

SNDT Women's University



Department of Computer Science

INTERNSHIP MANUAL

Guidelines and Procedures for The Internship Programme

SNDT Women's University

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2015-16

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About the SNDT Women's University

Shreemati Damodar Nathibai Thackersey (SNDT) Women's University was started by Maharshi Karve in 1916. The University is the first Women's University in India and in South Asia.

Today the University offers various programmes at its three campuses, through 39 University Departments and more than 174 affiliated colleges. The main campus and the administrative offices are located at New Marine Lines, Mumbai and the branch campuses are located at Sir Vithaldas Vidyavihar, Juhu, Santacruz(W), Mumbai and Karve Vidyavihar at Pune.

The motto of the University is:

"An Enlightened Women is a Source of Infinite Strength".

Mission

SNDT Women's University is committed to the cause of women's empowerment through access to education particularly higher education, through relevant courses in the formal and non-formal streams. Further, SNDT Women's University is committed to provide a wide range of professional and vocational courses for women to meet the changing socio-economic needs, with human values and purposeful social responsibility and to achieve excellence with "Quality in Every Activity".

Department of Computer Science

In its Endeavour to give the best in science and technology, as well as to enhance research functions, the University established its computer centre in 1985 with the assistance of U.G.C. for an 'O' level and higher level system and has a well-functioning computer centre with adequate trained staff. The University was selected by the U.G.C. for conducting the Postgraduate Diploma in Computer Science and Applications (PGDCSA) in 1985 and for conducting the Master of Computer Applications (MCA), now AICTE approved, in 1989. In 2013, Master of Science in Computer Science course was introduced

Our Mission

The P. G. Department of Computer Science aims to provide its students with knowledge and skills for becoming professionals in the feild of Software Development, Data analysis, Software testing.

Our Goals

- To provide quality education that will enable students to become professionals in the areas of *Software Development, Data analysis, Software testing*

Programmes Offered and their Duration

- ❖ Ph.D. in Resource Management (Ph.D. [C.S.]
- ❖ Master of Computer Applications (MCA) --- (3 Year)
- ❖ Master of Science in Computer Science (M.Sc.[C.S.]) --- (2 Year)
- ❖ Postgraduate Diploma in Computer Applications (PGDCSA) --- (1 year)

Use of the Manual

This manual is intended for use by students, mentors/supervisors as well as departmental faculty for planning and implementing student internships. It is a useful resource that provides guidelines to all stakeholders who are involved in the internship course offered as part of the degree programmes conducted by this Department.

1. Student: The manual informs the student about:

- The step by step procedure /activities to be undertaken before the commencement of internship.
- What is expected from the intern during internship.
- The role and responsibilities of the intern.
- Details of the activities to be done after the completion of internship and

- Guidelines for preparation of the final internship report.

2. Company and Supervisor/Mentor:

The manual provides the mentor/supervisor information so that she/he can plan a fruitful internship programme for the student(s) as per the course requirements, and supervise as well as evaluate the intern.

- Gives information about the objectives of academic programme under which the intern has registered.
- Informs about weightage given to the internship in the programme and the objectives of the internship.
- Informs about the role of mentor.
- Provides guidelines for evaluation.

3. Faculty Coordinator:

The manual gives detailed information to the Faculty coordinators about the various stages of internship from pre-preparation by the student until evaluation of the internship.

Section I: THE INTERNSHIP PROGRAMME

Introduction

- ➔ What is internship?
- ➔ Who are the Stakeholders?
- ➔ Goals, Objectives and Purpose
- ➔ Benefits and Advantages of Internship
 - To students
 - To Organization/Industry
 - To Department and University
 - To Society/Community
- ➔ Key Features of the Internship Programme

Internship can take place in various agencies/organizations/industries such as corporations, banks, research institutions, government departments, etc. Some students may receive remuneration whereas others may not.

In the agency/organization or industry, students will be expected to work like the other professionals who are employed in the company.

It is important to remember that in some cases, the rules and regulations of the company where the student is placed are not fully spelt out at the beginning of the internship period. Also rules and regulations differ from one institution/organization to another. Hence it is important that the student familiarizes herself with the policies, rules and regulations of the industry/organization where she is placed.

Internship is a professional commitment made by the student. The key elements of this commitment are having good work habits, being receptive to supervision and completing assigned work on time.

