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**RULES AND GUIDELINES FOR EVALUATION OF
INTERNSHIP / RESEARCH PROJECTS (MASTER'S DEGREE DISSERTATIONS)**

**RULES AND GUIDELINES FOR EVALUATION OF INTERNSHIP / RESEARCH
PROJECTS (MASTER'S DEGREE DISSERTATIONS)**

Internship :

1. Each student will be required to prepare a detailed plan within a week of joining the agency for internship, which will be submitted to Department Advisor (and later on approval with the Agency mentor).
2. At the end of the Internship she will prepare a write up on achievement of the goals mentioned in the detailed plan and also her reflections.
3. Each student will be required to maintain the diary in which daily/weekly activities will be recorded. This will be sent to Agency mentor and Department Advisor on weekly basis.
4. At the end of the internship student will submit a report in about 2000-2500 words.
5. Evaluation of internship will be done internally and externally.

Following will be criteria for **external assessment** : (50)-

(A) General assessment : (25 marks)

1. Punctuality : Remains present on all working days, goes to work on time and remains at work for the required duration
2. Sincerity : Works hard to meet the quality requirements of the organization, prepared to put in extra effort to complete the given task
3. Initiative : Prepared to try new ways of doing existing tasks - identifies obstacles - makes persistent efforts to overcome the barriers
4. Commitment : Displays work oriented life goals, makes client/customer satisfaction her priority, has a clear understanding of her job responsibilities and fulfils those to the best of her ability
5. Attitude towards profession : Takes responsibility for the own actions, improves herself through self-learning receptive to new ideas, ready to take new challenges, accepts constructive criticism demonstrates trustworthiness, maintains confidentiality, treats seniors, peers and juniors of all class/caste with respect, dresses appropriately, comes prepared for work.

(B) Skills : (25 marks)

1. Communication : Written and oral, displays good manners and etiquettes
2. Documentation : Prepares the relevant documents and preserves them systematically
3. Reporting : Reports to the higher authorities of organization work done by her in appropriate manner
4. Any other : (as per requirement) : Each PG program has specified what skills and abilities will be developed at the end of the program. Theses should find a place here.

a Following will be criteria for internal assessment : (100)

- Plan for Internship including goals of Internship (10 marks)
- Achievement of goals (reflections and proforma) (15 marks)
- Diary : Daily/weekly report of activities (25 marks)
- Rubrics for evaluation of internship specially developed by the department (25 marks)
- Report of Internship (25 marks)

b Following will be criteria for Assessment done jointly (50 marks)

- Viva voce (50 marks)

6. For the batch of 10 students workload of 2 hours per week will be given to faculty. Each faculty member will be involved in internship activity.

Research :

1. It is a 8-credit component (200 marks) of a curriculum
2. After completion of research study each student will submit the report of 50-60 pages (12000-15000 words).
3. The chapterization and typing rules will be the same as that of thesis writing.
4. Each report will be evaluated by the guide and external referee.
5. Evaluation of Research project will be conducted internally and externally.
 - a. Following will be criteria for **Internal assessment** : (50)
 - General assessment : (25 marks)
 1. Punctuality
 2. Sincerity
 3. Perseverance
 4. Commitment
 5. Attitude
 - Skills : (25 marks)
 1. Library / reference work
 2. Use of ICT of research
 3. Communication
 4. Any other (as per requirement)
 - b. Following will be criteria for **internal assessment** : (50)
 - Research proposal and presentation (25 marks)
 - Review and bibliography (25 marks)
 - c. Following will be criteria for Assessment done jointly (100 marks)
 - Research Report (50 marks)
 - Viva voce (50 marks)
6. If the total marks exceed 75% then a joint report about the strengths of the research will be submitted by the internal and external referees.
7. For the batch of 10 students workload of 2 hours per week will be given to faculty.
8. Each faculty member will be involved in research guidance.

The Academic Council of the University has prescribed the Rules for Internship and Master Degree Dissertation with effect from June 29, 2015.

The Research Project should be conducted by the students in the Semester III of the concerned Master's degree Programme.

