

## Internship guidelines

**Computer Science & Applications Department,  
School of Engineering Technology, ITM University, Gwalior**

### 1. Objective

To provide students with industry exposure and hands-on experience in real-world applications of Computer Science and related fields. The internship program aims to enhance students' technical, research, and professional skills.

### 2. Eligibility & Duration

- Applicable to all students of the Computer Science and Application Department.
- Minimum duration: **45 days**.
- The internship can be completed in any semester but will be evaluated in the subsequent semester.

### 3. Approved Internship Categories

Students can undertake internships in the following categories:

1. **AICTE-sponsored/approved internships**
2. **Research-based internships** (at reputed institutions or research centers)
3. **Industry internships** (with recognized IT/software companies, startups, MNCs, etc.)
4. **Government organization internships** (related to IT, cybersecurity, AI, etc.)
5. **Internships under faculty mentorship** (project-based work aligned with industry trends)
6. **Any other BOS Approved Internship.**

### 4. Evaluation Policy (Total: 100 Marks)

Internship evaluation will be conducted in the semester following the internship completion.

#### A. Internal Evaluation (40 Marks)

Internal marks will be awarded based on multiple levels of presentation and reporting:

Component	Marks
<b>Presentation 1:</b> Internship Proposal & Learning Objectives	10
<b>Presentation 2:</b> Mid-term Progress Review	10
<b>Final Presentation:</b> Work Summary & Achievements	10
<b>Internship Report Submission &amp; Quality</b>	10

- The presentations will be assessed by a faculty panel.
- The internship report should be submitted before the final presentation and include a certificate from the host organization.

### **B. External Evaluation (60 Marks)**

External evaluation will take place during the **end-term exam** in the presence of an **external examiner**.

Component	Marks
Seminar on Internship Work	30
Viva Voce by External Examiner	20
Internship Report & Certification Verification	10

- The external examiner will assess the depth of learning and practical implementation of the internship work.

### **5. Additional Guidelines**

- Students must submit an internship approval form before starting.
- Failure to complete the internship or submit reports may result in marks deduction or re-evaluation requirements.