

**GUIDELINES
FOR
INTERNSHIP SEMESTER**

(for students of batch 2014 onwards)

**PEC UNIVERSITY OF TECHNOLOGY
CHANDIGARH**

GUIDELINES FOR 6TH SEMESTER INTERNSHIP

(A) Duration:

Minimum 16 weeks

Maximum 24 weeks

(B) Nature of Training

- i) Guiding Principle behind internship/training would be improvement in knowledge/skills and employability of the students and emphasis would be on core companies and practical/field work on any project
- ii) Students would be allowed internships in research institutes if they indicate academics/research as their career choice.
- iii) Students who undergo internship would in general be monitored through emails/teletcalls/Skype/Video Conferencing.
- iv) For non-core companies, each department would frame a policy by constituting a department level committee chaired by the HOD. There would be no blanket ban on training/internship in non-core organizations and for each student choosing to go to such an organization, the department level committee would review the case on merit after receiving the views/justification from the student.

(C) Arrangement of Seats

- (i) The concerned department and TPO shall arrange for internship seats.
- (ii) They shall tie up with the companies and renowned academic institutes and also look for placing students for training purpose in various PSUlike PWD, Electricity Board, Irrigation, BHEL etc. Paid internships may be allowed in renowned companies.
- (iii) If sufficient numbers of seats are not arranged at the institute level then the students on their own can arrange training as per the guidelines given under title "Nature of training" above.
- (iv) However, the same must be approved by the Department.
- (v) The students who are arranging their own training should give the confirmation at least two months before the start of the training.

(D) Distribution of seats

- i) Companies visiting the campus can select the students as per their selection process.
- ii) All the seats offered by companies to PEC as an institution will be allotted to students on the basis of merit.

- iii) Central allocation of common seats shall be done centrally by TPO along with Deptt. internships coordinators. For common slots respective Deptt. internships coordinators shall take the preferences of the interested students and then seats shall be distributed as per combined merit based on CGPA.
- iv) Once the names of allotted students have been communicated to the industry, no change will be permissible.
- v) The students going for internships are required to get themselves registered before leaving for training. This may be done latest by the date specified for the normal semester registration for course work.

(E) Monitoring:

- i) The institute shall ask the companies to allocate mentors to the students so that they can interact with each other before joining the internship and do ground work to make it more effective.
- ii) The institute shall maintain a database of all mentors. Departments shall send information of all the mentors with their complete details to the Training and Placement Office in the format provided by the TPO.
- iii) Students are to ensure that their Joining reports are received by the department within 15 days of joining. **(As per Annexure – I)**
- iv) Consolidated summary sheet of joining report from each department is to be submitted to the TPO within 21 days of joining. **(As per Annexure – II).**
- v) The visits of faculty coordinators to industries shall not be necessary. Email/Skype/facetime/ Video Conferencing interactions shall be done by the faculty with the students and mentors. In case the faculty is interested in visiting the companies/institutes, they can visit. They shall be required to interact with the management of the companies/institutes visited in addition to interacting with the student mentors.
- vi) All visit / monitoring reports are to be submitted to the respective departments by the faculty. **(As per Annexure – III & IV).**
- vii) Faculty-Industry Interaction: In addition to making evaluations based on email/Skype/facetime/ Video Conferencing interactions with the students or based on visits to the industry, the faculty coordinator will contact the industry coordinator fortnightly via e-mail/phone, to keep a close watch on the students progress.
- viii) Consolidated Summary Sheet of each visit/monitoring shall be submitted by each department to TPO. **(As per Annexure – V)**
- ix) Database regarding project semester will be maintained centrally at TPO office and following faculty members will coordinate in association with respective department as assigned by the director.

S.No	Name of Faculty	Assigned Department	Email ID

(F) Preparation of Report:

- i) Every student shall prepare a project semester report as per the specified guideline **(Annexure – VI)**. A standard cover page has to be used **(As per Annexure – VII)**. The report shall contain a declaration **(As per Annexure – VIII)**.