What is Internship?

The internship programme is a structured academic opportunity that is part of the curriculum prescribed by the University. It allows the students to apply academic knowledge and skills in the workplace. It is undertaken by students towards the end of the academic programme.. It requires the student to critically reflect on the practices in her chosen field and helps the student to transform into a professional. It facilitates improving the student's work efficiency, and sensitizes her to effectively work with individuals, groups and communities in a variety of professional settings. Internship experience allows students to have an insight into the real world of work.

The student will work in an environment that provides professional experience related to the student's field of interest and study. The student will be jointly supervised by an external non-departmental member (professional) and a Faculty member of the Department.

This cumulative experience when planned well and implemented well can promote academic, career and personal development. Every student would do well to remember that she is a representative, in fact an ambassador of this Department and University. How you perform and behave in the organization where you are placed will affect the future of other students of this University who may want to do their internship at a later date.

The internship is an 16-credit course. **It requires the student to complete 8 hour hours for six days a week for six months** within the internship organization.

The student is required to work under the supervision of a Mentor. She is expected to observe the work week and hours of the agency/organization. The general rules and regulations that the agency/organization applies to its regular staff, will have to be adhered to by the intern.

The student is expected to undertake software or web develop project during her internship. This project should be finalized in consultation with the Supervisor/Mentor and Faculty Coordinator.

The student is required to complete tasks and assignments, projects given by the Supervisor/Mentor as well as reports and presentations regarding the internship experience and issues related to professional development..

She is required to give presentation to the Faculty Coordinator, a summary of the week's work that she has done for the project. At the culmination of the internship, the intern will submit a written report of her project. She should not only describe the work done. The report should be read and certified by the Supervisor/Mentor.

Who are the Stakeholders?

There are mainly three stakeholders - the intern, the Department and the Industry/Organization

Intern: A student who has completed almost all the departmental courses prescribed in the programme structure for the Postgraduate degree or diploma in which she has enrolled and is undergoing supervised, experiential learning in a selected agency or organization or industry.

Industry/Organization: This refers to an Industry/Organization/R&D institution/public sector/government departments where the student is planning to undergo internship. This industry/organization should be approved by the Department as being appropriate for providing the necessary or desired learning experiences.

Faculty Coordinator: The faculty coordinator is the faculty member/teacher who is responsible for planning the internship with the student, preparing the student, orienting the agency/organization, coordinating/liasing with the supervisor and mentor as well as monitoring and evaluating the internship experience of the student.

Supervisor/Mentor: This is an expert or experienced person from the selected organization/industry to whom the intern will be assigned and is expected to report to. The supervisor/mentor will be responsible for supervising, advising and guiding the intern to develop a feasible work plan and schedule that the intern will follow during the internship. In order to promote the intern's professional development the supervisor/mentor may be required to perform different roles such as teacher, counsellor and consultant.

Students/interns, faculty coordinators and, supervisors/mentors should follow the guidelines and fill and submit all the necessary forms and complete the documentation. This helps the department to evaluate the internship experience of each student and to obtain much needed information about how effective the internship programme is. The suggestions given will help the Department to make the internship experience fruitful and valuable.

Goals, Objectives and Purpose of Internship

Goals

1. To provide students with an environment that facilitates increasing knowledge, enhancing skills/ competencies and enabling students to identify strengths, identify and upgrade those skills that need improvement in line with her career goals.
2. To enable students to strengthen their commitment towards becoming responsible well-trained professionals with a code of ethics.

Objectives

1. To provide opportunities for experiential learning in varied areas of the discipline beyond 'teaching-training' and enhance professional growth of the students.
2. To help students prepare for career in computer science and develop a road map for the same.

Purpose

The purpose of Internship is to enable students to:

- 1) Transform and become a responsible professional.
- 2) Apply knowledge and skills acquired during academic programme.
- 3) Gain experience of working outside the Department in a real life situation, under supervision.
- 4) Develop values, attitudes and ethics that will make them 'valued' professionals.
- 5) Become of their professional lives which lie ahead in terms of management, productivity, efficiency, accountability and work-life balance.

Benefits and Advantages of Internship:

The internship programme is an arrangement between the intern/student, the Department and the agency/organization. Each stakeholder can benefit from an effective internship programme that is well-planned, implemented and monitored.

