



भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
Indian Institute of Information Technology, Nagpur
"An Institution of National Importance by an Act of Parliament"

RTTC, BSNL, Near TV Tower, Besides Balaji Temple, Seminary Hills, Nagpur – 440 006

Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 0712 – 2985010

SEMESTER INTERNSHIP EVALUATION DOCUMENT

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

Part A: Evaluation by Supervisor / Reporting Manager (50 Marks)

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

Part B: Evaluation by Faculty Committee (50 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 student.

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

1. INSTRUCTIONS ON "INTERNSHIP REPORT"

- a) **"INTERNSHIP REPORT"** must be typed in Times New Roman Font size 12, with 1.5 line spacing, typed and printed on single side of A4 Executive bond paper and Spiral binding with colour print on front page and wherever necessary. Report length should be minimum 20 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 and 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 (Name/version/release etc)
 12. Industrial/ Commercial applications of the project
 13. Productivity Tools used
 14. Certifications done/Trainings Attended at the Organization during internship
 15. Research papers published during internship (if applicable)
 16. Challenges faced during internship and ways sought to overcome challenges
 17. Five Learnings from the internship
- b) The Original Hard copy 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 and 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 (8th Semester).
- e) **SOFT COPY** of the complete **INTERNSHIP REPORT** to be shared with T&P Office on email.

Harshad Panse
Training & Placement Officer

Dr. A.G. Kothari
I/c Dean

Dr. O.G. Kakde
Director