



Notification: SVVV/N-083/2019

Date: December 17, 2019

SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA, INDORE

**Notification on Guidelines for Monitoring and
Evaluation of Industrial Internship
(For B.Tech and MCA Students)**

Duration of Internship will be between 1st January 20xx and 14th April 20xx (Minimum 14 Weeks).

Evaluation shall be made between 15th April and 14th May 20xx.

The guidelines for the evaluation of the semester long Industrial Internship are as follows:

There will be four components in the evaluation:

S.No		Evaluation carried by	% Component in Marks out of 100
1	Internal Assessment	Faculty Mentor Evaluation	20%
		Internship Report Evaluation	20%
2	End Sem Assessment	Evaluation by Industry Mentor	30%
		Evaluation through Seminar Presentation before the Panel of Examiners	30%

The Industrial Internship of the students will be evaluated in 4 stages:

1.1. Evaluation by faculty mentor on the basis of site visit(s) and Student Fortnight Diary.

Director-CRP /Faculty Mentor of the University shall make a surprise visit to the internship site, to check the student's presence physically. If the student is found absent without prior intimation to both the mentors, entire training will be cancelled. Students should inform faculty mentor as well as the industry mentor at least one day prior to availing leave by email. Students are eligible to avail one day leave in 4 weeks of the internship period apart from holidays. Further, faculty mentor must assess the student by going through the fortnightly report before awarding marks. It is mandatory for the student to send duly signed scanned copy of fortnightly report by Industry mentor to faculty mentor through email.

1.2. Internship Report

After completion of Internship, the student should prepare a report to indicate what he /she has observed and learnt during the internship period. The student may contact Industry Mentor/

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Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. Fortnightly diary (*Form-I*) will also help to a great extent in writing the report since much of the information has already been incorporated by the student into the diary. The report should be signed by the Industry Mentor, and Faculty Mentor.

The Internship Report will be evaluated by Faculty Mentor on the basis of following criteria with equal weightage:

- i. Originality.
- ii. Adequacy and purposeful write-up.
- iii. Organization, format, drawings, sketches, style and language.
- iv. Variety and relevance of learning experience.
- v. Practical applications, relationships with basic theory and concepts taught in the program.

1.3 Evaluation by Industry

The Industry Mentor will evaluate the students based on the Punctuality, Eagerness to Learn, Maintenance of Fortnightly Diary and Performance on a 10 point scale during the internship period (*Form-II*).

1.4 Evaluation through seminar presentation/viva-voce at the University

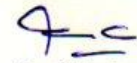
The student shall give a seminar based on his Internship Report, before an Expert Panel appointed by the University.

Seminar presentation will enable the student to share knowledge and experience with other students and faculty, and develop communication skills and confidence.

The evaluation will be based on the following criteria on equal weightage:

- | | |
|----------------------------------|-------------------------------------|
| I. Quality of content presented. | III. Effectiveness of presentation. |
| II. Planning for presentation. | IV. Depth of knowledge and skills. |

After completion of the Industrial Internship, the students are required to fill up the *Feedback Form (Form-III)*.


Dr. Upinder Dhar
Vice Chancellor



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Form-I

Fortnightly Report of the Student/Intern
(To be maintained by the Student / Intern)

	Period	Date from	Date to
Name of Industry Mentor with e-mail id			
Main points of the fortnight			



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Form-II

INDUSTRY MENTOR EVALUATION OF INTERN
(To be printed on Organization Letter Head)

Student Name: _____ Date: _____

Student Enrolment No. : _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following on a 10-point scale –

10– Outstanding, 9 – Excellent, 8 – Very Good, 7 – Good, 6 – Average, 5 – Satisfactory, below 5 Fail

S.No	Parameters for Evaluation	
1	Punctuality	
2	Behavior	
3	Shows interest in work	
4	Learns quickly	
5	Shows initiative	
6	Accepts responsibility	
7	Organizational skills	
8	Creativity/Originality	
9	Problem Analysis, Design, Solution	
10	Communication Skill	
	Overall performance of student / intern	
	Total out of 100	

Additional comments, if any :

Name & Signature of Industry Supervisor _____

Organization Seal



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Form-III

Feedback of Student on Internship
(To be filled after completion of Internship)

Student Name : _____

Enrollment No.: _____

Internship is: with Stipend / without Stipend

Company/Organization:

Internship Address:

Faculty Coordinator : _____

Department : _____

Dates of Internship : From _____ To _____

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

- I. Yes, to a large degree
- II. Yes, to a slight degree
- III. No, not related at all

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Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/or use equipment not available at my Institute					

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Ans

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Answer the Following Question

- Q1. In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?
- Q2. How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract?
- Q3. In what ways were you able to take a new direction or expand beyond your contract?
- Q4. Why were some goals not accomplished adequately?
- Q5. In what areas did you most develop and improve?

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- Q6. What has been the most significant accomplishment or satisfying moment of your internship?
- Q7. What did you dislike about the internship? Considering your overall experience, how would you rate this internship? Give suggestions as to how your internship experience could have been improved.
- Q8. Could you have handled added responsibility?
- Q9. Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed?
- Q10. Was more of an orientation required?

Date:

Signature of the Student