Some general benefits of Internship are:

- ❖ Students have opportunities for new learning experiences and exploring future career choices vis-a-vis their skills and abilities.
- ❖ Student receives guidance and feedback from professionals/experts in specific fields/areas.
- ❖ Organizational facilities can be availed of for specialized training.
- ❖ The agency/organization has an opportunity to actively participate and contribute towards education by helping transform students into professionals.

Benefits/Advantages to Students

Through the internship, the student can gain many benefits that would otherwise have not been available to her in the classroom/laboratory settings. Internship can be challenging and exciting since the student is able to gain specialized learning experiences that cannot be provided within the University's infrastructure. Several benefits are listed herein:

- ❖ Gives an opportunity to observe professionals fulfilling their job responsibilities.
- ❖ Gives an opportunity to examine firsthand many of the concepts and processes they had only heard or read about.
- ❖ Gives an opportunity to practice ,evaluate and improve the skills, techniques and principles that she has learned as part of her degree programme.
- ❖ Gives an opportunity to use and enhance her creativity, problem-solving skills.
- ❖ Allows her to coordinate and function dynamically as a member of a team.
- ❖ Student can demonstrate the ability to communicate effectively both verbally and in writing.
- ❖ Demonstrates the ability to effectively use available resources within the facility and surrounding communities.
- ❖ Enhances the professional growth of the student and helps her gain self-confidence and self esteem.
- ❖ Demonstrates healthy sustainable environmental practices.
- ❖ Encourages the intern/student to undertake different responsible and have a gainful experience.

- ❖ Enables each student intern to demonstrate her professional strengths.
- ❖ Assists the student to work within given work schedules and allows them to develop coping strategies.
- ❖ Gives an insight into new areas of R&D and can help motivate the intern to undertake research or motivate her for higher education.
- ❖ Furthers her understanding and appreciation of the role of the professional.
- ❖ Establishes desirable work habits and attitudes while developing a sense of responsibility.
- ❖ Provides a means for determining student's strengths and weaknesses how to overcome weakness as well as effectively use the strengths and mature.

Benefits and Advantages to the Industry/Organization

- ❖ Gives a chance to train the future workforce as per requirements of the industry, thus reducing the investment cost for training
- ❖ Offers challenges, suitable tasks that will assist the student in turn for achieving the industry's and the student's learning goals
- ❖ Involves the experts in the development of academic programmes/curricula through feedback
- ❖ Gives opportunities for collaborative work and action projects, research and other activities in partnership with the academic institution through mutual exchange of information, views and ideas
- ❖ Gives potential employers an opportunity to identify prospective candidates and evaluate them for later employment
- ❖ Can help the agency/organization to work in partnership with the Department and University towards fulfilling Corporate Social Responsibility.
- ❖ Supervisors/ mentors have the opportunity to serve as role models to students
- ❖ Provides opportunities to develop new strategies and plan of action for well being of society

Benefits to the Department and University

- ❖ Feedback given by industry professionals helps in evaluating existing programmes and curricula, identifying the lacunae and subsequently improving them so that the outgoing students are well-trained, valued professionals who can meet the changing needs of society

- ❖ Provides a platform for catering to individual interests, abilities and skills of students
- ❖ Helps to evaluate students' skills, competencies in professional settings and to identify the needs of individual students and provide better guidance to students to have realistic career goals
- ❖ Teaching faculty have opportunities to interact with experts, be familiarized with the latest technologies, R&D efforts and to work with equipments/avail of infrastructure facilities that are not available in the University
- ❖ Helps to identify experts from the agency/industry/organization who can be involved in teaching and research guidance
- ❖ Provides opportunities for identifying and undertaking meaningful research that will contribute positively to national productivity and development
- ❖ Gives opportunities for developing and working collaborative/multidisciplinary research programmes
- ❖ Enhances the image of the University and facilitates creating awareness about its programmes to different sections of society
- ❖ Gives opportunities and insights into multi-dimensional nature of various areas to tailor academic programmes accordingly through formal and other channels

Benefits and Advantages to Community

- ❖ Allows better understanding about the University, its mission and goals, its programmes, contribution and its commitment to social responsibility
- ❖ Gives opportunities for fresh talent, enthusiasm and creativity of young adults and helps them to face the challenges and meet the needs of a changing society
- ❖ Helps establish networks and identify opportunities for social entrepreneurship

