



# MCA405-Internship

MCA 2023-2025

Guidelines

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# Introduction



*“The only way to successfully predict the future is to invent it” – Alan Kay*

## Highlights



*The fourth semester of Master of Computer Applications is devoted for a real time Internship work. The Internship Course allows students to gain practical experience in the workplace before receiving their Graduation Degrees. The student identifies companies willing to hire him/her on a full-time basis for an 8-week period (at least 40 man-days) during their final semester.*

### *Responsibilities of an Intern*

- Work closely with teams at the workplace to facilitate the rapid development of high-quality applications which may include:*
- Develop quality software and web applications*
- Analyze and maintain existing software applications*
- Design & implement highly scalable, testable code*
- Discover and fix programming bugs*
- Contribute to the design strategy of the UI and UX of the platform*

### *The objective of the internship work is to*

- Assist the student's development of employer-valued skills such as teamwork, communications and attention to detail.*
- Expose the student to the environment and expectations of performance on the part of Software Analysts/developers in professional practice, private/public companies or government entities.*
- Enhance and/or expand the student's knowledge of a particular area(s) of Software Engineering*
- Expose the student to professional role models or mentors who will provide the student with support in the early stages of the internship and provide an example of the behaviors expected in the intern's workplace.*

*The theoretical background of various courses provides you the necessary foundation, principles, and practices to develop effective ways to solve computing problems. The hands-on experience gained from the practical courses provides you the knowledge to work with various operating systems, programming languages, software tools and testing tools. Students must undertake the internship with all seriousness keeping in view of the requirements of the IT industry.*

*Wishing you all the very Best*

**Project Coordinator**

## Keys Rules

1. Any postgraduate course is not complete without a successful implementation of understanding netted through the previous semesters. So, take the challenge of doing a main project in the final 4<sup>th</sup> semester seriously.
2. Students should strictly follow the dates mentioned in the planner. Under any circumstances, no student will be given any extension of the date for submissions.
3. **10% of the total marks** will be allotted for the timely submission of reports and other documents.
4. Students are advised to be in constant touch with their Internal guides, also check their emails periodically for any communication sent by the guide/department
5. The Students should furnish progress reports to their respective guides fortnightly failing which may affect the mark allotted for continuous assessment. The internal guides may be contacted by phone on working days during working hours; 9.30AM- 4.30PM only.
6. All students must strictly adhere to the specifications given in this handout while preparing the Project report. The project committee will have the authority to reject the report if the specified standard is not followed. In case the organization insists different format, you may prepare a separate copy of the report for the organization.
7. After the Interim evaluation the students are required to **send an e-mail** incorporating the improvements/ suggestions mentioned during the presentation to the respective internal guides. The final project should reflect the changes affected. **Also keep a diary of progress for every visit and get it signed by the internal guide.**

8. Each student must submit an **Attendance Certificate** (format attached) signed by the external project guide to the project coordinator **two days before the final project evaluation** failing which may affect the mark allotted for attendance.
9. Students should NOT come to the college campus during the project period without prior permission of Dean / Project Coordinator/ Internal project guide.
10. It is mandatory that the student must be physically present at the campus for Project **Screening**, **Days of Interim Presentation**, **Demonstration Day**, and the **Final Evaluation dates**. Exemptions on rare cases are allowed at the discretion of the Project Coordinator and Dean.

# MCA Semester IV (2023-2025) – Scheme

Semester IV

Code	Course Name	Type	Hours			Exam	CAE	ESE	Credit
			Lecture	Tutorial	Practical	(hours)	Marks	Marks	Total
MCA 401	Parallel Programming using OpenMP	Core	3	1		3	25	75	3
MCA 4XX	Elective-II	Core	3		2	3	25	75	4
MCA 403	Seminar	Core	2				100		2
MCA 404	Comprehensive Viva-Voce							100	3
MCA 405	Internship						100	100	12
Total marks		600				Total Credits			24
Total Credits for MCA				90					

## Course Description

The MCA Internship Course allows MCA students to gain practical experience in the workplace before receiving their Graduation Degrees. The student identifies companies willing to hire him/her on a full-time basis for an 8-week period (minimum required) during their last semester. Responsibilities of an Intern

- Work closely with teams at the workplace to facilitate the rapid development of high-quality applications which may include:
  - Develop quality software and web applications
  - Analyze and maintain existing software applications
  - Design & implement highly scalable, testable code
  - Discover and fix programming bugs
  - Contribute to the design strategy of the UI and UX of the platform

## Internship/ Main Project Guidelines

- **Step 1: Request Letter/** Email from Internship Coordinator of the college should go to industry to allot various slots of 8 weeks as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training.
- **Step 2:** Industry will confirm the training slots and the number of seats allocated for internships via **Confirmation Letter/** Email to the Internship Coordinator
- **Step 3:** Students on joining Training at the concerned Industry / Organization, submit the **Joining Report/**Letters / Email.
- **Step 4:** Students undergo industrial training at the concerned Industry / Organization. In-between **Faculty Member(s) evaluate(s) the performance of students** once/twice by visiting the Industry/Organization/ through Online Interactions and Evaluation Report of the students is submitted in department office with the consent of Industry persons
- **Step 5:** Students will **submit training report** after completion of internship along **with the Attendance Log** to the Internship Coordinator.

