

## **Formats, Timelines and General Guidelines for Full-term Industrial Internship – School of Computer Applications**

### **General Guidelines:**

1. Every student undergoing full-term internship shall be evaluated on the basis of Continuous Assessment (CA) and End Term Practical (ETP).
2. Students are required to submit a monthly progress report based upon which Internal Supervisor will award CA marks. Only one submission per month shall be accepted & evaluated.
3. The external internship in-charge will mark the continuous assessment only at the time of completion of the internship. Students must ensure that evaluation marks are provided by the organization as per the given parameters (Annexure V).
4. A student can only proceed with the project if the synopsis/project topic is approved by his/her faculty supervisor. Annexure – II must be attached with the synopsis of the project and the faculty supervisor must evaluate and provide feedback to the student regarding topic approval/disapproval.
5. All the communications and exchange of documents shall be done through UMS/email. Supervisors are required to provide links to the students on UMS for document submission.
6. With every month's progress report, the student has to attach monthly attendance sheet and monthly grades awarded by external supervisor (Annexure III and IV). As internal faculty supervisors are required to give marks to the student every month, these documents will help the supervisors to evaluate the student's performance and seriousness towards project.
7. For final submission of report, two hard bound copies are required to be made. One copy will be submitted in the Administrative Office, Block 1 and one copy will be brought to the ETP viva by the student and presented before the evaluation panel.
8. The content of the report of every student will be different depending upon the project opted and hence, there is no fixed format for the report. However, Annexure VI could be used as a reference for explaining the work progress of project.
9. The students have to include the certificate (Annexure – VII) in the report. This certificate has to be signed by the mentor.
10. It is also important and mandatory for the students to include Continuous Assessment Performa (Annexure – V) in their report.
11. The exact schedule of ETP will be communicated to students through 'My Messages' on UMS.

## CA AND ETP EVALUATION WEIGHTAGES

Parameter			Total Weightage
Continuous Assessment (CA)	By organization In-charge	25%	50%
	By Internal supervisor	25%	
End Term Practical (ETP)	By Internal Evaluation Panel		50%

## TIMELINES

1. Confirmation Letter (issued by the company). – 25<sup>th</sup> Aug 2014.
2. Monthly report submission and CA Marks (Aug-Dec 2014):

Progress report for the month of -	Last date for report submission	Last date for uploading CA marks
September	30 <sup>th</sup> September 2014	5 <sup>th</sup> October 2014
October	30 <sup>th</sup> October 2014	5 <sup>th</sup> November 2014
November	29 <sup>th</sup> November 2014	5 <sup>th</sup> December 2014

3. Dates for submission of final report and ETP will be intimated later on through UMS announcement. Although, tentative date for submission of final report will be last date of Autumn 2014-15 i.e. 29<sup>th</sup> November 2014.

\*Note: These timelines are tentative and can vary as per the guidelines received from Division of Academic Affairs. Kindly refer to UMS announcements for latest information.

## INTERNSHIP ORGANIZATION APPROVAL FORM (Annexure – I)

Name of the Student: \_\_\_\_\_

Registration No.: \_\_\_\_\_ Section: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Contact No.: \_\_\_\_\_ Official Website: \_\_\_\_\_

Whether your internship is: ☐ Stipend-based ☐ Free ☐ Paid

\* In case of stipend-based or free internship, please attach a valid proof with this application

I hereby certify that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_

Student's Signature with date

**\*Note: You are also required to fill the details at: [goo.gl/AcAjj6](https://goo.gl/AcAjj6)**

-----**For office use only**-----

Application Number: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Selection Parameters	Recommended	Not Recommended
Overall reputation, recognition and national rankings		
Organization's Vision, Scope, and Long-term Goals		
Market capitalization and annual turnover		
Recommendation based on stipend based/free/ paid offer		
Recommendation based on CMM level		
Size of organization and estimated number of employees		

Overall Recommendation: ☐ Recommended ☐ Not Recommended

Overall Remarks \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_ UID \_\_\_\_\_ Sign. \_\_\_\_\_

Name \_\_\_\_\_ UID \_\_\_\_\_ Sign. \_\_\_\_\_

## PROJECT SYNOPSIS APPROVAL (Annexure – II)

Name of the student \_\_\_\_\_ Registration Number \_\_\_\_\_

Name of Organization & Address: \_\_\_\_\_

External Supervisor Name \_\_\_\_\_

External Supervisor Designation \_\_\_\_\_

External Supervisor Phone No: \_\_\_\_\_

External Supervisor Email: \_\_\_\_\_

Internal Faculty Supervisor Name and UID: \_\_\_\_\_

Project Title \_\_\_\_\_

Project Domain (Web Application / Windows Application / Networking / Mobile Application)

Estimated Duration \_\_\_\_\_

Scope of Project (Application Area)

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Date:

Signature of Student

Comments / Observation by Faculty advisor:

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Recommended

a. Yes

b. No

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(Signature of Faculty supervisor with UID and Date)

### MONTHLY ATTENDANCE (Annexure – III)

Name of the student \_\_\_\_\_ Registration Number \_\_\_\_\_

Project Title \_\_\_\_\_

Name of Organization & Address: \_\_\_\_\_

Name of External Internship in-charge (with mobile number): \_\_\_\_\_

DATE/MONTH	January	February	March	April
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30				
31				

Date \_\_\_\_\_

Authorized Signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal

### MONTHLY GRADING (Annexure – IV)

(By external internship in-charge from organization)

Name of the student: \_\_\_\_\_ Registration Number: \_\_\_\_\_

Project Title: \_\_\_\_\_

Name of Organization & Address: \_\_\_\_\_

Name of External Internship in-charge (with mobile number):

Month: \_\_\_\_\_

S. No.	Parameter	Grade(A+/A/B+/B/C+/C/D/E)
1.	Punctuality	
2.	Regularity of Work	
3.	Progress in work since last appraisal	
4.	Improvement in Learning	
5.	Self-motivation/ Dedication/Initiative	
6.	Technical Competency	
7.	Discipline & Sincerity	
8.	Problem Solving Capability	

Date \_\_\_\_\_

Authorized Signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal

**CONTINUOUS ASSESSMENT (Annexure – V)**  
(By external internship in-charge from organization)

Name of the student \_\_\_\_\_ Registration Number \_\_\_\_\_

Project Title \_\_\_\_\_

Name of Organization & Address: \_\_\_\_\_

Name of External Internship in-charge (with mobile number):

S.No.	Criteria	Marks Obtained	Maximum Marks
1	Student conduct during internship		10
2	Punctuality and Enthusiasm		20
3	Technical Skill & Knowledge		20
4	Internship Project Marks		50
	Total		100

Date \_\_\_\_\_

Authorized Signatory \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal

Note: The external internship in-charge will mark the continuous assessment only at the time of completion of the internship. Students must ensure that evaluation marks are provided by the organization as per above parameters in the given format.

## **FINAL PROJECT REPORT (Annexure – VI)**

1. Organization Overview
2. Profile of the Problem
3. Existing System
  - Introduction
  - Existing Software
  - DFD for present system
  - What's new in the system to be developed?
4. Problem Analysis
  - Product definition
  - Feasibility Analysis
  - Project Plan
5. Software Requirement Analysis
  - Introduction
  - General Description
  - Specific Requirements
6. Design
  - System Design
  - Design Notations
  - Detailed Design
  - Flowcharts
  - Pseudo code
7. Testing
  - Functional testing
  - Structural testing
  - Levels of testing
  - Testing the project
8. Implementation
  - Implementation of the project
  - Conversion Plan
  - Post-Implementation and Software Maintenance
9. Project Legacy
  - Current Status of the project
  - Remaining Areas of concern
  - Technical and Managerial lessons learnt
10. User Manual: A complete document (Help Guide) of the software developed.
11. Source Code
12. Bibliography



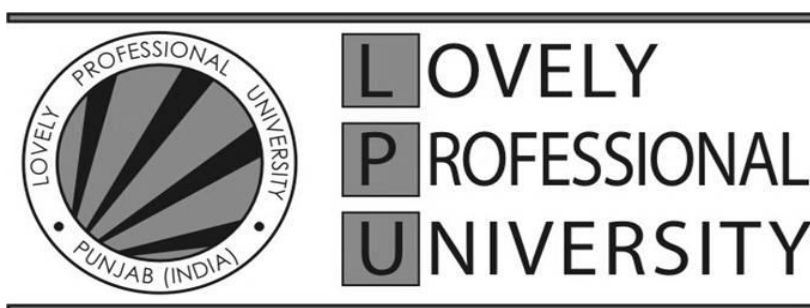
### **CERTIFICATE (Annexure – VII)**

This is to certify that [STUDENT NAME] has completed doing full term industrial internship titled [PROJECT NAME] under my guidance and supervision. To the best of my knowledge, the present work is the result of his original study. No part of the report has ever been submitted for any other degree or diploma. The report is fit for the submission and the partial fulfilment of the conditions for the award of MCA.

[DATE]

[MENTOR NAME]

**FRONT PAGE (Annexure – VIII)**



**Project Report**

**on**

**[TOPIC]**

Submitted to

**LOVELY PROFESSIONAL UNIVERSITY**

in partial fulfilment of the requirements for the award of degree of

**Master in Computer Applications**

**Submitted By**

**[STUDENT NAME]**

**[REG. NO.]**

**Supervised By**

**[MENTOR NAME]**

**[DESIGNATION]**

**LOVELY FACULTY OF TECHNOLOGY & SCIENCES**

**LOVELY PROFESSIONAL UNIVERSITY**

**PUNJAB**

**[MONTH YEAR]**