

GUIDELINES
FOR
INTERNSHIP SEMESTER

(for B.Tech. students of batch 2018 onwards)

PUNJAB ENGINEERING COLLEGE
(DEEMED TO BE UNIVERSITY), CHANDIGARH

GUIDELINES FOR 6TH SEMESTER INTERNSHIP

(A) Duration:

Minimum 16 weeks
Maximum 24 weeks

(B) Training Semester-Aim & Opportunities

- i) Guiding principle for internship/training would be an improvement in knowledge and skills of the student to enhance the employability and adaptability to corporate culture. Emphasis will be laid on learning outcomes through a structured and monitored internship.
- ii) Students are allowed to undertake internships at industry/ research institutes/ academics institute/ central labs as their career choice from the list appended as per Annexure-I & II.
- iii) The appended list is non-exhaustive and the student can also apply to other reputed companies but with prior approval of Chairman Senate, through CDGC.

(C) Offers for Internship

- (i) The CDGC and all concerned departments shall offer for internship opportunities available to them fairly to all students.
- (ii) They shall tie up with the companies and renowned academic institutes even beyond approved list of companies with due approval of Chairman Senate.
- (iii) Students can also initiate the process for applying to a renowned company but with prior approval of Director/Chairman Senate.
- (iv) The approval of new companies from Chairman Senate should be complete at least a week before the registration date.

(D) Allocation of internship

- i) CDGC act as one point contact for the companies visiting campus with internship offer. Students applying internship through CDGC have to follow CDGC guidelines and rules.
- ii) Visiting Companies can select the students as per their selection process through CDGC. CDGC will assure that the conduct of the process is smooth and fair.
- iii) All the seats offered by companies to PEC as an institution will be open to all students of merit prescribed by the visiting company.
- iv) Once a student is allotted a seat for internship through CDGC, then it will be communicated to the industry, no change will be permissible to this process.
- v) The students who get the internship allotted by the department prior to selection to process of CDGC should not apply to CDGC for internship.
- vi) 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 and Evaluation:

- i) The institute shall ask the companies to allocate industry mentors to the students so that they can interact with each other before joining the internship and undertake a ground work to make internship more effective. The industry mentor should be allocated latest by the submission of joining report to the institute by student/industry.
- ii) Institute will also allocate faculty mentors for students.
- iii) The institute shall maintain a database of all industry and faculty mentors for all students. Departments shall send information of all the mentors with their complete details to the CDGC .
- iv) Students are to ensure that their Joining reports are received by the department within 15 days of joining. **(As per Annexure – I)**
- v) Consolidated summary sheet of joining report from each department is to be submitted to the CDGC by February first week of joining. **(As per Annexure – II).**
- vi) The faculty mentor will undertake continuous evaluation of the students and will be responsible for submission of his/ her grades. The interactions may be through Email/Skype/ Video Conferencing etc. or a personal visit by faculty mentor as per the institute policy.

- vii) All visit / monitoring reports are to be submitted to the respective departments by the faculty. (**As per Annexure – III**).
- viii) Faculty-Industry Interaction: In addition to evaluations of students, the faculty coordinator will contact the industry coordinator frequently via e-mail/phone, to keep a close watch on the project & performance of the student. It is expected that this interaction should be used as an opportunity to initiate closer association with Industry and to develop long term relation to benefit research and collaboration of institute.
- ix) Consolidated Summary Sheet of each visit/monitoring shall be submitted by each department to CDGC. (**As per Annexure – IV**)
- x) Database regarding internship semester will be maintained centrally at CDGC office and O/I training & placements will coordinate with CDGC for updates and validate of data.

(F) Preparation of Report:

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

(G) Feedback Form:

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

(H) **Scheme of evaluation of Internships:**

Internship Evaluation Components	Description	Credits	Contents of Evaluation
Internship Part-I	Joint Evaluation by the Industry mentor and the faculty coordinator on: -The Project Work accomplished, and -The overall learning outcomes of the Internship	50%	There will be two components of evaluation: (i) Joint evaluation by the Industry mentor and the faculty mentor to be coordinated by faculty members. (ii) Faculty mentor will write a Subjective Feedback Report in support of grade awarded. The report can be common or be submitted separately. Note: If the industry mentor does not have the liberty to write grades or subjective report on the student's work due to the policy of his/her organization then faculty mentor has to submit the evaluation for full components.
Internship Part-II	Report Writing and Viva Voce	25%	The components of evaluation will be: -Problem formulation, Technique and Tools used in solving the problem, Execution of project -Written expression -Any additional component, as considered important by a department
Internship Part-III	Presentation and evaluation of domain knowledge in the area of internship	25%	The components of evaluation will be: -Style and Effectiveness of presentation -Oral Expression -Domain Knowledge -Any additional component, as considered important by a department

