

**GUIDELINES FOR INTERNSHIP / INDUSTRIAL TRAINING / FIELDWORK
FOR UNDERGRADUATE (UG) PROGRAMMES**

GUIDELINES FOR FIELDWORK FOR UNDERGRADUATE (UG) PROGRAMMES

Fieldwork is mandatory for all the second year UG Arts students during the fourth semester. The Fieldwork may be done individually or by a group consisting of maximum a of 5 students. It should be allotted outside the working hours or in the summer vacation for a minimum of six days to a maximum of 15 days or 60 hrs. which includes period of Fieldwork Report Writing etc.

The report must be prepared in the format as given below:

- Paper : A4 Size
- Margin : Left and Right: 1.25", Top and Bottom : 1" each
- Font : Times New Roman and Bamini (for Tamil)
- Font Size: 12 or 14
- Line Spacing : 1.5
- Printing : Single side
- Total Pages : 20 to 30
- Binding : Soft
- Writing Style : Any style such as MLA/IEEE/Chicago/APA format that must be consistently used.

Distribution of Credits, Mode of Examination and Scheme of Evaluation

- The candidate should produce Fieldwork completion certificate duly signed by the Head of the Department along with a report to appear in the Viva-Voce Examination.
- The Viva-Voce Examination shall be conducted with an External Examiner, the Head and the concerned Supervisor / Guide.
- Marks for the Fieldwork report will be 100 divided as 60% for the report and 40% for Viva-Voce Examination.
- 2 credits will be awarded to the students who complete Fieldwork

Fieldwork Components for award of marks	Internal	External
Word of title / Topic	5	5
Objectives / Formulation including Hypothesis	5	5
Methodology / Techniques / Procedures adopted	15	15
Chapterization of the Fieldwork Report	15	15
Summary / Findings / Summation	5	5
Works Cited / Work Consulted / References / Annexures / Footnotes	10	10
Relevance of the Fieldwork to social needs	5	5
Total	60	60

Viva-Voce Examnations	Internal	External
Oral Presentation/ Powerpoint presentation	25	25
The ability to defined the work	5	5
Response to question	10	10
Total	40	40

GUIDELINES FOR INTERNSHIP / INDUSTRIAL TRAINING FOR UNDERGRADUATE (UG) PROGRAMMES

The following guidelines have been framed for the course titled Internship for the U.G. Programmes.

- Internship is mandatory for all the second year UG Sciences and in the case of Commerce students Internship/Industrial Training is mandatory during the Fourth Semester. The Internship may be done individually or by a group consisting of a maximum of 5 students. The Internship shall be allotted outside the working hours for a minimum of six days to a maximum of 15 days or 60 hrs. which includes period of Internship, Report Writing etc. Science students can undertake Internship on Machineries, functionings, resources, operation, software used, products etc. available in the Industries/Companies.
- Only reputed Companies/Industries with a minimum of three years of business operation, currently functioning having GST Number and a place of business alone can be chosen. Shell companies should not be opted.
- Commerce Students can undertake Internship/Industrial Training on Accounting, Marketing, Human Resource Management, e-Commerce operations, Customer Relationships Management, Logistics, Website management relating to Business, Share Trading, Financial Service Provider, Service back-up, Market research, Banking operations, and other business-related activities.
- The Internship Report must be prepared in the format as given below
 - Paper : A4 size
 - Margin : Left and Right: 1.25", Top and Bottom : 1" each
 - Font : Times New Roman and Bamini (for Tamil)
 - Font Size: 12 or 14
 - Line Spacing : 1.5
 - Printing : Single side

- Total Pages : 20 to 30
- Binding : Soft
- Writing Style : Any style such as MLA/IEEE/Chicago/APA that must be consistently used.

Distribution of Credits, Mode of Examination and Scheme of Evaluation

- The candidate should produce Internship Completion Certificate duly signed by the authority concerned along with a report to appear in the Viva-voce Examination.
- The Viva-Voce Examination shall be conducted with an External Examiner, the Head and the concerned Supervisor / Guide.
- Marks for the Internship Report will be 100 divided as 60% for the Internship report and 40% for Viva-Voce Examination.
- 2 Credits will be awarded to the students who complete Internships.

The component should be as follows:

Internship Components for Award of Marks	Internal Examiner	External Examiner
Wording of Title / Topic	5	5
Aims and Objectives	5	5
Visit to Industry / Company/Concern	15	15
Chapterisation / Structure of the Report	15	15
Findings/ Summation/Conclusion	10	10
Internship Certificate	10	10
Total	60	60

Viva-Voce Examination

PowerPoint preparation	10	10
Oral Presentation	15	15
The ability to defend the work	5	5
Response to question	10	10
Total	40	40