



TUMKUR UNIVERSITY

GUIDELINES FOR INTERNSHIP

FOR VI SEMESTER

**BACHELOR OF SCIENCE FOR COMPUTER
SCIENCE (B.Sc.)**

&

BACHELOR OF COMPUTER APPLICATIONS (BCA)

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[Stamp: Tumkur University, Board of Studies in Computer Science]

**Board of Studies in Computer Science
Tumkur University
Tumkur**

Internship Program Proposal

INTERN INFORMATION:

Name:

Student Reg. No:

Course:

Email:

Phone:

Name of the Guide and Designation:

Email:

Phone:

INTERNSHIP INFORMATION

Internship Course Title:

Internship Learning Objectives:

(Identify 3-5 specific learning/training objectives you hope to fulfil by the end of your internship)

Milestones and Timelines:

Dates of Internship: Internship Beginning Date:

Ending Date:

Name and Address of Internship Company or Organization:

URL:

On-Site Supervisor Name:

Phone:

Email:

Qualification and Experience of the on-site Supervisor:

Signature of the Student

Signature of the on-site supervisor

Date:.....

Date:.....

Signature of the Guide

Signature of the Coordinator

Date:.....

Date:.....

Instructions to the Students:

1. Internship may be conducted at companies either through online or offline or at the facilities provided by the Colleges.
2. Total credits of the internship will be **03 Credits**.
3. Internship students must submit proposal well in advance before the beginning of the Semester.
4. Internship students must check in with Faculty/Advisor at least twice a week with report.
5. Student must report weekly summary of activities in personal diary and get signature.
6. Summative Report must be submitted bi-weekly during check-in with Guide.
7. Report must include progress of internship like training received, work completed, outside reading, progress etc.
8. Further student must understand rules and conduct, regulations, safety policies and procedures of the internship site/company, responsibilities agreed upon by himself with on-site Supervisor and Guide.
9. Student must notify faculty supervisor/Guide immediately of any changes or problems during this internship.
10. Students must Complete the required academic work before the final due date.
11. Students must give a presentation after the completion of their internship.

12. Submission of Report:

Students are required to submit their final internship 3 Copies of report (Student copy, College Copy and University copy) both in PDF and Hardbound copy at the end of the internship.

13. Evaluation Procedure:

Formative assessment marks will be **40 Marks** for internal assessment and **60 Marks** for external evaluation. Exams are conducted for Internship and are evaluated by the external examiner appointed by the University BOE as per the format given below.

Evaluation Format for IA Marks.

SI No	Reg No	Weekly Reports (10 Marks)	Seminar & Presentation (20 Marks)	Viva Voce (10 Marks)	Total (40 Marks)

Evaluation Format for External Evaluation.

SI No	Reg No	Report (20 Marks)	Presentation (30 Marks)	Viva Voce (10 Marks)	Total (60 Marks)

14. For more information, Students are instructed to refer UGC/AICTE Guidelines for Internship/Research Internship for Under Graduate Students available at UGC website.
 - ✓ https://www.ugc.gov.in/pdfnews/0063650_Draft-Guidelines-for-Internship-and-Research-Internship-for-Under-Graduate-Students.pdf
 - ✓ <https://aicte-india.org/sites/default/files/AICTE%20Internship%20Policy.pdf>

INTERNSHIP REPORT:

Title Page

Original Copy of the Approved Proforma of the Internship Proposal

Certificate of Authenticated work by Company/Organization

Internship Declaration /Certificate

Abstract

Acknowledgement

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CHAPTER 1: INTRODUCTION

CHAPTER 2: SURVEY OF TECHNOLOGIES

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CHAPTER 6: RESULTS AND DISCUSSION

CHAPTER 7: CONCLUSIONS

REFERENCES

GLOSSARY

APPENDIX A

APPENDIX B

Presentation of the Report:

- The report should be done on one side of the A-4 size paper.
- The text of the report should be Times New Roman font with 1.5 line spacing; quotations and foot notes should be in single-line space.
- Font size: Chapter heading: 14 (Bold and Capitalized); Sub-heading: 12 (Bold) and text of the running matter: 12 Pt.
- The left side margin should be 1.5 inches, the right, top and bottom margin should be 1 inch each.
- Tables, graphs and diagrams should have respective number, captions and source.