(I) **Evaluation Process:** The broad guidelines for evaluation of the Internship is recommended as below:

1. **Internship Part-I**

The faculty mentors will be assigned to each student by Head CDGC for intern placed centrally and HOD for students placed by department. Faculty mentors will be responsible to provide the grading policy of Punjab Engineering College to the Industry mentor at the start of the Internship. The faculty mentor will ensure a continuous mentoring as well as monitoring of student's Internship programme.

The grades for Internship Part-I will be awarded jointly by the Industry mentor and the faculty mentor. In addition, the Industry mentor and the faculty coordinator will provide a Subjective Feedback Report in support of awarded grade to be presented before the evaluation committees for Internship Part-II and Internship Part-III. However, if the industry mentor does not have the liberty to write grades or subjective report on the student's work due to the policy of his/her organization then faculty mentor will submit the full component.

2. **Internship Part-II**

The evaluation of Internship Part-II will be conducted by a Departmental Committee-I. The departmental committee will constitute:

- (i) Two faculty members of the department
- (ii) One faculty from the Allied department

Each student will submit individual report at the least one week in advance of evaluation schedule in the format prescribed (Annexure V, VI & VII) for uniformity and objective based evaluation. The committee will evaluate the individual report followed by the Viva-voce of the students. Students should be evaluated by awarding marks. The department moderation committee will ensure that awarded grades satisfies the rule of σ normal distribution of grades as is followed in other courses in the department.

3. Internship Part-III

The evaluation of Internship Part-III will be conducted by a Departmental Committee-II. The departmental committee will constitute:

- (i) Two faculty members of the department
- (ii) One faculty from the Allied department
- (iii) Faculty Coordinator (specific to the student)
- (iv) Director nominee from other departments.

The committee will evaluate the presentation and knowledge in domain area of the students. Students should be evaluated by awarding marks. The department moderation committee will ensure that awarded grades satisfies the rule of σ normal distribution of grades as is followed in other courses in the department.

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

S.No.	Activity	Even Semester
1.	Addresses of the companies to CDGC 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.	Consolidated Summary Sheet of report including grade.	Within one week of last date of visit/Skype/Face time/ Video Conferencing/Personal interaction etc.
7.	Final Evaluation at Institute	During project evaluation week as per academic calendar.

JOINING REPORT

(To be sent by student within a week of joining by Registered Post to Head of the Concerned Department, Punjab Engineering College (Deemed to be University), Chandigarh.

1. Student I D _____
2. Name _____
3. Assigned Project _____
4. Name & Address of the Organization _____

 Telephone No. _____
 E-mail _____
5. Address of the Site _____
 (at which student is physically deputed) _____
 Telephone No. _____
 E-mail _____
6. Residential Address of the Student _____

 Telephone No. _____
 E-mail : _____
7. Industry Mentor assigned:
 Name _____
 Designate _____
 Contact (Email/ telephone) _____

I hereby inform that I have joined the organization on _____ for the Internship Semester with information above.

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 internship semester under my supervision.

Dated:

Signature of the Coordinator
(With Seal)

Department of _____ Engineering

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

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 plan of project:

Any other item:

Overall rating of students:

.....
 Satisfactory/ Un-Satisfactory

(Signature of Faculty Coordinator)
 Name:
 Designation:

(Signature of Industry Coordinator)
 Name:
 Designation:

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
Punjab Engineering College (Deemed to be University), 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./B.Tech.(Relevant Engineering), Punjab Engineering College (Deemed to be University), 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

Punjab Engineering College (Deemed to be University), Chandigarh
Department of _____ Engineering

Industry Feedback Form for 6th semester Internship

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

Interaction officer for Industry	
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

PUNJAB ENGINEERING COLLEGE (DEEMED TO BE UNIVERSITY), CHANDIGARH

FINAL EVALUATION OF INTERNSHIP SEMESTER PERFORMANCE IN INDUSTRY

(To be filled by Faculty/Industry Coordinator jointly during 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 50%

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

(Name & Designation)

Industry Mentor / Assigned officer (if any)

(Name & Designation)