(G) Feedback Form:

- i) The Faculty Coordinator shall collect the feedback from the industry (**As per Annexure – IX**) and students(**As per Annexure – X**)and send it to TPO.

(H) Guidelines for Evaluation:

- i) The distribution of credits for finalizing the grades for project semester

S.No.	Subject	Credits	Remarks
1.	Credits by Industry	06+06	Proforma to be filled by Industry coordinator (As per Annexure – XI)
2.	Credits by Faculty Coordinator, Adjunct Faculty / Experts / PEC alumni	02+02	Interaction/presentation of student during internship semester and proforma to be filled by faculty coordinator(As per Annexure – XII)
3.	Evaluation by Deptt. including <ul style="list-style-type: none">• Report• Presentation• Viva Voce	04	The final Presentations/ evaluations will be made before faculty panel and efforts should be made to invite one external expert from industry or research institute for evaluations. (As per Annexure – XIII)
4.	Total Credits	20	To be displayed on notice board (As per Annexure – XIV)

(I) Evaluation Process:

1. Faculty coordinator and the industry coordinator will directly award a letter grade out of A+, A, B+,B, C+, C, D & F based on their assessment of the work done by a student.
2. The industry coordinator has to be communicated the meaning of these letter grades.
3. For the remaining 3 components i.e. report, presentation and viva voce a committee comprising of 3 to 4 members shall be notified by the Head of the department. The faculty coordinator and an external expert shall be additional members of the committee for the evaluation of the above 3 components. Each member of the committee, including the faculty coordinator and external expert will award marks separately for the 3 components out of the maximum marks specified for these.

Average of these marks shall be taken as the final marks of the student and these shall be then converted into grades.

(J) Calendar for Internship Semester is as given below:

S.No.	Activity	Even Semester
1.	Addresses of the companies to TPO by the departments	31 st August
2.	Allocation of mentors & students from departments and companies	Before 15 th February.
3.	Start of the Project Semester	By the normal specified date of registration for the semester for students taking up course-work.
4.	Joining report	Within 15 days of start of project semester
5.	Consolidated Summary Sheet of Joining report	Within 21 days of start of project semester
6.	First Monitoring	Within six weeks of joining
7.	Consolidated Summary Sheet of first visit report including grade.	Within one week of last date of visit/Skype/Face time/ Video Conferencing interaction.
8.	Second Monitoring	within three months of Joining
9.	Consolidated Summary Sheet of second visit report including grade.	Within one week of last date of visit/skype/face time interaction.
10.	Final monitoring	During last week of Training
11.	Final Evaluation at Institute	During project evaluation week as per academic calendar.

ANNEXURE-I

JOINING REPORT

(To be sent by student within a week of joining by Registered Post to Head of the Concerned Department, PEC University of Technology, Chandigarh).

1.	Student I D	_____
2.	Name	_____
3.	Name of the Project	_____
4.	Name & Address of the Organization	_____ _____ _____
	Telephone No.	_____
	E-mail :	_____
5.	Address of the Site	_____ _____ _____
	Telephone No.	_____
	E-mail :	_____
6.	Residential Address of the Student	_____ _____ _____
	Telephone No.	_____
	E-mail :	_____

I hereby inform that I have joined the organization on _____ for the Project Semester in the industry.

Dated: _____ Signature of the Student

CERTIFICATE BY THE CO-ORDINATOR IN THE INDUSTRY

Certified that the above-mentioned student has joined our organization for the project semester in the industry.

Dated: _____ Signature of the Coordinator
(With Seal)

Name of the Coordinator:
Designation:
Phone No.:
E-mail (if any):

ANNEXURE-II

Student - Wise Internship Detail - 20__													
Name of the Department													
Sr. No.	Sr. No.	SID	NAME	Company	Location	Faculty Mentor	Company Mentor	Address & Contact details of Company	Email Id. Of Company / Company Mentor	On/Off campuses	Date of Joining	Duration of Internship	Stipend (Rs/Month)
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													

Department of _____ Engineering

**INTERNSHIP SEMESTER Session 20 -
FACULTY COORDINATORS' FIRST VISIT/E-MAIL/SKYPE/TELEPHONE/FACETIME
INTERACTION REPORT**

Date of VISIT/E-MAIL/SKYPE INTERACTION.....