- **Step 6: Training Certificate** to be obtained from industry and a **copy** to be submitted to the Office of the Coordinator.
- **Step 7: Assessment** of the Internship Outcomes through a **Comprehensive Viva** and extensive evaluation of the Internship Report.

## Internship Report Guidelines

Every student is required to write an Internship report upon completion of their internship and required to submit **two copies** (student copy + department copy in pdf) of the report to Internship Coordinator (along with certificate given by the company) for final evaluation and awarding of Credit Scores. Before submitting the report to the Internship Coordinator, the student required to go through multiple rounds of revision in collaboration with the department internship mentor/coordinator/supervisor.

The Internship Report serves multiple purposes:

- Help the student develop written communication skills.
- Serve as an archival record of the internship experience.
- Give the student an opportunity to reflect on the professional aspects of the internship experience and the skills that were learned.
- Allow the student to describe the science content of the internship.
- Have the student to reflect on the initial goals of the internship and how they
- were (or were not) achieved during the internship.

Text Format in the report:

- Cambria 12 or similar, with 1.5 line spacing.
- Margins 1.5" left and 1" all other side.

Binding & report length:

- Soft binding & report length of minimum 20 pages with one side printing with
- a designed Cover Page

General information:

- Student is eligible for internship evaluation if only if he/she completed 8 weeks of internship training. (Minimum of 40 Working days)

**EACH INTERNSHIP REPORT WILL FOLLOW THE FORMAT DESCRIBED:**

- 1. Title Page**
- 2. College certificate Page**
- 3. Internship certificate provided by the internship institution**
- 4. Acknowledgement**
- 5. Executive summary/Abstract (2 Pages)**

A paragraph each on:

- The company
- The problem or opportunity
- Methodology
- Key parts of the report & your findings and solutions provided in the report.
- Benefits to the company/institution through your report.

**6. Index**

- List of the contents of the internship report and where they can be found in the report.

**7. Learning Objectives/Internship Objectives**

- A single page that lists the original objectives of the internship.

**8. Weekly overview of internship activities**

**9. Introduction (2 or 3 pages)**

- The introduction should include a description of the internship site and the scope of the work completed during the internship. This Section may include a detailed explanation of the Organization and their scope of Work. It may include background information necessary to understand the work completed during the internship.

**10. Internship Discussion**

- This section contains a discussion of the internship and should address the following points:
  - i. How the objectives achieved?
  - ii. What skills (scientific and professional) were learned during the internship?
  - iii. Results/observations/work experiences get in the internship company.
  - iv. What challenges did you experience during the internship?

**11. Conclusion**

**12. Bibliography**

- Include references to books, articles, reports referred to in the report.



# Evaluation Criteria

## Continuous Assessment

Interim Presentation	<b>50 Marks</b>
Guide- Prompt communication, Clarity on the tasks	<b>30 Marks</b>
Interim Report	<b>20 Marks</b>
<b>Total Internal marks</b>	<b>100 marks</b>

## External Evaluation

<b>Viva</b> 1. Attainment of Internship Objectives 2. Skills gained during the internship 3. Commitment towards the tasks allocated 4. The challenges faced and the strategy to overcome 5. Key contributions of the intern to the organization	<b>70 Marks</b>
Final report	<b>30 Marks</b>
<b>Total External Marks</b>	<b>100 Marks</b>

