

Policy

The B.Tech. Students under 2018 and onwards scheme will be allowed to join industrial training/internship in their 8th semester under following condition.

1. If the student gets selected for the job through campus placements (permitted/coordinated by T&P Cell) and the employer is willing to take the student for the training/internship for a period of full one semester (for 8th Semester)

or

2. If the student (who is not having any pending (uncleared) backlog up to 6th Semester and minimum CGPA of 6.0) gets offer of one semester (for 8th Semester) training/internship (permitted/coordinated by T&P Cell) with minimum stipend/fellowship of Rs. 10000/- per month from any of the following:

- Reputed research organization
- Govt. sponsored project
- Govt. research Institution
- Multi-National company (MNC)
- Very reputed company (Registered with Ministry of Corporate Affairs with minimum 5 years of existence)
- Public Sector undertaking
- 250 bed reputed hospital (for BME)

In case result of 6th Semester has not been declared then there should be no pending (uncleared) Backlog up to 5th Semester.

To fulfil either of the above two conditions, under any circumstances the student will not make any payment (directly/indirectly) to the respective company/organization. Student will apply to T&P Cell at least days before the commencement of 8th Semester along with offer letter on prescribed format. T&P Cell will verify (as per above conditions) and recommend his/her application and send the same to Dean FET for approval through respective Chairperson. Student will proceed on training/internship only with approval of Dean FET. Evaluation of said internship will be done in accordance with guidelines framed by university.

**EVALUATION GUIDELINES FOR
TRAINING/INTERNSHIP during 8th SEMESTER**

(under B.Tech. 2018 and onward Schemes)

**FACULTY OF ENGINEERING & TECHNOLOGY
GURU JAMBHESHWAR UNIVERSITY OF
SCIENCE & TECHNOLOGY, HISAR**

GUIDELINES FOR 8TH SEMESTER TRAINING/INTERNSHIP

(A) Duration:

A Minimum 16 weeks, which should start latest by Registration Date of 8th Semester or as per the special provision made for short duration in exceptional circumstances as in the case of Covid-19 pandemic (if any).

(B) General Guidelines:

- i) Eligible students will apply to T&P Cell at least 15 days before the commencement of 8th Semester along with offer letter on prescribed format. T&P Cell will recommend the application for approval of Dean FET (GJUST, Hisar) through Chairperson of respective Department/Principal (as per prescribed format available on website/T&P cell of University). Chairperson/Principal will suggest name of Faculty Mentor before forwarding application to Dean FET for approval. Student will then proceed on training / internship after obtaining approval letter from T&P Cell. Principal will submit application to Dean FET through T&P Cell of University.
- ii) The students going for internships are required to get themselves registered in respective department at GJUS&T (for Semester registration), before leaving for training. This must be done latest by the date specified for the normal 8th semester registration.
- iii) The students opting for the industry internship will have to pass two courses, each of 3 credits, from MOOCs through NPTEL/SWAYAM platforms or from core/elective courses offered in 8th semester by their respective departments.
- iv) The Chairpersons will notify the list of MOOCs/core/elective courses to be opted by the students who go out for full semester internship before the end of the seventh semester and much in advance before the commencement of the 8th semester in line with the date of registration for the notified MOOCs.
- v) The students who opt for MOOCs as advised and under the intimation to the Chairperson will have to submit the proof of passing the MOOCs to their respective departments so that the same can be forwarded to the COE for credit transfer to their transcripts.
- vi) In case a student, who opted for full semester internship is not able to pass the MOOC(s) through NPTEL/SWAYAM the student will have to apply for the conduct of re-appear examination of the MOOCs in their departments. The question papers of these re-appear examinations will be got set by Controller of Examination (COE), GJUS&T, Hisar through Chairperson of the respective departments from the syllabus prescribed for the particular MOOCs.
- vii) In case, the departments offers core/elective courses, it will facilitate online classes/tutorials/study material for these courses for the students who have proceeded for the industry training/internship. Such students will have to appear in examinations conducted by the university along with other students who did not opt for the internship. The internal examinations for these students can be conducted online/offline mode.
- viii) The proposed number of credits of the industry Internship will be computed by subtracting 6 credits earned through MOOC/core/elective courses from the total credit of the 8th semester of the respective department.

- ix) The training and placement cell ensure the credentials of the companies offering the internship before permitting the students to go for the full semester internship. Under no circumstances, the students should be permitted to join any superfluous company. The Chairperson and Dean can also keep a check for the same in the application processing channel.
- x) These rules must be strictly adhered to and should not be violated in any circumstances at any level.

