



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR

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

Survey No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Soot Girni, Village : Waranga,

Po : Dongargaon (Butibori), Tahsil : Nagpur (Rural), District : Nagpur - 441108

Website: www.iiitn.ac.in, Email: director@iiitn.ac.in, registrar@iiitn.ac.in, Phone: 9405215010

SEMESTER / YEAR LONG INTERNSHIP EVALUATION POLICY

I. For students pursuing Industry/Research Internship outside institute

Internship is evaluated for 100 marks and comprises of two parts as follows:

Part A: Evaluation by External Mentor (75 Marks)

Student needs to get the **Internship Performance Assessment form (Refer Annexure-I)** filled up by the External Mentor. The Assessment form should be duly signed and sealed by the industry/organization and should be sent to the T&P office of IIITN (tnp@iiitn.ac.in) by the Mentor.

Part B: Evaluation by Internal Mentor (25 Marks)

In addition to external mentor, an internal faculty mentor will also be assigned to each intern who shall conduct two evaluations, around mid-semester and end semester.

Table 1: Internal Evaluation 1 (20 Marks)

Sr. No.	Evaluation Metric	Marks
1.	Communication Skills a Demonstration of work done during the internship b Ability to communicate the objectives of the internship	10
2.	Nature of the Work a. Internship tasks aligned to the current industry trends and practices	10
Total		20

Table 2: Internal Evaluation 2 (30 Marks)

Sr. No.	Evaluation Metric	Marks
1.	Domain Knowledge Gained a. Technology and tools used at various stages b. Knowledge acquired	10
2.	Quantum of work done a. Implementation of various modules/projects and underlying methodologies	10
3.	Outcome a. Outcome of the internship in the form of Pre-Placement Offer (PPO) / Service / prototype / product/ patent /publication (Till the date of Internal Evaluation)	10
TOTAL		30

Total marks of Internal Evaluation 1 and Evaluation 2 will be scaled down to 25 Marks.

Final Grading will be done in the department as follows:

Table 3: Summary of Evaluation

Evaluation	Marks
By External Mentor (Part A)	75
By Internal Mentor (Part B)	25
Total (Part A + Part B)	100

II. For students pursuing In-house Internship

For In-house internship, the evaluation will be same as mentioned in Section I. However, both Part A and Part B evaluation shall be conducted by Internal Mentor.

III. General Guidelines:

1. Student needs to submit a **Short Internship Report (Refer Annexure –II)** before end semester evaluation. The report will be approved and signed by the Internal Mentor.
2. The last date for submitting the internship report (Including employer assessment and internship completion certificate) will be 31st January and 30th May in odd and even semesters respectively. Entire evaluation shall be done in the institute if the student fails to follow this deadline.
3. The year-long internship will be counted as two semester long internships and the intern will be graded in each semester.
4. In the case of a switch of internship from industry to academia, industry to industry or academia to industry, separate evaluation shall be conducted for the respective internship. However, the final grade of internship will be an average of respective grades earned in the individual internships.

ANNEXURE-I



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INTERNSHIP PERFORMANCE ASSESSMENT BY EMPLOYER

To,
The Reporting Manager / Program Coordinator (Internships)

We appreciate your contribution to the professional growth and development of students of IIIT Nagpur. This internship is a mandatory part of B.Tech curriculum at IIIT Nagpur. This Assessment form is a part of INTERNSHIP EVALUATION of the student. Based on your assessment, the student will earn the credits for this internship.

Please send this document to the T&P office of IIITN (tnp@iiitn.ac.in).

Please note this form may be shared with the student; comments that will aid the student in career and related skill development are particularly encouraged.

STUDENT'S INFORMATION:

Student's Name: _____ Enrollment Number: _____

Duration of Internship (in months): _____

Internship Start Date: _____ End Date: _____ Work hours per week: _____

Internship work done till date (In Percentage): _____

• Internship Profile Name / Role: _____

• Nature of Work (Tick all that apply):

- | | |
|------------------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Data Collection | <input type="checkbox"/> Participation in Agile/Scrum Meetings |
| <input type="checkbox"/> Pre-processing | <input type="checkbox"/> Research on Emerging Technologies |
| <input type="checkbox"/> Survey of Machine learning models | <input type="checkbox"/> Assistance in Project Deployment |
| <input type="checkbox"/> Implementation | <input type="checkbox"/> Development of new system |
| <input type="checkbox"/> Result analysis | <input type="checkbox"/> Code execution on new controller |
| <input type="checkbox"/> Software Development | <input type="checkbox"/> Designing using System Verilog |
| <input type="checkbox"/> Code Review | <input type="checkbox"/> Physical Level Designing |
| <input type="checkbox"/> Debugging and Testing | <input type="checkbox"/> Hardware implementation of new design |
| <input type="checkbox"/> Database Management | <input type="checkbox"/> Improvement in existing system |
| <input type="checkbox"/> Frontend/Backend Development | <input type="checkbox"/> Any Other |
| <input type="checkbox"/> API Integration | _____ |
| <input type="checkbox"/> Technical Documentation | _____ |

INTERNSHIP EVALUATION SHEET

Sr. No.		Area	Rating (out of 5)	Comments (Optional)
1	Attitude and Work Ethics	Team Work		
2		Communication Skills		
3		Punctuality		
4		Meeting deadlines and targets		
5		Self-initiative		
			Rating (out of 10)	
6	Domain Knowledge and Outcomes	Problem Solving Skills		
7		Tools and Techniques learnt		
8		Domain Knowledge Gained		
9		Modules/Projects Completed		
10		Industry Readiness		
		Total (out of 75)		

RECOMMENDATIONS *(Do you have any recommendations to the program faculty on how to improve the program or the internship experience?)*

DETAILS OF THE ORGANIZATION WHERE INTERNSHIP IS PURSUED

Name of the Organization/Institute where internship is pursued:

Office Address:

Name and Signature of External Internship Mentor:

Contact No: _____ **E-mail ID:** _____

Company Seal:

Date:

ANNEXURE-II

General Guidelines for Short Internship Report

The report must be typed in Times New Roman font size 12, with 1.5-line spacing, typed and printed on double side of A4 Executive bond paper with color print of front page and wherever necessary.

The report must be approved and signed by the In-house Faculty Mentor.

Report length should be minimum 10 pages (excluding Title pages).

It should include the points below:

1. Front Page (as per format provided)
2. Title Pages:
 - (i) Original hardcopy of “Internship Performance Assessment” by employer carrying signature of External Internship Mentor and Organization seal.
 - (ii) Declaration (as per format provided)
 - (iii) Acknowledgement
3. Table of Contents
4. Internship Details: Organization Name, Business Profile, Internship Profile/Role
5. Introduction of Projects/Modules
6. Tools and Technology Learnt (List all the tools/technology learnt)
7. Certifications / Training completed during the internship (if applicable)
8. Technical Details of the Projects or Modules Completed (Including Design and Methodology)
9. Results and Discussion
10. Challenges and Learnings from the internship.
11. Outcome: Products/Services/Patents/Research Papers published during internship (if applicable)