# Guide Allocation

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# Planner

Academic Calendar 2024-2025 Department of Computer Science			
Nov-24	11/4/2024	Monday	Semester 4 Commences
	11/5/2024	Tuesday	D2
	11/6/2024	Wednesday	D3
	11/7/2024	Thursday	D4
	11/8/2024	Friday	D5
	11/9/2024	Saturday	
	11/10/2024	Sunday	
	11/11/2024	Monday	D6
	11/12/2024	Tuesday	D7
	11/13/2024	Wednesday	D8
	11/14/2024	Thursday	D9
	11/15/2024	Friday	D10: Internship topic approval by the panel
	11/16/2024	Saturday	D11: Internship topic approval by the panel
	11/17/2024	Sunday	
	11/18/2024	Monday	D12
	11/19/2024	Tuesday	D13
	11/20/2024	Wednesday	D14
	11/21/2024	Thursday	D15
	11/22/2024	Friday	D16
	11/23/2024	Saturday	
	11/24/2024	Sunday	
	11/25/2024	Monday	D17
	11/26/2024	Tuesday	D18
	11/27/2024	Wednesday	D19
	11/28/2024	Thursday	D20
	11/29/2024	Friday	D21
	11/30/2024	Saturday	D22

Dec-24	12/1/2024	Sunday	
	12/2/2024	Monday	D23
	12/3/2024	Tuesday	D24: CAE1
	12/4/2024	Wednesday	D25: CAE2
	12/5/2024	Thursday	D26
	12/6/2024	Friday	D27
	12/7/2024	Saturday	D28
	12/8/2024	Sunday	
	12/9/2024	Monday	D29
	12/10/2024	Tuesday	D30
	12/11/2024	Wednesday	D31
	12/12/2024	Thursday	D32
	12/13/2024	Friday	D33
	12/14/2024	Saturday	
	12/15/2024	Sunday	
	12/16/2024	Monday	D34
	12/17/2024	Tuesday	D35
	12/18/2024	Wednesday	D36
	12/19/2024	Thursday	D37
	12/20/2024	Friday	D38
	12/21/2024	Saturday	D39
	12/22/2024	Sunday	
	12/23/2024	Monday	D40
	12/24/2024	Tuesday	D41
	12/25/2024	Wednesday	Christmas Holidays
	12/26/2024	Thursday	
	12/27/2024	Friday	
	12/28/2024	Saturday	
	12/29/2024	Sunday	
	12/30/2024	Monday	<b>INTERNSHIP DAY 1: Internship starts</b>
	12/31/2024	Tuesday	INTERNSHIP DAY 2
Jan-25	1/1/2025	Wednesday	INTERNSHIP DAY 3
	1/2/2025	Thursday	INTERNSHIP DAY 4
	1/3/2025	Friday	INTERNSHIP DAY 5

	1/4/2025	Saturday	INTERNSHIP DAY 6
	1/5/2025	Sunday	
	1/6/2025	Monday	INTERNSHIP DAY 7
	1/7/2025	Tuesday	INTERNSHIP DAY 8
	1/8/2025	Wednesday	INTERNSHIP DAY 9
	1/9/2025	Thursday	INTERNSHIP DAY 10
	1/10/2025	Friday	INTERNSHIP DAY 11
	1/11/2025	Saturday	
	1/12/2025	Sunday	
	1/13/2025	Monday	INTERNSHIP DAY 12
	1/14/2025	Tuesday	INTERNSHIP DAY 13
	1/15/2025	Wednesday	INTERNSHIP DAY 14
	1/16/2025	Thursday	INTERNSHIP DAY 15
	1/17/2025	Friday	INTERNSHIP DAY 16
	1/18/2025	Saturday	INTERNSHIP DAY 17
	1/19/2025	Sunday	
	1/20/2025	Monday	INTERNSHIP DAY 18
	1/21/2025	Tuesday	INTERNSHIP DAY 19
	1/22/2025	Wednesday	INTERNSHIP DAY 20
	1/23/2025	Thursday	INTERNSHIP DAY 21
	1/24/2025	Friday	INTERNSHIP DAY 22
	1/25/2025	Saturday	INTERNSHIP DAY 23
	1/26/2025	Sunday	
	1/27/2025	Monday	INTERNSHIP DAY 24
	1/28/2025	Tuesday	INTERNSHIP DAY 25
	1/29/2025	Wednesday	INTERNSHIP DAY 26
	1/30/2025	Thursday	INTERNSHIP DAY 27
	1/31/2025	Friday	INTERNSHIP DAY 28
Feb-25	2/1/2025	Saturday	<b>INTERNSHIP DAY 29: Submission of Interim report approved by Internal Guide to Project Coordinator. (Hard Copy)</b>
	2/2/2025	Sunday	
	2/3/2025	Monday	INTERNSHIP DAY 30

