



Ref. No.: NMAMIT/COE/2023-24/34

Date: 8-3-2024

Circular

Guidelines for preparation of UG (8th Semester B.E.) – Internship Report

The final year students shall follow the guidelines given below regarding the preparation of UG (B.E.) Internship Report. The project guides, who are also mentors for internship, are requested to bring this information to the notice of their students.

a) Last date for submission to the respective departments / guides:

i) Draft Copy (soft copy) of Internship Report: 5-4-2024

ii) Final Internship Report (soft & hard copy): 12-4-2024

b) No. of copies: 1 hard copy and 1 soft copy to the Department

Note: 1. The guidelines to prepare report, template of the certificates and cover page (soft copy) is attached herewith, which the **faculty members may circulate to their project students.**

2. For any clarifications regarding **Report Writing** you are requested to contact respective guide / project coordinator / HOD.

Distribution of Marks for Internship – CIE

S.No.	Particulars	Max. Marks
1	Internship Report	25
2	Presentation of the Internship work carried out	13
3	Viva voce	12
	Total	50

Evaluated by Two faculty member committee, one of whom is the Project Guide. Marks of all the students are consolidated by the Internship Coordinator for onward submission to the COE's office.

Distribution of Marks for Internship - SEE

S.No.	Particulars	Max. Marks
1	Internship Report	25
2	Presentation of the Internship work carried out	12
3	Viva voce	13
	Total	50

Evaluated by Project Evaluation committee and evaluated along with Project SEE. Marks should be submitted as per the attached Prescribed Format for Internship SEE.

Sd/-

Controller of Examinations

Sd/-

PRINCIPAL

CC: Principal's Table, Vice Principal & Dean Academics, Vice Principal & COE, Dean R&D, All HODs, First Year Coordinator, Academic Section.