



INTERNSHIP EVALUATION GUIDELINES FOR UG AND PG PROGRAMMES UNDER NEP

Centre for Distance and Online Education
KURUKSHETRA UNIVERSITY KURUKSHETRA

Internship Evaluation

The evaluation of the internship shall be done by the Internship Mentor of Internship Providing Organization (IPO) and Internship Supervisor of the Department/ College/ Institute (DCI) separately and of 50 marks each.

- (i) Internship Mentor will evaluate the student on the basis of regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives. The internship mentor will give the awards at the completion of internship in the given format of **Appendix-IV**.
- (ii) The internship supervisor will evaluate the intern for 50 marks based on internship report and viva-voce. The internship report will be evaluated in terms of its contents and presentation in the context of relevant sections of the **Internship Report Format suggested in Guidelines for Internship Report**.
- (iii) Internship awards in such cases, where a student undergoes an approved Training/skill development/certificate course, will be determined on the basis of marks/grade awarded by the IPO providing such skill development/training/internship courses.

A student has to obtain minimum 40% marks (Grade 'P') each in the evaluation by Internship Mentor and Internship Supervisor.

The Internship Supervisor will submit the cumulative awards and records (**Annexure-VII**) to the Teacher Incharge of respective UG programmes in DCI for onward submission on the university portal.

A candidate who could not complete or has failed in internship evaluation by the Internship Mentor, then s/he will get one more chance to repeat that part of internship during vacations/holidays. If a candidate gets failed in the evaluation of the Internship report, then she/he will submit the Internship report again and that revised report will be assessed again but the candidate need not to repeat the internship in that case.

Appendix-IV

Internship Completion Certificate

It is certified that Mr./Ms./Mrs.....
S/D/O.....Class.....Roll. No.....of
Department/College/Institutecarried out his/her
internship from..... to..... in this organisation.....
.....

On the bases of his/her regularity, punctuality, interest shown towards learning skills, dignity of labour, team participation, work experience and meeting internship objectives, a score of marks out of 50 marks is awarded.

Remarks, if any
.....

Date:

Signature of Mentor

Name of Mentor

Designation:

Address:

Email:

Seal of the Organization

Appendix-VII
Kurukshetra University,
Kurukshetra
Evaluation Report of Internship

Credits: 4

Session:

MM: 100

Pass Marks: 40

Sr. No.	University Roll No.	Marks awarded by Internship Mentor of IPO (50 Marks)	Marks in Internship Report and Viva-Voce awarded by Internship Supervisor of DCI (50 Marks)	Total Marks (100 Marks)	
				In Figures	In Words