	2/4/2025	Tuesday	INTERNSHIP DAY 31
	2/5/2025	Wednesday	<b>INTERNSHIP DAY 32: Submission (Upload) of interim presentation PPT approved by Internal Guide to the Internship Coordinator.</b>
	2/6/2025	Thursday	INTERNSHIP DAY 33
	2/7/2025	Friday	INTERNSHIP DAY 34
	2/8/2025	Saturday	
	2/9/2025	Sunday	
	2/10/2025	Monday	INTERNSHIP DAY 35
	2/11/2025	Tuesday	INTERNSHIP DAY 36
	2/12/2025	Wednesday	INTERNSHIP DAY 37
	2/13/2025	Thursday	INTERNSHIP DAY 38
	2/14/2025	Friday	<b>INTERNSHIP DAY 39: Interim Presentation</b>
	2/15/2025	Saturday	<b>INTERNSHIP DAY 40: Interim Presentation</b>
	2/16/2025	Sunday	
	2/17/2025	Monday	INTERNSHIP DAY 41
	2/18/2025	Tuesday	INTERNSHIP DAY 42
	2/19/2025	Wednesday	INTERNSHIP DAY 43
	2/20/2025	Thursday	INTERNSHIP DAY 44
	2/21/2025	Friday	INTERNSHIP DAY 45
	2/22/2025	Saturday	INTERNSHIP DAY 46
	2/23/2025	Sunday	
	2/24/2025	Monday	INTERNSHIP DAY 47
	2/25/2025	Tuesday	INTERNSHIP DAY 48
	2/26/2025	Wednesday	Sivaratri
	2/27/2025	Thursday	INTERNSHIP DAY 49
	2/28/2025	Friday	INTERNSHIP DAY 50
Mar-25	3/1/2025	Saturday	INTERNSHIP DAY 51
	3/2/2025	Sunday	
	3/3/2025	Monday	INTERNSHIP DAY 52
	3/4/2025	Tuesday	INTERNSHIP DAY 53



	3/5/2025	Wednesday	INTERNSHIP DAY 54
	3/6/2025	Thursday	CAE2
	3/7/2025	Friday	CAE2
	3/8/2025	Saturday	
	3/9/2025	Sunday	
	3/10/2025	Monday	<b>INTERNSHIP DAY 55: Submission (Upload) of demo presentation PPT approved by Internal Guide to Internship Coordinator.</b>
	3/11/2025	Tuesday	INTERNSHIP DAY 56
	3/12/2025	Wednesday	INTERNSHIP DAY 57
	3/13/2025	Thursday	INTERNSHIP DAY 58
	3/14/2025	Friday	<b>INTERNSHIP DAY 59: Demo presentation</b>
	3/15/2025	Saturday	<b>INTERNSHIP DAY 60: Demo presentation</b>
	3/16/2025	Sunday	
	3/17/2025	Monday	INTERNSHIP DAY 61
	3/18/2025	Tuesday	INTERNSHIP DAY 62
	3/19/2025	Wednesday	<b>ESE-1</b> <b>INTERNSHIP DAY 63: Submission of Final Internship Report approved by Internal Guide to the Internship Coordinator. (Hard Copy)</b>
	3/20/2025	Thursday	
	3/21/2025	Friday	<b>ESE-2</b>
	3/22/2025	Saturday	
	3/23/2025	Sunday	
	3/24/2025	Monday	
	3/25/2025	Tuesday	<b>Viva-Voce / External Internship Evaluation</b>

	3/26/2025	Wednesday	<b>Viva-Voce / External Internship Evaluation</b>
	3/27/2025	Thursday	
	3/28/2025	Friday	
	3/29/2025	Saturday	
	3/30/2025	Sunday	
	3/31/2025	Monday	Idul-Fitr
Apr-25	4/1/2025	Tuesday	Final Results
	4/2/2025	Wednesday	
	4/3/2025	Thursday	
	4/4/2025	Friday	
	4/5/2025	Saturday	
	4/6/2025	Sunday	
	4/7/2025	Monday	
	4/8/2025	Tuesday	
	4/9/2025	Wednesday	
	4/10/2025	Thursday	Maundy Thursday
	4/11/2025	Friday	Good Friday
	4/12/2025	Saturday	
	4/13/2025	Sunday	Easter
	4/14/2025	Monday	Vishu
	4/15/2025	Tuesday	
	4/16/2025	Wednesday	
	4/17/2025	Thursday	
	4/18/2025	Friday	
	4/19/2025	Saturday	
	4/20/2025	Sunday	

# Annexures

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- 1. Initial Internship Study to Project Committee – attached as Annexure 1**
- 2. Certificate format – attached as Annexure 4**
- 3. Declaration Format – attached as Annexure 5**
- 4. Attendance CERTIFICATE - External Guide – attached as Annexure 6**
- 5. Project CERTIFICATE – from Organization – attached as Annexure 7**
- 6. Request Letter for Internship – attached as Annexure 8**
- 7. MCA 2023-24 Syllabus**