SECTION II

Internship Components, Areas and Learning Experiences

- 2.1 Selection of Industry /Organization
- 2.2 Preparing the short bio data and application
- 2.3 Preparing for the interview(s)

Introduction

It is important to ensure that the Internship Programme provides a good learning experience:

For an internship programme to be effective, the following features must be paid attention to:

- (i) Preparation of resume and application by student, timely identification of agency/organization, approval by the Department and consent /letter of acceptance of the student as an intern.
- (ii) Meeting of the stakeholders to finalize the expected outcomes from the internship for the student – including responsibilities, work schedule, skills and competencies to be learned, handling problems and coping with stressful situations, leave of absence etc.
- (iii) Preparation including orientation of the student for the internship in accordance with the guidance provided by the Faculty Coordinator.
- (iv) Detailed work plan developed by student under the guidance of the Faculty Coordinator for the learning experiences and career mapping to help the student have a gainful internship.
- (v) Faculty Coordinator to develop the work plan that focuses on developing competencies in decision making, problem solving, team work, meeting expectations of the supervisor and the seniors in the industry.
- (vi) Ensuring that student fully understands the protocol, rules and regulations and work ethics that is required in the place of internship.
- (vii) Ensuring that faculty coordinator will make periodic visits for monitor work of the intern and documentation.
- (viii) Ensuring that supervisor and intern will file weekly reports.
- (ix) Ensuring that intern has to document the entire internship experience and submit the report to the Faculty Coordinator, duly certified by the supervisor and make a formal presentation in the Department at the completion of internship.
- (x) Student should be able to demonstrate the following competencies –

- Requirement Analysis
- Software / Web Designing
- Coding
- Implementation
- Testing
- Maintenance

2.1 Selection of the Agency/Organization

Before deciding upon a particular agency/organization, it required to assure that the organization is providing a software / web / mobile application development project.

The Faculty Coordinator can help the student to collect information about various agencies/organizations and internship opportunities. The student should:

1. Find out from the Faculty Coordinator where students have done internships in the past. If she is not interested in these agencies/organizations, she needs to identify internship opportunities herself.
2. Student should try doing an on-line search.
3. Student should network with faculty, friends, relatives, neighbours, alumni who may know of, or be employed by, agencies/organizations that may have offered internships or are interested in doing so.
4. Before approaching the agency/organization, she should find out information about:
 - ❖ Is it a public or private organization?
 - ❖ What are its major products or services?
 - ❖ What are the agency/organization's goals and objectives?
 - ❖ What is its reputation?
 - ❖ What is its culture?
 - ❖ What are the opportunities for future training?
 - ❖ Who would be her supervisor/mentor?
 - ❖ How essential is the department to the organization and her position in the organization?

It may be worthwhile to use the Internet to find out about the agency/organization. Most public and private organizations including voluntary organizations have websites that provide information about their goals and objectives. The agency/organization should be approved by the Faculty Coordinator in writing. Typically students can start looking for potential opportunities in Semester V for MCA and Semester III for M.Sc.(C.S.). The student should ensure that she has adequate choices. Therefore, it is worthwhile for the

student to select more than one agency/organization so that she is sure that she will be accommodated in at least one of those which can help her to achieve her objectives.

If you have been accepted by more than one agency/organization, each agency/organization should be assessed and a decision made before the formal letter is sent confirming your participation in the agency/organization. Once you have confirmed and committed, it is unprofessional to withdraw because you have a better offer. This can be considered unprofessional.

While selecting the agency/organization it is important to ensure the following:

- ❖ The agency/organization has a qualified and experienced professional who can be the student's mentor/supervisor.
- ❖ The person who will supervise should have sufficient time to supervise the internship.
- ❖ Can the student achieve her learning goals at the agency/organization?
- ❖ Are the conditions appropriate i.e. is the organisation located in a place where the intern can reach on time, can afford to work there?.

2.2 Preparing the Short Bio-data:

It is important that the student's to prepare the short bio data tells the important things about herself in terms of her profession and career goals. During the month of December every year (after the Semester-V exam for MCA and Semester-III exam for M.Sc.(C.S.)) and get it approved by faculty coordinator.

