

Guidelines *for* Evaluation of VIII Semester Internship



Internal Quality Assurance Cell



MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

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**VIII Semester Internship/Project Calendar**

VIII Semester Internship/Project [§] Calendar		
Date	Activity	Weight
First week October	Sessions for Internship/Project related induction & briefing/planning/problem identification/ /preparation etc.
15th December 2022	Internship/ project starts
1 st January-15 th January 2023	Preliminary review[#] Presentation of synopsis/outline Identification of outcomes	20
15 th February 2023	Monthly Progress Report (MPR)-I	10
15 th March 2023	Monthly Progress Report (MPR)-II	10
15 th April 2023	Monthly Progress Report (MPR)-III	10
	Total-I (Preliminary review)	50
20 th to 30 th April 2023	Mid-term presentation & review <i>Suggestive break-up</i> ✓ Internship/project daily diary ✓ Expected/achieved outcomes of Internship/ project & societal relevance ✓ Brief Internship/project [§] report ✓ Presentation & viva	10 20 50 60
	Total-II (Mid-term review)	100
	Total (Continuous Evaluation)	150
15 th May 2023	Internship ends (final evaluation starts)	
16 th May to 30 th May 2023	Evaluation of PDC, department level activity for non-qualifiers in PDC, NPTEL exams for repeaters, PO feedback, registration on alumni portal, interaction with juniors, internship feedback (to be taken by department), exit survey (to be taken by T&P Cell)	
@16 th May to 30 th May 2023	End-term internship/project evaluation <i>Suggestive break-up</i> ✓ Internship/project daily diary ✓ Internship/project outcomes ✓ Final Internship/ project report ✓ Presentation, Question/Answer & interaction	20 30 75 125
	Total (End-term Evaluation)	250

Note:

If performance in internship offered is not found satisfactory or if Internship profile & company is not genuine, the students will be asked to do a project under the mentorship of the institute faculty.

§ The students need to work for the minimum specified contact hours as per the scheme, in lab, under the institute mentor and publish one paper in journal or present one paper in conference. The project can also be undertaken at other academic/research organizations, under an external supervisor.

@ The departments will fix the evaluation schedule in this duration and intimate the students accordingly.



Guidelines for Evaluation

1. Monthly Progress Report (MPR) for students who are interning in a company, will be sent by the external mentor; in case, the external mentor fails to send the report, internal mentor must review the progress at his level to complete the continuous evaluation process, on the specified dates.
2. The MPR will also be submitted for students working on project at institute labs. **Engagement of off campus faculty can also be done for continuous monitoring, mentoring and evaluation purposes.**
3. The internship/project report should be brief, in pdf format (about 25-50 pages), with a cover page, internship certificate, declaration by the candidate (forwarded by the mentors and approved by the HoD), preface of 200-300 words, acknowledgements, contents, Introduction, problem statement, solution methodology, outcomes and results, future scope, references, in standard format with signed plagiarism certificate and copy of published paper, if any.
4. A brief, date-wise record of significant milestones of progress, work done & learning must be maintained in soft copy or hard copy, tabular form (Date, activity etc.) which will be evaluated as **Internship/project diary**.
5. **The oral presentation and viva will be evaluated based on rubrics developed by the mentor/department, depending on the type of the internship/project.**
6. Each report must clearly mention the **'internship/project outcomes' mapped with Bloom's Levels**. The internal mentors can help in articulating and mapping the outcomes.
7. **Students who have enrolled and are already working under the start-up cell, can continue their work under the 'Start-up internship programme' under the guidance of their faculty mentor, with due permission from their HoD/Director.**

M. Pandit
05/07/2022.
Dr. Manjaree Pandit
(Dean Academics)

submitted for approval.

Director
Approved
(Gur P)
5.7.22