Student I D & Name of Student :

Name of Organization & address :.....

Phone No: E-mail

Site Address

Phone Nos: E-mail

Name of Industry Coordinator.....

Designation Phone No. E-mail

BRIEF PROGRESS REPORT

Stipend (if any) Accommodation/Meals

i) Topic/Title of the Project

ii) Type of Project

.....Details of Project

Semester Assignment.....

Assistance required from the Institute.....

Response from the Industry/Remarks of Industry Coordinator

Possibility of consultancy, if any

Remarks of the Faculty Coordinator.....

Progress

(Signature of Faculty Coordinator)

(Signature of Industry Coordinator)

Name

Name

Designation

Designation

Department of _____ Engineering

INTERNSHIP SEMESTER Session 20 -
 FACULTY COORDINATOR’S SECOND VISIT/E-MAIL/SKYPE/TELEPHONE/FACETIME
 INTERACTION REPORT

Date of Visit/E-MAIL/SKYPE INTERACTION.....

Student I D and Name of Student :
 Name of Organization :
 Address (Site/Office) :
 Phone No. : email:

Brief Progress Report

Title of Project:

S.No.	Details of Project Semester Assignments	Status
1		
2		
3		
4		
5		
6		

Assistance Required from the Institute:

Response from the Industry :

Remarks of Industry Coordinator :

Any significant change with respect to the First Visit Report:

Any other item:

Over all Progress (Satisfactory/Not satisfactory):

.....

(Signature of Faculty Coordinator)
 Name:
 Designation:

(Signature of Industry Coordinator)
 Name:
 Designation:

Department of _____ Engineering

INTERNSHIP SEMESTER Session 20 -

Consolidated Summary Sheet of FIRST/SECOND VISIT/ INTERACTION Report

S. No.	Student ID	Name of Student	Name of Industry	Work Place/ Site address	Date of joining	Name & Address of Industrial Coordinator (Phone, Email)	Name Of Faculty Coordinator	Date of FIRST/ SECOND Visit/interaction	Project Topic	Grade by faculty coordinator/	Grade by Industrial Coordinator

(Department Internship Coordinator)

(Head of the Department)

CONTENTS OF THE REPORT

1. Cover page – on hard paper
2. Inner page – same as cover page but on the soft paper
3. Declaration
4. Acknowledgement (if any)
5. Contents
 - Summary
 - Introduction
 - Work
 - Industry
 - Review
 - Details of the work including work programme & results
 - Conclusions and Future Scope of Work
 - References (if any)
6. Impediments/difficulties faced during project semester on project work; Suggestions related to work/project semester.

Please note the case of letters in the cover page. The 3rd. line is 16 pt bold and other lines are 12 pt. The page is centered. Department and Institute names are bold.

The matter contained in the report should be typed in MS word (1.5 spacing) Times New Roman, 12 pt or equivalent with other software.

Figures and tables may be inserted in the text as they appear or may be appended in order.

List of references shall be appended at the end.

Subject matter should be typed on both sides.

A total of THREE copies may be prepared – one for the student, second for the industry coordinator and third for the institute.

PROJECT REPORT

(Internship Semester January-June 20)

(TITLE OF THE PROJECT)

Submitted by

(Name of student)

Student I D.....

Under the Guidance of

**(Name of faculty coordinator
with designation)**

**(Name of Industry coordinator
with designation)**

**Department of Engineering
PEC University of Technology, Chandigarh**

_____ to _____, _____
(Start Month) (End Month) (Year)

DECLARATION

I hereby declare that the project work entitled (“Title of the project”) is an authentic record of my own work carried out at (Place of work) as requirements of six months project semester for the award of degree of B.E. (Relevant Engineering), PEC University of Technology, Chandigarh, under the guidance of (Name of Industry coordinator) and (Name of Faculty coordinator), during _____to _____, 20).

(Signature of student)
Name of Student
Student I D

Date: _____

Certified that the above statement made by the student is correct to the best of our knowledge and belief.