The following guidelines can be used:

1. Make sure language, grammar and spellings are all correct
2. Be as brief as possible; restrict the resume to a page or maximum two pages.
3. The resume should be easy to read. Therefore use a font with 10-12 pt size. Make sure that there are margins of 1 to 1 1/2 inches in width. Do not use too many colours, too many fonts or underline or bold too much.
4. Work to make the resume clear, concise and professional.
5. Ensure that these essential elements are included: name, contact number, email id, permanent address. Besides this, the student needs to give information about her education, computer skills, leadership qualities (if any), work experience(if any), previous internship experience (if any), volunteer experience (if any), brief description of her course work, project(s) that she may have participated in, co-curricular activities and awards won. It is advisable that the student go over the typed matter to ensure that there are no mistakes.
6. When listing work and /or internship experience, one should generally write in reverse chronological order i.e, the latest or current will come first going backwards to the first experience you had.

7. Action words to be used.
8. Resume Submission–The student should only submit resumes for companies/internships in which she has a genuine interest. Once submitted, the understanding is that if selected, she will be expected to go for an interview with the company. Conducting company research prior to the resume submission will assist in determining which companies are a possible fit for her.
9. Disclosure of Information – Student must provide accurate information about her academic work, including courses taken, positions held at the University, and duties performed. She should provide accurate information on professional preparation and employment experience. Falsification of information will have serious consequences.
10. Accept an internship in good faith. Once the student accepts an offer she should have every intention of honouring that commitment. Accepting an offer only as a precautionary measure is not only unethical, but is misleading to the employer and will restrict opportunities for others who were interested in the employer.

2.3 Preparing for the Interview

In some industry/ organization in which student has applied for internship. The industry/ organization may ask the student to appear for an interview. Before the student actually goes for the interview it would be wise to review the portfolio of the courses she has learned under the program that has enabled her to prepare for the future career in that field.

- What interests her about the specific agency/organization that she has selected?
- What skills would she like to develop that would enable her to work as a valued professional?

It is worthwhile for the student to prepare for the interview- both to answer the interviewer's questions regarding the internship and for the student to understand the organization and specific responsibilities that will be assigned during internship.

Student's attitude at the time of the interview is important. While it is important to be assertive, one should not be arrogant. Student should make sure that she uses appropriate language, does not use slang and 'cool' words. She should maintain good eye contact without staring and does not use too many hand gestures. One can use one's hands occasionally if one wants to emphasize a point.

She should dress appropriately and wear formal clothes. Student should remember that the interview is a formal interactive process. She should avoid heavy makeup, heavy jewellery, very short skirts or very short tops or T-shirts and avoid using perfume.

It is important to be on time for the interview.

SECTION III: PARTICIPATING IN THE INTERNSHIP PROGRAMME

- 2.1 Roles and responsibilities of Stakeholders
 - 2.1.1 Role and responsibility of Head of Department
 - 2.1.2 Role and responsibility of Faculty Coordinator
 - 2.1.3 Role and responsibility of Mentor
 - 2.1.4 Responsibilities/Duties of the Intern
- 2.2 Supervision and Documentation
 - 2.2.1 Supervisory visits and Periodic reports by Coordinator from the Department
 - 2.2.2 Weekly report of the activities by the Intern
- 2.3 Report upon Completion of Internship by the Intern: Documenting Internship Experiences
- 2.4 Evaluation and Feedback by Supervisor/Mentor
- 2.5 Internship Seminar and Presentation

2.1.1 Role of Head of Department

The Head of Department (HOD) will assign individual students to a Faculty Coordinator. The HOD is responsible for orienting the students about the internship process, expectations from internship and evaluation, that students will develop their bio -data within the time limit given. The Head of Department has the overall responsibility to ensure that students receive individual support and advice from the Faculty Coordinator and Supervisor/Mentor to maximize student's learning opportunities through the internship.

If the student has grievances/problems that cannot be solved by the Faculty Coordinator, the HOD should step in and attend to the problem and find a solution on priority basis. The HOD may interact / contact the Supervisor/Mentor as well as the Intern any time during the internship.

2.1.2 Role of Faculty Coordinator

The Faculty Coordinator is the liaison person who provides the link between the Department/University and the agency/industry/organization where the interns will be placed.

The faculty coordinator is required to work closely with the individual students assigned, supervise the internship and through observation of the practices and activities in various organization/industries, enhance his/her knowledge of professional trends in the workplace.

