iii) The following "Internship Evaluation Committee" will evaluate/recommend such applications keeping in view the relevance/suitability of the industry where the student wants to undergo internship and forward the same to the Head of Training & Placement Department for issue of "Request Letter" or any other relevant document required:

- A. Head of Department (HoD)/nominee
- B. 02 members of Department Academic Affairs Committee (DAAC)
- C. Concerned class counselor

On the basis of the recommendation of this committee, the class counsellor will either "Approve" and forward the application to respective HoD for onward submission to Head of Training & Placement department or "Reject" it.

- iv) Head of Training & Placement department will issue the Request letter once it is recommended by respective HoD. In case there is any discrepancy, the Head of Training & Placement department may reject such application.
- v) The Industry/Institution/Organization which is recommended once by the above committee will not be put before the committee. In that case, class counsellor and respective HoD will forward the application of the student directly to the Head of Training and Placement department. The pool of such Industries/Institutions/Organizations shall be created by Training & Placement Department and shared with the department(s).
- vi) Once the training placement department approves a confirmed internship for a student, he/she will be marked unavailable. In no case, such students will be allowed to take another opportunity.

#### **UG 14.3 Monitoring of Internship**

- i) Before starting their internship, the Internship Evaluation Committee will appoint a faculty member(s) as a faculty mentor (internal supervisor) for every student to monitor and guide them, during their internship tenure.
- ii) The student will submit the verified attendance for the duration spent as intern in Industry/Institution/Organization at the end of internship or at periodical intervals as and when sought by the department.
- iii) In case of any unprofessional behavior of the student during the internship duration in the organization and/or any false claims made by the student in the curriculum vitae, cover letter, or related documents, the respective student will be awarded an E grade which student has to clear as and when offered by respective department. Such a student will have to complete course works for the required credits and



he/she will not be given another opportunity to take a long-term internship. Moreover, such student will not be allowed to participate for campus placements.

- iv) Pre-placement offer (PPO) by the Industry/Institution/Organization should be intimated by the student within three working days to the training & placement department.
- v) If the student get PPO by Industry/Institution/Organization, same placement policy will be applicable to him/her for further placements drives.

#### UG 14.4 Evaluation Procedure

- i) At the end of internship, each student has to submit a detailed project report, and make a presentation to Internship Evaluation Committee including faculty mentor(s).
- ii) Grades will be given based on the quality of both, report and presentation, as well as on the feedback/report submitted by the industry mentor (external supervisor).
- iii) Student's performance evaluation will majorly be segregated into three phase:-
  - a) **First Assessment (10 marks):** The student must submit Goal Report within 15 days after joining the Industry/Institution/Organization stating target objectives and proposed outcomes. The first assessment will be done within 3 weeks by the faculty mentor(s) to understand clearly defined goals, target objectives, tentative methodology and scope of work for internship tenure submitted by the student. The faculty mentor(s) and industry mentor will also assist him/her in grooming, goal setting and defining milestones for internship tenure (Rubrics 1).
  - b) **Mid-Assessment (40 marks):** The mid assessment will be done between 8<sup>th</sup> week to 12<sup>th</sup> week by faculty mentor(s) and Internship Evaluation Committee on the basis of accomplishment of stated objectives set during the first assessment, learning attainments. The student will have to make presentation before the Internship Evaluation Committee including faculty mentor(s) followed by viva voce examination (Rubrics 2).

Table 5: Continuous Assessment Examination

Description	Rubrics	Total Marks	Weightage
1 <sup>st</sup> Evaluation	1	10	100%
2 <sup>nd</sup> Evaluation	2	40	100%

Table6: End Semester Examination

Description	Rubrics	Total Marks	Weightage
Final assessment by Internship Evaluation Committee	3	50	80%
Feedback from Industry Mentor	4	50	20%

- c) **Final Assessment (50 marks):** The final assessment will be done by faculty mentor(s) and Internship Evaluation Committee on the basis of outcomes of milestones set during the first assessment with the feedback of Industry mentor. The student has to submit his/her daily diary report and final internship project report. The student has to make presentation about the completion of Internship before the Internship Evaluation Committee including faculty mentor(s) followed by viva voce examination (Rubrics 3 and Rubrics 4).

#### UG 14.5 Rubrics for Internship Evaluation:

The Rubrics for evaluation of Internship is given at Annexure-3.



**Annexure-3****Rubrics for Evaluation of Internship:****Table7: Rubrics 1 (First Evaluation based on Goal Report)**

	ASSESSMENT MATRIX	Excellent	Satisfactory	Not- Satisfactory	Distribution of Marks
		Weightage 100%	Weightage 60%	Weightage 20%	
(a)	Identify problem domain	Detailed explanation of the purpose and need of the internship.	Moderate explanation of the purpose and need of the internship.	Minimal explanation of the purpose and need of the internship.	3
(b)	Objectives of the proposed work	All objectives of the proposed work are well defined.	Some objectives of the proposed work are well defined.	Objectives of the proposed work are either not identified or not well defined.	3
(c)	Methodology of the proposed work	Steps to be followed to solve the defined problem are clearly specified.	Steps to be followed to solve the defined problem are moderately specified.	Steps to be followed to solve the defined problem are not properly specified.	4
Total Marks=					10