(Name & Designation)
Faculty Coordinator

(Name & Designation)
Industry Coordinator

ANNEXURE-IX

PEC University of Technology, Chandigarh
Department of _____ Engineering

Industry Feedback Form for 6th semester Internship

Internee's Information	
Name	
SID	
Date of Joining (Internship)	
Date of Completion (Internship)	

Evaluator's Information	
Name	
Designation	
Company's/ Organization's Name	
Company Address	
Phone	
Mobile No.	
Email ID	
Fax. No.	

To be filled by the Evaluator

Please tick mark in the relevant box in the following grade chart for the Internee

Sr. No.	Parameters					
		Excellent	Very Good	Good	Satisfactory	Unsatisfactory
1	Intelligence/Learning aptitude					
2	Professional Skill/Knowledge					
3	Work Output/Performance					
4	Expression					
5	Initiative & Drive					
6	Punctuality/Regularity					
7	Honesty/Integrity					
8	Co-operation & Tact					
9	Discipline					
10	Interpersonal Skills					
11	Dedication towards work					
12	Overall performance					

A+=Excellent, A=Very Good, B= Good, C=Satisfactory & D=Unsatisfactory

13. Did the Intern meet your expectations? Yes/No
14. Would you like to take PEC students again in next year? Yes/No
15. Do you think that the Institute can interact with the industry/ organization in some other way also? Please specify Yes/No

Did you offer your intern any further employment?

If yes, Package & Joining Details _____

Any other suggestions/feedback: _____

Signature & Stamp of the Evaluator

Department of _____ Engineering
 INTERNSHIP SEMESTER Session 20 -
STUDENTS FEED BACK FORM

- a. Name and Place of the Industry:
- b. Student's name
- c. Student I D
- d. Branch
- e. Are you satisfied with the manner the department did your:

(i) Placement in various industrial units	Satisfied	Unsatisfied
(ii) Registration & Orientation	Satisfied	Unsatisfied
(iii) Evaluation	Satisfied	Unsatisfied

If not satisfied, please give your suggestions overleaf.

5. Was the technical assistance/guidance received from the Institute satisfactory? If not, identify the areas where assistance was lacking?

6. Were you given a single project or number of similar projects?
- | | | |
|--------|-----------------|--|
| Single | No. of Projects | |
|--------|-----------------|--|

7. Specify below areas of the project carried out by you
- Analysis & Design/Fabrication/
R&D/Supervision/.....

1. What additional subjects did you study in order to successfully complete the projects in the Industry?

PROJECT	SUBJECT

9. Problems faced in the Industry with regard to:
- | | YES | No |
|--|-----|----|
| i) Project identification | | |
| ii) Problem analysis | | |
| iii) Implementation of the Project | | |
| iv) Acceptance in Industry | | |
| v) Recognition of the work done by you | | |

10. Has the Project Semester proved to be an exercise that has enhanced your
- I Personal Attributed at work:**
- | | YES | No |
|----------------------------|-----|----|
| i) Communications Skills | | |
| ii) Confidence level | | |
| iii) Creativity | | |
| iv) Planning skills | | |
| v) Adaptability | | |
| vi) Being methodical | | |
| vii) Organizational skills | | |
- II Technical Aspects**
- | | | |
|---------------|--|--|
| Knowledge | | |
| Skill at work | | |

11. Were you provided the following:
-

- i) Stipend
- ii) Accommodation
- iii) Conveyance

12. Would you work for this company again Yes/No

13. Would you recommend this organization to other students? Yes/No/

14. : Why or why not _____

15. Any additional information/suggestion for further improvement of the project:

A-Excellent

B-Good

C-Fair

ANNEXURE – XI

**PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH
MID TERM/FINAL EVALUATION OF INTERNSHIP SEMESTER PERFORMANCE IN
INDUSTRY**

(To be filled by Industry Coordinator during each Monitoring)

NAME OF THE ORGANISATION _____

(Please indicate grade out of 'A+', 'A', 'B+', 'B', 'C+', 'C', 'D' & 'F'. For grading system & evaluation parameters, please see below.)

