माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
Deemed University
(Declared under Distinct Category by Ministry of Education, Government of India)
NAAC ACCREDITED WITH A++ Grade
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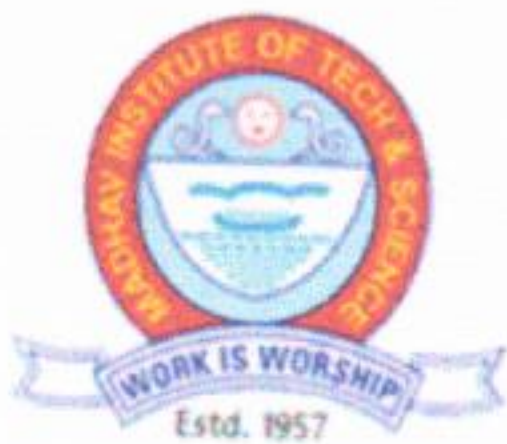
VIII Semester Internship/Project Calendar (Jan-May 2025)

Date	VIII Semester Internship/Project$ Calendar	
	Activity	Weight
First week October	Sessions for Internship/Project related induction & briefing/planning/problem identification//preparation etc.	......
15th December 2024	**Internship/ project starts**	
1st January-15th January2025	**Preliminary review#**	....
	Presentation of synopsis/outline	20
	Identification of outcomes	
15th February 2025	Monthly Progress Report (MPR)-I	10
15th March 2025	Monthly Progress Report (MPR)-II	10
15th April 2025	Monthly Progress Report (MPR)-III	10
	Total-I (Preliminary review)	**50**
20th to 30th April 2025	**Mid-term presentation & review**	
	Suggestive break-up	
	✓ Internship/project daily diary	10
	✓ Expected/achieved outcomes of Internship/ project & societal relevance	20
	✓ Brief Internship/project$ report	30
	✓ Presentation & viva	40
	Total-II (Mid-term review)	**100**
	Total (Continuous Evaluation)	**150**
15th May 2025	Internship ends (final evaluation starts)	
16th May to 30th May 2025	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)	
@16th May to 30th May 2025	**End-term internship/project evaluation** Suggestive break-up	
	✓ Internship/project daily diary	20
	✓ Internship/project outcomes	30
	✓ Final Internship/ project report	75
	✓ Presentation, Question/Answer & interaction	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.

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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
    (i)   a cover page,
    (ii)   internship certificate,
    (iii)   declaration by the candidate (forwarded by the mentors and approved by the HoD),
    (iv)   preface of 200-300 words,
    (v)   acknowledgements,
    (vi)   contents,
    (vii)   Introduction,
    (viii) problem statement,
    (ix)   solution methodology,
    (x)   outcomes and results,
    (xi)   future scope,
    (xii)   references, in standard format
    (xiii) signed plagiarism certificate and
    (xiv)   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 for their own start-up and are already working on their ideas under the start-up cell, can continue their work in the ‘Start-up internship programme’ under the guidance of their faculty mentor with endorsement from the I/c start-up cell and due permission from their HoD.**

22/10/2024

Dr. Manjaree Pandit
(Dean, Faculty of Engineering & Technology)