Guidelines for Six-month Internship starting from December-2016

1. The students who are interested to do project outside university, must complete the academic requirements of the course i.e. students expecting to go for internship outside must complete all compulsory courses (other than elective-not more than two) required for their bachelor degree. There should not be any active backlog.
2. If the student already placed in a campus placement event, then the project can beundertaken in the employer's place. But students must get some stipend during the work. In any other case the department must recommend the internship.
3. The students must get confirmation mail/letter from the organization for internship before the second semester. At the time of registration they must register for the internship.
4. It is the responsibility of students to complete a project for their academic requirement, university/ department is not responsiblein completion of project.
5. Each student must have an internal project guide from the department along with an external supervisor at their work to monitor and guide the project.
6. Every student going for project must present their work at department in the time of monthly tests. He/she mustgive a PPT presentation to a panel constituted by department including internal guide.
7. It is the responsibility of student to update regarding the work to the internal guide. They have to give send a report to internal guide and HOD on quarterly basis.
8. The marks for evaluation of project is as follows,
   - Internal evaluation: 20 Marks, by internal panel based on monthly presentations.
   - External evaluation by external guide: 40 Marks, to be submitted by supervisor to the internal guide through email/letter.
   - Final evaluation: 40 Marks, by project evaluation committee along with internal guide.

9. If any publishable work during project, University and Internal guide name must be acknowledged as co-author.
10. For the partial fulfillment of degree students has to submit a final report with all supporting andvalid data.