

**GUIDELINES
FOR
INTERNSHIP SEMESTER**

**PEC UNIVERSITY OF TECHNOLOGY
CHANDIGARH**

GUIDELINES FOR PROJECT SEMESTER

(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 overseas internship would be monitored through emails/telecalls or even remote supervisors.
- 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.
- v) In exceptional cases, students can appeal for reconsideration to a college level committee comprising of the following.
 - a) Dean Academic Affairs - Chairman
 - b) Head of the Department
 - c) Training & Placement Officer
 - d) Associate Dean Academic Programmes

The committee would send its recommendation to the Director. All such cases should be sent immediately to TPO for onward transmission to the Committee.

(C) Arrangement of Slots

- (i) Addresses of the companies will be provided/ updated by the department on the basis of information collected from students who have undergone their project semester in preceding year(s) by 31st August. Initially TPO and DP coordinators of various departments shall provide this information.
- (ii) Database of the companies shall be maintained by the TPO.
- (iii) TPO shall send the first letter to the companies to initiate dialogue.
- (iv) The concerned department and TPO shall arrange the slots. If sufficient number of slots are not arranged at the college level then the students on their own can arrange training as per the guidelines given under title “Nature of training” above. However, the same must be approved by the Department.

(D) Distribution of Slots

- i) Companies visiting the campus can select the students as per their selection process.
- ii) All the slots offered by companies to PEC as an institution will be allotted to students on the basis of merit.
- iii) Central allocation of common slots shall be done centrally by TPO along with DP coordinators. For common slots respective DP coordinators shall take the preferences of the interested students and then slots shall be distributed as per combined merit based on CGPA.
- iv) Respective departments will allocate specific slots.
- v) Allotment letters to the students are to be issued by department.
- vi) Once the names of allotted students have been communicated to the industry, no change will be permissible.
- vii) The students going for six months training 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) Students to ensure that their Joining reports are received by the department within 15 days of joining. **(As per Annexure – I)**
- ii) 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)** by DPC.
- iii) For effective monitoring of students who are taking training outside the India, Adjunct Faculty/Experts/PEC Alumni with an experience of minimum 5 years from that country may be requested to supervise such students during their training. The concerned department would identify and request such Adjunct Faculty/Experts/PEC Alumni for this purpose and explain them the detailed parameters of the internship semester requirement necessary for evaluation.
- iv) All visit / monitoring reports are to be submitted to the respective departments by the faculty/Adjunct Faculty/Experts/PEC Alumni. **(As per Annexure – III & IV).**
- v) Faculty-Industry Interaction: In addition to making 2 to 3 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.
- vi) Consolidated Summary Sheet of each visit/monitoring shall be submitted by each department to TPO. **(As per Annexure – V)**
- vii) 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, Adjunct Faculty / Experts / PEC alumni shall collect the feedback from the industry (**As per Annexure – IX**) and student (**As per Annexure – X**).

(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	6	Proforma to be filled jointly by Industry coordinator and faculty coordinator (As per Annexure – XI)
2.	Credits by Faculty Coordinator, Adjunct Faculty / Experts / PEC alumni	6	Interaction/presentation of student during project semester (As per Annexure – XII)
3.	Evaluation by Deptt		The final Presentations/ evaluations will be made before faculty panel. (As per Annexure – XIII)
	• Report	4	
	• Presentation	4	
	• Viva Voce	4	
4.	Total Credits	24	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, B, 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 of the training shall be an additional member of the committee for the evaluation of the above 3 components. Each member of the committee, including the faculty coordinator 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 project semester is as given below:

S.No.	Activity	Even Semester
1.	Addresses of the companies to TPO by the departments	31 st August
2.	Start of the Project Semester	By the normal specified date of registration for the semester for students taking up course-work.
3.	Joining report	Within 15 days of start of project semester
4.	Consolidated Summary Sheet of Joining report	Within 21 days of start of project semester
5.	First Monitoring	Within 1½ month of joining
6.	Consolidated Summary Sheet of first visit report	Within one week of last date of visit
7.	Second Monitoring	within three months of Joining
8.	Consolidated Summary Sheet of second visit report	Within one week of last date of visit
9	Final monitoring	During last week of Training
10.	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, 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

Department of _____ Engineering

PROJECT SEMESTER Session 20 -

Consolidated Summary Sheet of Joining Report

S. No.	Student ID	Name of Student	Name of Industry	Work Place/ Site address	Date of Joining
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
...					

