

NOTE

Date: 20-09-2021

**Subject: To approve the B. Tech. Internship Evaluation Policy**

Please find the enclosure for the policy of B. Tech. Internship Evaluation at IIIT Nagpur. This is for your kind perusal and feedback.

*M. Jagdale*

Dr. Meera Jagdale  
T&P Officer

*A.G.*

Dr. A.G. Kothari  
I/c Dean

*submitted for  
approval with recommendations*

Dr. O.G. Kakde  
Director

*Approved.*  
*Kakde*

Encl: B. Tech. Internship Evaluation Policy document



# भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर

## INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR

"An Institution of National Importance by an Act of Parliament"

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### SEMESTER INTERNSHIP EVALUATION DOCUMENT

Semester Internship is evaluated out of 100 marks and comprises of two parts.

#### Part A: Evaluation by Supervisor / Reporting Manager (40 Marks)

Student needs to get the **INTERNSHIP REPORT ASSESSMENT BY EMPLOYER** form filled up by the Supervisor / Reporting Manager.

#### Part B: Evaluation by faculty committee (60 Marks)

Student needs to submit an **INTERNSHIP REPORT** after the completion of the internship.

The Faculty Committee shall conduct a presentation followed by viva of each Intern.

#### Evaluation 1 (20 Marks)

Sr. No.	Evaluation Metric	Marks
1.	Presentation and Communication Skills a. Presentation contents and flow b. Ability to communicate the objectives of the internship	10
2.	Novelty and Nature of the Work a. Illustrating the innovation/research aspects of the internship b. Understanding various modules and plan for their implementation	10
<b>Total</b>		<b>20</b>

#### Evaluation 2 (40 Marks)

Sr. No.	Evaluation Metric	Marks
1.	Presentation and Communication Skills a. Demonstration of work done during the internship b. Competence to relate outcomes with the defined objectives	10
2.	Quantum of work done a. Implementation of various modules and underlying methodologies	15
3.	Outcomes of the internship in the form of Service/ prototype/patent/publication	05
4.	Future Aspects a. Convey the applicability of the work done	10



	b. Explain the scope of the internship	
<b>Total</b>		<b>40</b>

Based on scores in Part A & Part B, final credits will be allotted by the Faculty Committee.

Following points need to be considered:

1. Project guide will be academic mentor for the industry internship.
2. Academic mentor shall communicate to the industry mentor regarding the progress and latest status of the internship.
3. The last date for submitting the internship report (Including employer assessment and internship completion certificate) will be 31st January and 15th June in odd and even semesters respectively. Entire evaluation shall be done in the institute if the student fails to follow this deadline.
4. Justification is mandatory along with the marks for the industry mentor as well as academic mentors.
5. Two evaluations shall be conducted at the department level, first mid semester evaluation of 20 marks, and final evaluation of 40 marks, evaluated by the committee formed by the internship coordinator.
6. Level of internship work (Designing/Development/Research) and industry reputation shall also be taken into consideration in evaluation.

#### INSTRUCTIONS ON INTERNSHIP REPORT

- A. **"INTERNSHIP REPORT"** must be typed in Times New Roman Font size 12, with 1.5 lone spacing, typed and printed on single side of A4 Executive bond paper and Spiral binding with colour print of front page and wherever necessary. Report length should be minimum 30 pages. It should include below points.

1. Front Page (as per format provided)
2. **Original hardcopy** of **INTERNSHIP CERTIFICATE** (Provided by the Organization)
3. **Original hardcopy** of **INTERNSHIP PERFORMANCE ASSESSMENT BY EMPLOYER** carrying signature of Supervisor & Organization seal.
4. Declaration (as per format provided)
5. Acknowledgement
6. Table of Contents
7. Organization Name, Business Profile
8. Description of Internship Profile
9. Technical Description of the Project
10. Theoretical background of the concepts used
11. Description of the technology used
12. Industrial/ Commercial applications of the Project.
13. Productivity Tools used
14. Certifications done/ Training Attended at the organization during the internship
15. Research Papers published during internship (if applicable)
16. Challenges faced during internship & ways sought to overcome challenges
17. Five Learning from internship.

- B. The original hardcopy of the **INTERNSHIP PERFORMANCE ASSESSMENT BY EMPLOYER** should be included in the **INTERNSHIP REPORT**. This is to be submitted to the Department.
- C. Students are advised to retain photocopies of the Internship Performance Assessment by Employer & Internship Certificate, as well as complete Internship Report for future references.
- D. Students need to give presentation on the internship pursued to the Faculty Committee, in beginning of the next academic session (8<sup>th</sup> Semester)
- E. **SOFT COPY** of the complete **INTERNSHIP REPORT** to be shared with T&P Office on email.



Dr. O.G. Kakde  
Director