(C) Monitoring:

- i) Students are to ensure that their Joining reports are received by the T&P Cell within 15 days of joining. Joining report should also contain name of Industry Mentor during Internship. **(As per Annexure – I)**
- ii) The T&P Cell shall maintain a database of Industry and Faculty mentors.
- iii) Faculty Mentor of GJUST (or affiliated Colleges) will be allowed to add workload of 1 Hr per week per student (subject to maximum to 2 Hr per week) for this mentoring purpose.
- iv) Consolidated summary sheet of joining report will be submitted to each department by the T&P Cell within 21 days of joining. **(As per Annexure – II).**
- v) Faculty Mentors will regularly monitor activities/performance of student undergoing internship. Email/Skype/ facetime/Video Conferencing interactions shall be done by the faculty with the students and industry mentors.
- vi) The faculty mentor can visit the companies/institutes if interested. They shall be required to interact with the management/senior officials of the companies/institutes in addition to interacting with the student and his mentors. On return the faculty mentor will submit a report to the Chairperson of the Department. The faculty mentor must be provided duty leave and TA/DA as per the university rules for the industry visit.
- 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 mentor will contact the industry mentor fort nightly via e-mail/phone, to keep a close watch on the students' progress.
- viii) All visit / monitoring reports are to be submitted to the respective departments by the faculty mentor and industry mentor. A Minimum of 2 monitoring reports shall be submitted. **(As per Annexure – III & IV).**
- ix) Consolidated Summary Sheet of each visit/monitoring shall be maintained by each faculty mentor. **(As per Annexure – V)**

(D) Preparation of Report:

- i) Every student shall prepare a Training/Internship 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)**.

(E) Guidelines for Evaluation:

- i) The industry training/internship will be evaluated for the marks equivalent to the total credits of the 8th semester minus 6 credits for the two MOOC/core/elective courses.
- ii) The distribution of Marks for finalizing the evaluation for Training/Internship semester is as follows:-

S. No.	Subject	Marks	Remarks
1.	Evaluation by Industry Mentor	30%	Two evaluations. Marks for each evaluation will be 15% of total semester marks.
2.	Evaluation by Faculty Mentor	30%	Two evaluations. Marks for each evaluation will be 15% of total semester marks.
3.	Evaluation by Deptt. including <ul style="list-style-type: none"> • Report • Presentation • Viva Voce 	40%	The final Presentations_ / evaluations will be made before a Committee of 3 members which shall include following : <ol style="list-style-type: none"> 1. Chairperson of Department or nominee 2. One external expert to be appointed by Examination branch. 3. Faculty Mentor 4. Director(Placement) or his nominee Committee will evaluate maximum of 15 reports in a day. Renumeration to external experts of the committee will be given as per university rules at par with M.Tech. thesis evaluation)
4.	Total Marks	100%	To be displayed on notice board.

- Controller of Examination in consultation with Dean FET will prepare the format of DMC for the above

(F) Calendar for Training/Internship Semester (8th semester) is as given below:

S. No.	Activity	Schedule
1.	Apply to T&P Cell along with Confirmed offer letter from Company / Organization for Training/Internship.	Minimum 15 days before the semester registration date of 8 th Semester
2.	Approval by Dean FET and issuance of approval letter by T&P Cell.	Before the semester registration date of 8 th Semester
3.	Registration for Training/Internship Semester at respective department.	By the normal specified date of semester registration of 8 th semester.
4.	Joining report along with name of Industry Mentor.	Within 15 days of start of Training/Internship semester
5.	Consolidated Summary Sheet of Joining report from T&P Cell to department.	Within 21 days of start of Training/Internship semester
6.	First Monitoring	Within six weeks of joining

7.	Consolidated Summary Sheet of first monitoring report including marks.	Within one week of first monitoring
8.	Second Monitoring	Within three months of Joining
9.	Consolidated Summary Sheet of second monitoring report including marks.	Within one week of second monitoring
10.	Submission of Final Training / Internship report to Department	By First Week of June
11.	Final Evaluation at University Department, GJUS&T, Hisar (for affiliated college students also) # For Agricultural Engg & Aeronautical Engg evaluation will be done at Mechanical Engg Deptt	Within June every year

JOINING REPORT

(To be sent by student within a week of joining by Registered Post/Email to Training & Placement Cell, Guru Jambheshwar University of Science & Technology, Hisar (or affiliated college).

1.	Student Roll No.	_____
2.	Name	_____
3.	Branch	_____
	Name of the Project /Assignment during Training	_____ _____
4.	Name & Address of the Organization	_____
	Telephone No.	_____
	E-mail :	_____
5.	Address of the actual Site of Training	_____
	Telephone No.	_____
	E-mail :	_____
6.	Residential Address of the Student	_____
	Telephone No. & Mobile	_____
	E-mail :	_____

I hereby inform that I have joined the organization on _____ for the 8th Semester Training/Internship Semester in the industry.

Dated:

Signature of the Student

CERTIFICATE BY THE CO-ORDINATOR/MENTOR IN THE INDUSTRY

Certified that the above mentioned student has joined our organization for the Training/Internship semester under my mentorship.

