

Important Notification: Internship MTE Examination Review – B.Tech. 7th Semester (SCSE)

This notice is intended exclusively for students of the School of Computer Science and Engineering (SCSE).

Dear B.Tech. 7th Semester Students,

This is to inform you that the **Mid-Term Examination (MTE) Review for Internship/MOOC/NPTEL** will be conducted in offline mode. All eligible students are required to complete their review within the specified period by following the instructions given below.

1. Examination Details

- **Course Name:** Internship / MOOC / NPTEL
- **Program:** B.Tech. CSE
- **Semester:** VII (Final Year)
- **Mode of Examination:** Offline
- **Maximum Marks:** 50
- **Review Period:** 13 October 2026 to 15 October 2026
- **Eligible Students:** Students who have completed or are currently pursuing an internship under the School of Computer Science and Engineering.

2. Review Schedule and Reviewer Allocation

The internship review will be conducted in **offline mode at the assigned reviewer's faculty cabin.**

All students must:

1. Check the reviewer allocated to them in the reviewer list.
2. Contact their assigned reviewer in advance.
3. Obtain the reviewer's prior consent and confirm the date and time of the review.
4. Confirm the reviewer's availability and weekly off before visiting their cabin.

Reviewer List and Live Sheet:

https://docs.google.com/spreadsheets/d/1KpqZ60uUg_IeoCB_2QCVUlqKvTIYSQoEv54_Q9orRyc/edit?usp=sharing

3. Documents to Be Submitted

Students must submit **both soft copies and hard copies** of the required documents.

Required documents:

1. **Internship Offer Letter** – Mandatory for all students.
2. **Internship Completion Certificate** – Required for students who have completed their internship.
3. **Internship Presentation (PPT)** – A presentation describing the internship, assigned responsibilities, work performed, technologies used, and learning outcomes.
4. **Internship Report** – A printed copy with spiral binding, prepared using the attached template.
5. **Feedback Form** – Duly completed and signed by the HR representative/employer. For virtual internships, if an employer's signature is unavailable, obtain verification and a faculty member's signature, as applicable.

Soft-copy submission: Upload all applicable documents through the Google Form before meeting your reviewer.

Google Form – Internship Document Submission:

<https://docs.google.com/forms/d/e/1FAIpQLSfCBi1yz3vGKFqzdWWUPwiUs9xsXccZpvKv8VQCz9ava2HYvw/viewform?usp=publish-editor>

Templates and Attendance Sheet: The internship report template, feedback form, and attendance sheet are available in the Google Drive folder linked below. Students are required to download and use the prescribed templates wherever applicable.

Google Drive – Internship Review Documents:

<https://drive.google.com/drive/folders/1duKYmPfs5wfTZz71xOvGsC-7bDbSJFUz?usp=sharing>

4. Examination Procedure

Students must follow these steps carefully:

1. **Upload Documents:** Submit all required soft copies through the Google Form before the review.
2. **Schedule the Review:** Contact your assigned reviewer and confirm a suitable date and time within the review period.
3. **Attend the Offline Review:** Visit the reviewer's faculty cabin at the confirmed time.
4. **Present Your Work:** Deliver your internship PPT and explain your work, responsibilities, technical contributions, and learning outcomes.
5. **Submit Hard Copies:** Hand over all applicable hard-copy documents to the reviewer during the review.

6. **Sign the Attendance Sheet:** Ensure that you sign the attendance sheet on the day of your examination.

Please note that failure to submit the required documents or sign the attendance sheet may result in the student being marked **ABSENT** or the internship review not being considered, as applicable.

5. Evaluation Criteria

The internship review carries a total of **50 marks**. Students should prepare thoroughly and demonstrate their knowledge and experience in the following areas:

- Domain knowledge and understanding of the internship.
- Technical skills and practical work performed.
- Communication skills.
- Relevance of the internship to industry requirements.
- Stipend details, where applicable.
- Quality of the PPT presentation and overall explanation.

Students are advised to review the applicable evaluation rubrics and prepare their presentations accordingly.

6. Important Instructions

- Submission of the required documents is mandatory for consideration of the internship review.
- Ensure that all information entered in the Google Form is accurate and free from spelling or typing errors.
- All submitted documents must be genuine and verifiable.
- Submission of fake, forged, or tampered documents will lead to cancellation of the examination and **no credit marks will be awarded**.
- Students must coordinate directly with their assigned reviewers and should not visit without confirming their availability.
- Students are advised to complete their reviews well before the deadline to avoid last-minute difficulties.

7. Correction of Incorrect Google Form Submissions

If you have submitted an incorrect entry in the MTE Internship Review Google Form, please follow the instructions below.

A. Correction of Incorrect Details

If you have entered incorrect information but uploaded the correct supporting documents, you can edit your response using the same Google Form link, provided the edit-response option is available.

B. Correction of Incorrect Supporting Documents

If you have uploaded incorrect supporting documents, such as the wrong offer letter, internship certificate, report, or other documents, please follow these steps:

1. Send an Email: Email Mr. Mriganka Shekhar Das at mriganka.das@galgotiasuniversity.edu.in, clearly explaining the mistake and providing the relevant details.
2. Deletion of the Incorrect Entry: After receiving your email, Mr. Mriganka Shekhar Das will delete the incorrect form submission.
3. Resubmit the Form: Once the incorrect entry has been deleted, fill out the same Google Form again with the correct information and supporting documents.

For Further Assistance:

If you have any queries or require assistance regarding the correction process, you may contact Mr. Mriganka Shekhar Das directly.

- Contact Number: 7908018302
- Office Location: AI Block, L008-58
- Email: mriganka.das@galgotiasuniversity.edu.in

Please ensure that all information and supporting documents are correct before resubmitting the form. Avoid submitting multiple responses for the same issue without following the prescribed procedure.

8. Internship Coordinators – Contact Details

For any queries or issues related to the internship review, please contact the appropriate coordinator listed below.

Faculty Name	Faculty ID (GUID)	Designation	Contact Number	Email ID	Cabin
Mr. Vaibhav Kumar Singh	GUSCSE202534435	Assistant Professor	8860858774	vaibhavsingh@galgotiasuniversity.edu.in	AI Block, 501-59
Mr. Gazy Abbas	GUSCSE202640105	Assistant Professor	7006704042	gazy.abbas@galgotiasuniversity.edu.in	301-46

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Mr. Vaibhav Sharma	GUSCSE2026 40103	Assistant Professor	7088823 625	vaibhav.sharma2@galgotiasuniversity.edu.in	301-50
Mr. Mriganka Shekhar Das	GUSCSE2026 40082	Assistant Professor	7908018 302	mriganka.das@galgotiasuniversity.edu.in	L008-58
Mr. B. Thillaieswaran	GUSCSE2022 32085	Assistant Professor	8667420 200	b.thillaieswaran@galgotiasuniversity.edu.in	301-34

All students are advised to read this notification carefully and complete the required formalities within the stipulated period. Please do not wait until the last date to schedule your review or upload your documents.

Best wishes for your Internship MTE Examination!

Regards,

Internship Coordination Team

School of Computer Science and Engineering (SCSE)

Galgotias University