

Evaluation of Summer Internship of FYUP under NEP 2020

Rajiv Gandhi University evaluates student internships through a comprehensive and structured process. Students are required to complete their internship within the specified timeframe while maintaining a detailed logbook of their activities and documentation of their work. Finally, they must submit a report to their parent Institute/Department, followed by a presentation and viva-voce.

- (a) **Submission of Report:** Upon completion of the summer internship, each student is required to submit a mandatory internship report in the prescribed format (Annexure-A).
- (b) **Presentation and Viva-Voce:** After submission of the Internship Report (Annexure-A), each student must deliver a presentation in front of a Evaluation Committee, summarizing their work which will be followed by a viva-voc. The Evaluation Committee shall assess the internship based on understanding, involvement, and learning outcomes. The Evaluation Committee shall consist of:
- Head of the Department
 - Internship Mentor(s)
 - A member from an Allied/Cognate Department
 - An Internal/ External Examiner(s) Appointed by Concerned Authority (Principal/University)
- (c) **Evaluation Process:** The Evaluation Committee shall review the student's performance and assign grades/marks based on the following components:

Component	Full Marks (100)	Evaluation Criteria
Internship mentor (Shall be treated as Internal Marks)	20	The mentor will communicate with the student and monitor the progress of the student throughout the internship, and will also review the student's final report for evaluation (20 marks).
Internship supervisor (Shall be a part of End-semester Marks)	40	Based on the Internship Completion Report [Annexure - A], marks will be awarded as follows: - Outstanding: 40 - Excellent: 35 - Very Good: 30 - Good: 25 - Average: 20 - Below Average: 15
Presentation and viva-voce (Shall be a part of End-Semester Marks)	40	Marks will be awarded based on the student's involvement in the assigned internship work and their performance during the presentation/viva-voce, as evaluated by the committee.

After completion of the evaluation process the marks (out of 100) are to be sent to the controller of Examinations through Principal/ Director/ Head of the Department in the format [Annexure - B].

- (d) **Incomplete Internship:** An internship may be marked as incomplete if the student fails to meet the required standards of performance, engages in misconduct, or misuses the internship opportunity in any manner. Such cases will be reviewed and determined by the evaluation committee, which holds the authority to decide on the status of the internship based on these factors. An incomplete internship may require the student to repeat the internship or fulfil additional requirements as prescribed by the department.

[Annexure - A]

INTERNSHIP COMPLETION REPORT

1. Name:
2. Roll No.
3. Semester:
4. ABC ID:
5. Registration No.
6. Programme Enrolled:
7. Name and Address of the organization where internship is completed:

8. Name and Address of the Supervisor where internship is completed:

9. Type of the work done by the student during the internship period:

10. Grading to the students: (Please put tick $\sqrt{}$ mark)

Outstanding (10)	Excellent (9)	Very Good (8)	Good (7)	Average (5)	Below Average (5)	Not satisfactory

11. Additional feedback on the student (if any):

Signature of the supervisor or Head of the Internship Offering Organization

[Annexure - B]
MARKS STATEMENT FOR SUMMER INTERNSHIP
Rajiv Gandhi University

Name of the College/Department: _____

Roll No.	Enrolment No./ Registration No.	APAAR ID	Marks of Internship Mentor (Full Marks: 20)	Marks of Internship Supervisor (Full Marks: 40)	Marks of Presentation and Viva-Voce (Full Marks: 40)	Total Marks

Signature of the Head of the Department

Department of _____

Note: If number of sheets is more, the signature of Head of the Department is required in each Page of the Marks Statement.