**Table8: Rubrics 2 (Mid-Semester Evaluation)**

	ASSESSMENT MATRIX	Excellent	Satisfactory	Not- Satisfactory	Distribution of Marks
		Weightage 100%	Weightage 60%	Weightage 20%	
(a)	Planning of internship work and team structure	Time frame properly specified and being followed.	Time frame properly specified, but not being followed.	Time frame not properly specified.	10
		Appropriate distribution of internship work.	Un-even distribution of internship work.	In-appropriate distribution of internship work.	
(b)	Description of concepts and technical details	Complete explanation of the key concepts.	Explanation of the key concepts with little relevance.	Inappropriate explanation of the key concepts.	10
		Appropriate description of the technical requirements of the internship till mid-term.	In-sufficient description of the technical requirements of the internship till mid-term.	Poor description of the technical requirements of the internship till mid-term.	
(c)	Appropriate coverage of work	Objectives achieved as per time frame.	Insufficient achievement of objectives as per time frame.	Objectives not achieved as per time frame.	10
(d)	Presentation	Contents of presentations are appropriate and well delivered.	Contents of presentations are not appropriate.	Contents of presentations are not appropriate and not well delivered.	10
		Proper eye contact with audience and clear voice with good spoken language	Eye contact with few people and clear voice with good spoken language	Poor delivery of presentation	
Total Marks=					40



**Table9: Rubrics 3 (Final Evaluation)**

	ASSESSMENT MATRIX	Excellent	Satisfactory	Not- Satisfactory	Distribution of Marks
		Weightage 100%	Weightage 60%	Weightage 20%	
(a)	<b>Industry Orientation</b>	<ul style="list-style-type: none"> <li>Thorough knowledge of departments (s), related processes, products &amp; work culture of the Industry/Institution/Or ganization.</li> </ul>	<ul style="list-style-type: none"> <li>Moderate knowledge of departments (s), related processes, products &amp; work culture of the Industry/Institution/ Organization.</li> </ul>	<ul style="list-style-type: none"> <li>Minimal knowledge of departments (s), related processes, products &amp; work culture of the Industry/Institution/Orga nization.</li> </ul>	10
(b)	<b>Internship Execution</b>	<ul style="list-style-type: none"> <li>All defined objectives are achieved.</li> </ul>	<ul style="list-style-type: none"> <li>Some of the defined objectives are achieved.</li> </ul>	<ul style="list-style-type: none"> <li>Defined objectives are not achieved.</li> </ul>	10
(c)	<b>Presentatio n</b>	<ul style="list-style-type: none"> <li>Contents of presentations are appropriate and well delivered.</li> <li>Proper eye contact with audience and clear voice with good spoken language.</li> </ul>	<ul style="list-style-type: none"> <li>Contents of presentations are not appropriate and not well delivered.</li> <li>Eye contact with few people and clear voice with good spoken language.</li> </ul>	<ul style="list-style-type: none"> <li>Contents of presentations are not appropriate and not well delivered.</li> <li>Poor delivery of presentation.</li> </ul>	10
(d)	<b>Conclusion s and Discussion</b>	<ul style="list-style-type: none"> <li>Results are presented in clear and concise manner.</li> <li>Internship work is well summarized and concluded.</li> </ul>	<ul style="list-style-type: none"> <li>Results are presented in satisfactory manner.</li> <li>Internship work summary and conclusion not very appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Results are not presented properly.</li> <li>Internship work is not summarized and concluded.</li> </ul>	10
(e)	<b>Q&amp;A How well is the student able to answer questions?</b>	<ul style="list-style-type: none"> <li>The student is responsive and able to answer to the questions accurately.</li> </ul>	<ul style="list-style-type: none"> <li>The student is responsive and not able to answer to the questions accurately.</li> </ul>	<ul style="list-style-type: none"> <li>The student is not responsive and not able to answer to the questions accurately.</li> </ul>	10
<b>Total Marks=</b>					<b>50</b>

**Table10: Rubrics 4 (Feedback from Industry Mentor)**

	ASSESSMENT MATRIX	Excellent	Good	Fair	Average	Poor	Distribution of Marks
		Weightage 100%	Weightage 80%	Weightage 60%	Weightage 40%	Weightage 20%	
(a)	Technical Knowledge (refers to knowledge, clarity of fundamentals, and latest development)						5
(b)	Job Knowledge (refer to the ability to generate new and practical ideas for improvement of systems and operations related to the job).						5
(c)	Work Quality (refer to the value of work delivered by the student, accuracy and competency level)						5
(d)	Interpersonal Relationship (refers to ability to work harmoniously with superiors and subordinates)						5
(e)	Problem Solving Skills (refer to the involvement						5

	to find best alternative for any problem)						
(f)	Communication Skills (refer to the way of expression/ communication/ presentation of idea/thought Professional Attitude (refer to the way of handling the problems)						5
(g)	Regularity and Punctuality (toward assigned tasks)						5
(h)	Time Management (complete task in given time frame)						5
(i)	Adaptability to New Environment (refers to the ability to acclimatize with new work environment/culture)						5
(j)	Professional Ethics and Responsibilities						5
Total Marks=							50

(k) Whether PPO is offered to the student: (name of student)

Yes/No

(i) Remarks, if any:

(Signature)

Name \_\_\_\_\_

Designation \_\_\_\_\_

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