Dated:

Signature of the Industry Mentor

Name :

Designation :

Phone No.:

Official E-mail:

Verification by HR Manager :

Signature with Seal :

Name & Designation :

Phone No.:

Official E-mail:

ANNEXURE-II

Summary sheet of JOINING REPORT

				Name of the Department					(ANNEXURE-II)		
Sr.No.	Roll No	NAME	Company	Location	Faculty Mentor	Company Mentor	Address & Contact details of Company	Email Id. of Company / Company Mentor	Date of Joining	Duration of Training/Internship	Stipend (Rs/Month)
1											
2											
3											
4											
5											
6											
7											
8											
9											

Director T&P/Principal

Department of _____ Engineering

TRAINING/INTERNSHIP SEMESTER Session 20__

I/II MONITORING REPORT by FACULTY MENTOR

Date of VISIT/E-MAIL/SKYPE INTERACTION.....
Student Roll No. & Name:
Name of Organization & address:.....
Phone No: E-mail.....
Site Address
Phone Nos: E-mail
Name of Industry Coordinator/Mentor.....
Designation Phone No. E-mail

BRIEF PROGRESS REPORT

Stipend (if any) Accommodation/Meals
Topic/of the Project/Assignment.....

.....
Details of Training/Internship Semester Assignment (attach separate sheet).....

.....
Assistance required from the University (if any).....

.....
Response from the Industry/Remarks of Industry Mentor

.....
Possibility of consultancy, if any

.....
Remarks of the Faculty Mentor.....

.....
Progress

.....
Marks* awarded by faculty mentor (Max Marks - 15% of total Semester Marks)

Max Marks : _____ Marks Awarded : _____

*In case marks awarded are more then 80% then mention special achievement / performance
(in minimum 100 words on separate sheet)

(Signature of Faculty Mentor)

Name

Designation

Department of _____ Engineering

TRAINING/INTERNSHIP SEMESTER Session 20__
I/II MONITORING REPORT by INDUSTRY MENTOR

Date of VISIT/E-MAIL/SKYPE INTERACTION.....
Student Roll No. & Name:
Name of Organization & address:.....
Phone No: E-mail.....
Site Address
Phone Nos: E-mail
Name of Industry Coordinator/Mentor.....
Designation Phone No. E-mail

BRIEF PROGRESS REPORT

Stipend (if any) Accommodation/Meals
Topic of the Project/Assignment.....

.....
Details of Training/Internship Semester Assignment (attached separate sheet).....

.....
Assistance required from the University (if any).....

.....
Response from the Industry/Remarks of Industry Mentor

.....
Possibility of consultancy, if any

.....
Remarks of the Industry Mentor.....

.....
Progress

.....
Marks* awarded by industry mentor (Max Marks - 15% of total Semester Marks)

Max Marks : _____ Marks Awarded : _____

*In case marks awarded are more then 80% then mention special achievement / performance
(in minimum 100 words on separate sheet)

(Signature of Industry Mentor)

Name

Designation

CONTENTS OF THE REPORT (Hard Bound)

1. Cover page – on hard paper
2. Inner page – same as cover page but on the soft paper
3. Certificate from Industry (on its letter head)
4. Declaration
5. Acknowledgement (if any)
6. Contents
 - Summary
 - Introduction
 - Industry profile (Max. 5 Pages)
 - Details of the work done including work programme & results
 - Conclusions and Future Scope of Work
 - References (if any)
7. Impediments/difficulties faced during Training/Internship semester on Training/Internship work; Suggestions related to work/Training/Internship 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 4 copies may be prepared – one for the student, second for the Teaching Department, third for industry mentor and fourth for the Faculty mentor.

Student will add plagiarism report (Turnitin) as per rules of University for B.Tech Project

TRAINING/INTERNSHIP REPORT

(Training/Internship Semester January-June 20)

**(TITLE OF THE PROJECT/ASSIGNMENT)
DURING TRAINING**

Submitted by

(Name of student)

Student Roll No.....

Under the Guidance of

**(Name of Faculty Mentor
with designation)**

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

**Department of Engineering
Guru Jambheshwar University Of Science & Technology, Hisar**

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

DECLARATION

I hereby declare that the Training/Internship work entitled (“Topic of the Training/Internship”) is an authentic record of my own work carried out at (Place of work) as requirements of Training/Internship semester for the award of degree of B. Tech, (Relevant Engineering) Guru Jambheshwar University of Science & Technology, Hisar, under the guidance of (Name of Industry Mentor) and (Name of Faculty Mentor), during ___to___, 20).

(Signature of student)

Name of Student:

Student Roll No.:

Date: _____

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

(Name & Designation)
Faculty Mentor

(Name & Designation)
Industry Mentor