Credits Assigned 12(06+06 for mid- term and final evaluation)

S.No.	Student ID	Name of Student	Name of Project	Grades

**(Name & Designation)
Industry Coordinator**

Grading System

The performance of the student is to be reported in terms of broadband grades. The following letter grades are to be used: -

Letter Grade	Performance
A+	Outstanding
A	Excellent
B+	Very Good
B	Good
C+	Average
C	Below Average
D	Poor
F	Fail

Evaluation Parameters:

Following parameters may be kept in mind while evaluating the student:

i	JOB KNOWLEDGE (refers to knowledge clarity of fundamentals, and latest development)	ix	ADAPTABILITY TO NEW ENVIRONMENT (refers to ability to acclimatize himself/herself to new work environment/culture.
ii	CREATIVITY (refers to the ability to generate new and practical ideas for improvement of systems and operations related to the job)	X	PROBLEM FORMULATION (refers to initiative shown in converging to project formulation)
iii	PLANNING SKILLS (refer to the ability to conceptualize all aspect of the project and to systematically plan the series of activities to achieve the goals)	xi	TECHNIQUES/TOOLS used at various stages
iv	ORGANISING SKILLS (refers to the ability to mobilize co-ordinate, integrate various activities/resources to achieve fast completion)	xii	EXECUTION OF THE PROJECT(S) (refers to (a) Setting Time frames (b) Efforts put into complete the project. Maintenance of work diary.
v	APPLICATION SKILLS (refer to the ability to apply knowledge to real life situations)	xiii	PROJECT REPORT & DEFENCE
vi	JOB INVOLVEMENT (refers to the concern and diligence shown in execution of the project)	xiv	PRESENTATION (Refers to style and effectiveness)
vii	INTERPERSONAL RELATIONSHIP (refers to ability to work harmoniously with superiors and subordinates)	xv	Written Expression
viii	REGULARITY & PUNCTUALITY (refers to (i) Sanctioned authorized leave, absence without permission (ii) late coming & leaving work place early)	xvi	Oral Expression

ANNEXURE-XII

Department of _____ Engineering

INTERNSHIP SEMESTER Session 20 -

MID TERM/FINAL EVALUATION PROFORMA FOR FACULTY COORDINATOR

NAME OF COORDINATOR(S): _____

Credits Assigned: 04(02+02) for mid- term and final evaluation)

S.No.	Student ID	Name of Student	Name of Project	Grades

(Description of Grades given below)

Signature: _____

Name: _____

Grading System

The performance of the student is to be reported in terms of broadband grades. The following letter grades are to be used: -

Letter Grade	Performance
A+	Outstanding
A	Excellent
B+	Very Good
B	Good
C+	Average
C	Below Average
D	Poor
F	Fail

ANNEXURE-XIII

Department of _____ Engineering

INTERNSHIP SEMESTER Session 20 -

INSTITUTE EVALUATION PROFORMA

S. No.	SID	Name of Student	Evaluation (Grades)
			Report, Presentation & Viva Voce

**(Department Internship Coordinator
or O/I Training)**

(Head of the Department)

Department of _____ Engineering

INTERNSHIP SEMESTER Session 20 -

OVER-ALL EVALUATION PROFORMA

S. No	SID	Name of Student	Evaluation (Grades)				
			Industry Coordinator (12 Credits) (06+06)		Faculty Coordinator (4 Credits) (02+02)		Institute
							Report, Presentation & Viva Voce (4 Credits)

**(Department Internship Coordinator
or O/I Training**

(Head of the Department)

ANNEXURE - XV

Department of _____ Engineering
INTERNSHIP SEMESTER session 20 -

FORMAT FOR TENTATIVE DATES OF VISITS FOR PROJECT SEMESTER MONITORING (for those faculty who want to visit)

S.No	Name of Faculty member	Name of the student	Student I D	Name of Industry	Tentative date/week of 1st visit	Tentative date/week of 2nd visit

**(Department Internship Coordinator)
or O/I Training**

(Head of the Department)