

B.Tech. CSE 2nd /4th /6th semester

Summer Internship Guidelines

Date: 7th May 2025

The students undergoing internship after 2nd /4th /6th semester are supposed to follow these guidelines:

- **Guidelines.**
 - Students are supposed to provide the details of Internship like; Organization Name, Name of Supervisor, Title, Duration, etc. before the completion of final exams of 2nd /4th /6th semester respectively. Internship coordinator may ask for this information through a form or other means.
 - Duration of Internship should be of 4 weeks minimum.
 - 2nd-year students are encouraged to enroll in exploratory or introductory internships, whereas 3rd and 4th-year students should go for domain-specific and pre-placement internships.
 - Students must provide a valid certificate during assessment failure of which 'F' grade will be awarded to the student.
 - The final list of approved internships will be shared coordinator with respective students. No change in internship details will be allowed after the approved list is shared.
- **Assessment** - Assessment will be done after mid semester exams of 3rd /5th/7th semester respectively as per the following guidelines:
 - Students are required to be dressed up in *professional* attire.
 - Presentations must last no longer than 10 minutes, and will be followed by a 5- minute "question and answer" period.
 - Presentations must be made using PowerPoint slides, and must include:
 - a. An overview of the internship site, including a **brief** description of its services, personnel, on-site supervisor, etc.;
 - b. A **brief** description of the internship responsibilities;
 - c. A **brief** description of the challenges and successes experienced during the internship;
 - d. A **very detailed** description of the Special Project (*the majority of the presentation time should be devoted to this*);
 - e. A description of what was learned from the experience and how it can be applied in the future; and
 - f. A statement of future (professional and/or academic) plans.
 - Individual student needs to present their internship work to the panels comprising of faculty members. The panel will evaluate the students as per below rubrics:

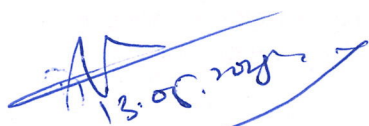
Presentation	: 60 marks
Internship report (hard copy)	: 40 marks
Total	: 100 marks

Detailed Rubrics

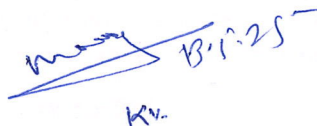
S.No.	Parameters	Description
1	Student Dressed Professionally	Student dressed in professional attire
2	Overview Of Internship Site, Mission, Services, Personnel, etc.	Student should fully describe all the details
3	Internship Responsibilities	Student should fully describe what he/she worked on during the internship
4	Challenges Experienced	Student should describe the challenges experienced during internship
5	Successes Experienced	Student should describe the successes experienced during internship
6	Special Project: explanation and how it contributed to the mission and goals of agency	Student should describe the following: <ul style="list-style-type: none"> the rationale for the special project its benefit to the agency the planning involved the implementation the outcomes and evaluation
7	What Was Learned From The Experience	Student should describe what he/she learned from the Experience
8	Future Plans (Career, etc.)	Student should clearly articulate and describe his/her future Plans that can be derived from the internship learnings.
9	Overall Descriptive and Analytical Competence	Student cover all the required Sections (above) of the presentation within the 10 minutes, and the student's descriptions of the covered sections were clearly articulated and professionally presented
10	Final Performance Evaluation by the Supervisor	Supervisor evaluation of student's performance.

Scale: Exceptional (6) ,Very Good (5), Good (4), Average (3), Below Average (2), Unsatisfactory (1)

Internship Coordinators:



Dr. Deo Prakash
(2nd Year)



Dr. Manoj Gupta
(3rd Year)



Dr. Rohit Tanwar
(4th Year)