Faculty Mentor

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

Department of _____ Engineering

INTERNSHIP SEMESTER Session 20 -

FINAL EVALUATION PROFORMA FOR COMMITTEE 1

NAME OF COMMITTEE MEMBERS: _____

Credits Assigned: 25%

S.No.	Student ID	Name of Student	Name of Project	Internship undertakes at	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

Department of _____ Engineering

INTERNSHIP SEMESTER Session 20 -

FINAL EVALUATION PROFORMA FOR COMMITTEE II

NAME OF COMMITTEE MEMBERS: _____

Credits Assigned: 25%

S.No.	Student ID	Name of Student	Name of Project	Internship undertakes at	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

Department of _____ Engineering

INTERNSHIP SEMESTER Session 20 -

OVER-ALL EVALUATION PROFORMA

S.No	SID	Name of Student	Evaluation (Grades)		
			Faculty/Industry Mentor (50% credits)	Committee I (25% Credits)	Committee II (25% Credits)

(Department Internship Coordinator
or O/I Training)

(Head of the Department)

PROJECT SEMESTER Session 20 -
 TO BE FILLED BY INDUSTRY COORDINATOR
 (To be submitted to office of Career Development & Guidance Centre after Physical On site visit)

Date of Visit:

Name of the Company/ Organisation :

Name of Industry Coordinator :

Designation :

Phone :

Email :

Name of the HR (POC for campus placement) :

Designation :

Phone :

Email :

Specific Industry Expectations from the students so that the curriculum can be updated accordingly:

Any engagement that will help strengthen Communication, Networking & Relationship building between the institute and the organisation(Invited Talks / Industry Projects / Internships / Placements etc.):

.....
 ...

 ...

 ..

S.No	Any of the following engagements that you would like to have with PEC?	Remarks
1	Willingness to conduct Faculty Development Programmes for faculty by industry Professionals
2	Sponsoring advanced labs/Centre of Excellence at PEC in areas of mutual interest.
3	Short Term courses for industry professionals by PEC faculty in areas of common interest.

4 Introducing 01 – 02 credit courses (flexible hours) by industry for students of PEC

.....

5 Industrial Consultancy in areas of common interest

.....

6 Interest in joint Collaborative Projects for funding from other sources

.....

7 Industry sponsored projects for students in various forms (major projects or additional projects)

.....

8 Industry Sponsored PhD Fellowships

.....

Possibility of visiting the Institute for Campus Placements:

Eligible Academic Programmes in accordance with the Project Assigned:

Placements for **current/ next** Placement Season

Internships for **next** Placement Season

B. Tech. Programmes (Students admitted through **JEE-Mains**)

S. No.	Programme Name	Code	Mark, if eligible
1	Aerospace Engineering	AE	<input type="checkbox"/>
2	Civil Engineering	CE	<input type="checkbox"/>
3	Computer Science& Engineering	CSE	<input type="checkbox"/>
4	Electrical Engineering	EE	<input type="checkbox"/>
5	Electronics & Communication Engineering	ECE	<input type="checkbox"/>
6	Mechanical Engineering	MECH	<input type="checkbox"/>
7	Materials & Metallurgical Engineering	MME	<input type="checkbox"/>
8	Production and Industrial Engineering	PIE	<input type="checkbox"/>

M. Tech. Programmes(Students admitted through **GATE**)

S. No.	Department	Programme name	Code	Mark, if eligible
1.	Civil Engineering	Civil Engineering (Transportation)	TE	<input type="checkbox"/>
		Civil Engineering (Structures)	STR	<input type="checkbox"/>
		Environmental Engineering	ENV	<input type="checkbox"/>
2.	Computer Science & Engineering	Computer Science & Engineering	CSE	<input type="checkbox"/>
		Computer Science and Engineering (Information Security)	CSE(IS)	<input type="checkbox"/>

3.	Electrical Engineering	Electrical Engineering	EE	<input type="checkbox"/>
4.	Electronics and Communication Engineering	Electronics and Communication Engineering (VLSI Design)	ECE (VLSI)	<input type="checkbox"/>
5.	Mechanical Engineering	Mechanical Engineering	MECH	<input type="checkbox"/>
6.	Production and Industrial Engineering	Production and Industrial Engineering	PIE	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

(Signature of Industry Coordinator/HR)

Name:

Designation:

In case you are unable to reach the above mentioned, you can directly reach to our Assistant Manager (PR & Events): Ms. Baljeet kaur - **+91-8053880887** for further communication.