The criteria for Internal Evaluation of Research Project (conducted in Semester III of Master's Degree Programme) be as under :

Sr. No.	Criteria	Marks
1.	Research Proposal	20
2.	Research Proposal Presentation	20
3.	Review of related literature and research	20
4.	Preparing bibliography	10
5.	Chapter on research methodology	30

EVALUATION REPORT OF INTERNSHIP

(To be filled by Internal and External Examiners)

Name of University Dept. / College _____ Code _____

Degree / Programme _____ Semester _____ Seat No _____

Name of the candidate _____

Specialization / Subject _____

Name and place of Internship _____

Title of Internship Project _____

Evaluation Scheme / Marking Scheme

(200 Marks)

Sr.No	Type of Evaluation	Criteria for Evaluation	Marks Obtained			Total
1.	External Assessment (50)	A) External Assessment (25)				
		1) Punctuality (5)				
		2) Sincerity (5)				
		3) Initiative (5)				
		4) Commitment (5)				
		5) Attitude (5)				
		B) Skills (25)				
		1) Communication (7)				
		2) Documentation (7)				
		3) Reporting (7)				
4) Any other (4)						
2.	Internal Assessment (100)	1) Plan and goal of Internship (10)				
		2) Achievement of goals (15)				
		3) Reports of activities (25)				
		4) Rubric for evaluation (25)				
		5) Report of Internship (25)				
3.	Joint Assessment (50)	1) Viva Voce (50)	Internal Examiner (50)	External Examiner (50)	Average	
		Total				

Date:

Place:

(Name and signature)
Internal Examiner

(Name and signature)
External Examiner

Confidential

EVALUATION REPORT OF INTERNSHIP

(To be filled by Internal and External Examiners)

Name of University Dept. / College _____ Code _____

Degree / Programme _____ Semester _____ Seat No _____

Name of the candidate _____

Specialization / Subject _____

Name and place of Internship _____

Title of Internship Project _____

Evaluation Scheme / Marking Scheme

(200 Marks)

Sr.No	Type of Evaluation	Criteria for Evaluation	Marks Obtained			Total
1.	External Assessment (50)	A) External Assessment (25)				
		1) Punctuality (5)				
		2) Sincerity (5)				
		3) Initiative (5)				
		4) Commitment (5)				
		5) Attitude (5)				
		B) Skills (25)				
		1) Communication (7)				
		2) Documentation (7)				
		3) Reporting (7)				
4) Any other (4)						
2.	Internal Assessment (100)	1) Plan and goal of Internship(10)				
		2) Achievement of goals (15)				
		3) Reports of activities (25)				
		4) Rubric for evaluation (25)				
		5) Report of Internship (25)				
3.	Joint Assessment (50)	1) Viva Voce(50)	Internal Examiner (50)	External Examiner (50)	Average	
		Total				

Date:

Place:

(Name and signature)
Internal Examiner

(Name and signature)
External Examiner

EVALUATION REPORT OF RESEARCH PROJECT

(To be filled by Internal and External Examiners)

Name of University Dept. / College _____ Code _____

Degree / Programme _____ Semester _____ Seat No _____

Name of the candidate _____

Specialization / Subject _____

Title of Research Project _____

Name of the Guide _____

Evaluation Scheme / Marking Scheme

(200 Marks)

Sr.No	Type of Evaluation	Criteria for Evaluation	Marks Obtained			Total
1.	Internal Assessment (50) (To be filled by Internal Examiner)	A) General Assessment (25)				
		1) Punctuality (5)				
		2) Sincerity (5)				
		3) Perseverance (5)				
		4) Commitment (5)				
		5) Attitude (5)				
		B) Skills (25)				
		1) Library/Reference Work (7)				
		2) Use of ICT (7)				
		3) Communication (7)				
2.	Internal Assessment (50)	1)Research Proposal and Presentation (25)				
		2)Review and bibliography (25)				
3.	Joint Assessment (100) (To be filled jointly by Internal & External Examiner)		Internal Examiner (50)	External Examiner (50)	Average	
		1)Research Report (50)				
		2)Viva Voce(50)				
		Total				

Date:

Place:

(Name and signature)
Internal Examiner

(Name and signature)
External Examiner