The faculty coordinator should guide and suggest and if he/she has personal contacts, facilitate the student to find an appropriate placement.

The Faculty Coordinator should:

- Serve as a support system to the intern during the experience.
- Provide a formal evaluation to the intern after the internship is completed.
- Monitor the intern's progress and provide feedback to the intern.

If there are problems and the Faculty Coordinator is required to intervene, he/she should gather information separately from the Supervisor and the student. A meeting between the Coordinator, Supervisor and student should be conducted and an acceptable solution should be worked out. If the Coordinator cannot handle the situation, the matter should be referred to the Head of Department, who should mediate and the matter should be sorted out.

2.1.3 Role and responsibility of Supervisor/Mentor

In consultation with the Faculty Coordinator, the Supervisor/Mentor should finalize the student's work plan including reporting time and place, work hours, dress code, degree of independence, on – the-job supervision, confidentiality and work ethics.

The mentor should ensure that the educational needs of the intern are not superseded by the service needs of the industry/organization. The intern should not be assigned a software / Web / Mobile Application Development project.

At the beginning of the internship, the mentor should review the learning objectives of the intern, explain her responsibilities and duties, rules and regulations to be followed and criteria for performance evaluation. He/she should also explain the circumstances under which the internship can be terminated prematurely. Also it is the responsibility of the mentor to:

- Make the necessary physical arrangements in terms of work space, computer /Laptop and other appropriate materials for the intern.

- Provide opportunities to integrate knowledge and learn and practice new skills
- Provide opportunities for interaction with clients, for case studies/client profiles, their recording and reporting
- Be a model professional/role model with ethical competence and conduct
- Observe the on-the-job performance of the intern.

Regularly review and discuss with the intern her performance (at least once a week) and progress towards accomplishment of the learning objectives and assigned tasks, point out mistakes, evaluate her methods and techniques, identify her strengths and weakness. He/she should give suggestions for improving her performance and competence.

If the internship is not going as per the plan, if the student is not performing satisfactorily, including lack of professional commitment, poor attitude, absenteeism, failure to follow the directions, inappropriate dress- the mentor should discuss the same with the Faculty Coordinator.

With involvement of staff members (If applicable), the mentor should give a final evaluation report that objectively analyses the intern's performance, using the proforma provided by the University. (Appendix 8)

2.1.4 Responsibilities of the Student/Intern:

Each student is required to start the internship process at least one semester prior to the internship. She should interact with the Faculty Coordinator as early as is possible.

Undertake a self analysis to identify her area of interest for development project, i.e. Either PHP, JAVA, .NET, Android, etc..

The first step is for the intern to submit a written application to the HOD through the Faculty Coordinator, for her internship.

Identify agencies/organizations that she feels would help her make the internship a fruitful learning experience under guidance of the Faculty Coordinator

Finalize the agency/organization for internship with approval of Faculty Coordinator and HOD.

A student cannot accept an internship or leave the internship without the approval of the Faculty Coordinator and the Head of Department. If the student wishes to change the agency/organization or to leave the internship, she should have cogent reasons for doing so. The student should devote her full time to the internship. She should not work part time or undertake anything that will distract her and compromise her ability to fulfil her internship responsibilities unless this has been agreed upon by the Supervisor/Mentor, Faculty Coordinator and Head of Department. She should not use the agency/organization/s resources for personal use or personal benefit. The student should

not negotiate changes/alterations in assigned work hours or try to reduce the number of hours, days and weeks that have already been agreed upon. No internship should be completed earlier by working extra or overtime hours.

When the internship starts:

1. Become familiar with the formal and informal reporting structures within the organization
2. Understand the organization's policies, regulations and procedures so that she is fully oriented about her work setting.
3. Revise with the supervisor/mentor what are the expectations and work assigned and the time schedule for the same.
4. Treat the internship as a professional commitment. In the agency/organization, the student is regarded as any other employee is.
5. Keep a detailed record of :
 - 5.1 Hours spent
 - 5.2 Activities performed
 - 5.3 Supervisory meetings
 - 5.4 Attendance at conferences, seminars, in-service training programmes
6. Report to the Supervisor/ Mentor and Faculty Coordinator regularly about the progress of internship on weekly basis (see Appendix)
7. If the student must miss a day(s) at the internship either due to bad weather or illness, she should inform the Supervisor about her absence. If the student misses three or more days, she should inform the Faculty Coordinator as well. The time(days) missed should be made up by the intern over, as prescribed by the Supervisor/Mentor and above the scheduled period.
8. Have work ethics such as respecting confidentiality, respecting support staff, observing basic social courtesies& skills , adhering to the dress code.
9. Always remember that attendance and promptness are expected. Being prompt reflects eagerness, responsibility and respect for others.
10. She should be careful about the language and words used and speak like a professional.
11. Inform the Supervisor/mentor about work-related difficulties and challenges.
12. If there are problems, discuss them with the Supervisor/Mentor at the earliest. If a solution cannot be found, the problem should be discussed with the Faculty Coordinator.
13. If inappropriate advances are made or there are safety issues, the intern should discuss it with the Faculty Coordinator.

3.1 Report upon Completion of Internship

3.1.1 Reports to be submitted by the Intern

At the end of the internship, the student must submit a full-fledged detailed internship report, using the structure outlined by the Department. (Appendix 1)

3.1.2 Reports by Faculty Coordinator:

The faculty coordinator has to submit "Evaluation of the student"

At the end after the student has completed the internship, the Coordinator must evaluate the internship report and the presentation made by the student. (Appendix 2)

3.1.3 Report by Mentor/Supervisor-assessment and feedback

The mentor/supervisor is required to assess the intern's performance and give feedback to the Department about the academic programme in general. (Appendix 3)

3.2 Evaluation/ Assessment of the Internship Seminar-

After completion of internship, student is required to make a presentation about her project. This will be evaluated by the Faculty Coordinator, the external examiners who are experts from the industry . The duration of the presentation should not exceed 25 minutes. (Appendix 4)

Appendix 1

OUTLINE FOR INTERNSHIP REPORT

(to be prepared by student)

Each student will be presenting for 20 minutes. This includes the presentation as well as question answer session.

The presentation and document soft copies must be available in the C.D. attached to the report. Also keep a backup ready in your pen-drive.

On the day of the examination two set of hard copies of the presentation should be kept available (incase LCD not working).

SLIDES FORMAT SPECIFICATIONS:

Slides Processor:	Power Point
Font face:	Arial
Font size:	24 pt
Number of slides:	20 to 25 approx.

Students will submit two copies of hard cover bound reports of Project. Project documentation page limit is from 80 to 100 pages.

The external project assessment is for 300 marks. Topic content, presentation, report, slides, discipline, professionalism and answering the questions are given weights for marking.

GENERAL INSTRUCTION REGARDING PREPARATION OF PROJECT REPORT TYPING

- (a) The typing shall be Times new roman 12 pts using black ink only
- (b) Margins must be Left 2 inches, Right 1.5 inches, Top 2 inches and Bottom 1.5 inches
- (c) Paper A4 size Bond Paper

COPIES:

Two hard-bound copies (Black Rexine with Golden Embossing as per format displayed herewith) One original and one clean Xerox Copy. (You can refer to the previous batches reports and can also consult your respective guides.)

The Guidelines regarding the documentation and scope of Project are mentioned here below:

Title Page

Certificate from Department

Certificate from Company

Acknowledgement

Index with printed Page Numbers

CHAPTER 1: INTRODUCTION

1.1 Company Profile

1.2 Existing System and Need for System

1.3 Scope of Work

1.4 Operating Environment – Hardware and Software

1.5 Detail Description of Technology Used

CHAPTER 2: PROPOSED SYSTEM

2.1 Proposed System

2.2 Objectives of System

2.3 User Requirements

2.4 Software Development Model (Lifecycle Model)

CHAPTER 3: ANALYSIS & DESIGN

3.1 Use Case Diagrams

3.2 Activity diagrams

3.3 Sequence Diagrams

3.4 Class diagram

3.5 Object diagrams

3.6 ERD

3.7 Component Diagram

3.8 Deployment Diagram

3.9 Module Specifications

3.10 Interface Diagram (in case of WAP and Embedded Systems)

3.11 Web Site Map Diagram (in case of Web Site)

3.10 User Interface Design (Screens etc.)

3.11 Test Plans and Test cases

CHAPTER 4: USER MANUAL

4.1 User Manual

4.2 Operations Manual / Menu Explanation

4.3 Program Specifications / Flow Charts

Drawbacks and Limitations

Proposed Enhancements

Conclusions

Bibliography

ANNEXURES:

ANNEXURE 1: USER INTERFACE SCREENS

ANNEXURE 2: OUTPUT REPORTS WITH DATA

FORMAT FOR TITLE PAGE AND FOR EMBOSSING FOR PROJECT

PROJECT REPORT

ON

NAME OF THE SYSTEM

FOR

NAME OF THE COMPANY

BY

NAME OF THE STUDENT

**POST GRADUATE DEPARTMENT OF COMPUTER SCIENCE,
S.N.D.T. WOMEN'S UNIVERSITY**

**MASTER OF COMPUTER APPLICATIONS
SEM VI - (2013 – 2014)**

Format of the department certificate for project is given below:

CERTIFICATE

This is to certify that Ms._____ has completed the project on_____ satisfactorily as a partial fulfilment of the Post Graduate Degree of Master Of Computer Application (MCA).

<u>External Examiner :</u> Signature : Name : Date :	<u>Internal Examiner :</u> Signature : Name : Date :
<u>Head of Department :</u> Signature : Name : Date :	

Appendix 2

Internship Evaluation by Faculty Coordinator

Note: The intern is to be evaluated for the various aspects listed below”

- a) Excellent(5 points)
- b) Very Good (4 points)
- c) Good (3 points)
- d) Average/Satisfactory(2 points)
- e) Clearly below average/Unsatisfactory/Partially completed(1 point)
- f) Unacceptable/ Incomplete or did not submit/Minimal understanding(0 points)

Final Internship Report

- 1) Conceptual and theoretical understanding
- 2) Acquired skills that will help student to become valued professional
- 3) Identified and acquired new skills that were required for professional growth
- 4) Appropriate details of tasks and projects assigned
- 5) Written material is clear
- 6) Grammatically correct
- 7) Structure and spelling
- 8) Well presented

Appendix 3
Internship Assessment by Supervisor/Mentor

POST GRADUATE DEPARTMENT OF COMPUTER SCIENCE
S.N.D.T. WOMEN'S UNIVERSITY
MCA (2011-2014) - SEM VI

Student's Performance Appraisal Form

Name of the organization :

Name of the Student :

Project Title :

Location :

Please make tick marks (√) or (T) for True in the relevant cells.

	Excellent	V. Good	Good	Satisfactory	Poor
Programming Ability					
Aptitude for the job					
Punctuality/ Attendance					
Solidarity with the group					
Attitude to work					

Any other comment :

Name of The guide :

Designation :

Signature and Date With Company Seal :

Important: This appraisal report is highly confidential. Guides are requested to make proper judgment about their student's performance and send it to the Project Coordinator / Office in a closed sealed envelope. Any student attempting to influence the guide or view the comment of their guide will be disqualified.

SNDT WOMEN'S UNIVERSITY

DEPARTMENT OF COMPUTER SCIENCE

MCA (2011-2014) - SEM VI

PROFORMA

1. Name of the organization:
2. Address and Contact No.
3. Name of the Student :
4. Project Title :
5. Date of Joining :
6. Date of completion :
7. Location of the Project :
8. Name & Designation of The Guide :
(with Tel. No.)
9. Stipend amount (if any) :

Signature of the Guide

Appendix 4

Evaluation of Internship Presentation

1. Demonstrates student learning during the internship
2. Demonstrates professional and acceptable non-verbal behaviour
3. Appropriate use of AV aids
4. Confidence as a presenter
5. Presentation is eye catching and conveys the focus of the internship immediately
6. Concise but Complete description of entire internship
7. Elements are logically arranged / presented
8. Graphics are visually appealing and professional
9. Communication skills
10. Maintains eye contact
11. Internship viva voce
12. Understands the question(s) asked
13. Ability to answer without third-party support with appropriate and adequate information
14. Promptly gives correct answers
15. Demonstrates confidence while answering
16. Accepts others' views, her mistakes and listens to others' suggestions and/or critique
17. Overall impression left by intern

General Performance

1. General attitude toward the internship
2. Meeting goals set at beginning of internship
3. Compared to other interns, this intern's performance

Date

Signature of Supervisor

Date

Signature of Faculty Coordinator

Date

Signature of HOD