(DP Coordinator)

(Head of the Department)

Department of _____ Engineering

**PROJECT SEMESTER Session 20 -
FACULTY COORDINATORS' FIRST VISIT REPORT**

Date of Visit:

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.....

(Signature of Faculty Coordinator)

(Signature of Industry Coordinator)

Name

Name

Designation

Designation

Department of _____ Engineering

PROJECT SEMESTER Session 20 -
FACULTY COORDINATOR'S SECOND VISIT REPORT

Date of Visit:

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:

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

(Project 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

PROJECT SEMESTER Session 20 -

FEEDBACK FROM INDUSTRY ON PROJECT SEMESTER

1. Were the students serious about their work? A B C D
2. Were they allotted specific projects? Yes / No
3. Has the work done by the students been of value to the Company? Yes / No
4. Did the students have adequate background knowledge? A B C D
5. Did the students have adequate maturity and adjustability? A B C D
6. Do you think that the Institute can interact with the industry / organization in some other way also? Please specify. Yes / No
7. How do you rate the student overall? A B C D
8. Will you consider the student to be absorbed in your organization (if chance given)? Yes / No
9. Would you like to take PEC students again in next year? Yes / No

-
- A** **Excellent**
B **Very Good**
C **Satisfactory**
D **Marginal**

Signature _____

Name: _____
of Faculty coordinator/Adjunct
Faculty/ Expert/ PEC alumni

Department of _____ Engineering

PROJECT SEMESTER Session 20 -

STUDENTS FEED BACK FORM

1. Name and Place of the Industry:
 2. Student's name
 3. Student I D Branch
 4. 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/.....
--	---

- i. 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

	YES	No
I Personal Attributed at work:		
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. Any additional information/suggestion for further improvement of the project:

A-Excellent
B-Good
C-Fair

PEC UNIVERSITY OF TECHNOLOGY, CHANDIGARH
EVALUATION OF PROJECT SEMESTER PERFORMANCE IN INDUSTRY
(To be filled jointly by Faculty Coordinator and Industrial/Site Coordinator during Third Monitoring)

NAME OF THE ORGANISATION _____

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

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

(Name & Designation)
Faculty Coordinator

(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	Excellent
B	Very Good
C	Satisfactory
D	Marginal
F	Failing

Evaluation Parameters:

Following parameters may be kept in mind while evaluation 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

PROJECT SEMESTER Session 20 -

**EVALUATION PERFORMA FOR FACULTY COORDINATOR/ ADJUNCT FACULTY/
EXPERTS/ PEC ALUMNI**

NAME OF COORDINATOR(S): _____

Credits Assigned: 06

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	Excellent
B	Very Good
C	Satisfactory
D	Marginal
F	Failing

ANNEXURE-XIII

Department of _____ Engineering

PROJECT SEMESTER Session 20 -

INSTITUTE EVALUATION PERFORMA

S. No.	SID	Name of Student	Evaluation (Grades)		
			Report (4 Credits)	Presentation (4 Credits)	Viva Voce (4 Credits)

(DP Coordinator)

(Head of the Department)

Department of _____ Engineering
PROJECT SEMESTER session 20 -

FORMAT FOR TENTATIVE DATES OF VISITS FOR PROJECT SEMESTER MONITORING

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	Tentative date/week of 3rd visit

(DP Coordinator)

(Head of the Department)

