



IMAGINE ASPIRE ACHIEVE

DIT UNIVERSITY

DEHRADUN (UTTARAKHAND)

MANUAL
OF
INDUSTRIAL INTERNSHIP / TRAINING PROJECT

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CHAPTER-I

Short Title, Extent and Commencement

1.1.0 Short Title

This manual shall be called as “Manual of Industry Internship / Training Project for **Computer Science & Engineering** Department”.

1.2.0 Extent of Application and Commencement

- 1.2.1 This manual shall be applicable for all the regular programmes of Department of Computer Science & Engineering offered in various Schools, Institutes, Colleges, Centres and Institutions, run or recognized by DIT University and any matter relating and incidental thereto.
- 1.2.2 The manual shall come into force with immediate effect.
- 1.2.3 The provisions of this manual will prevail over all Orders, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the **CSE** department , framed there under.
- 1.2.4 Nothing in this code shall be deemed to debar the University to amend or revise the Rules subsequently; and the amendment or revision so made, if any, shall apply to all the students whether old or new, at the sole discretion of the University, and all other concerned.

CHAPTER – II

COMMITTEES AND AUTHORITIES

2.1.0 Departmental Committee for Monitoring Internship & Training (DCMIT)

2.1.1 There will be a Departmental Committee for Monitoring Internship & Training (DCMIT) constituted to plan, implement & manage various matters pertaining to monitoring of Internship / training Project including

- (a) Approving the project to be undertaken by the students during internship/training
- (b) Scheduling of various activities to undertaken during the internship
- (c) Surprise visits to industry where students are undergoing internship/training.
- (d) Nominating the faculty advisors, faculty for Surprise checks
- (e) Nominating the Panel to evaluate student's Presentation, demonstration & Viva Voce.
- (e) Making sure that Manual for Internship & Training is being followed properly.
- (f) Any other related issues

2.1.2 The DCMIT Committee will consist of:

- (i) HOD/COD of the Department
- (ii) Coordinator(s) for Training & Placement
- (iii) One or more members of department appointed by HOD with the approval of HOS.

2.2.0 Project Evaluation Panel

2.2.1 There will be a Project Evaluation Panel constituted to evaluate the student performance during the Internship on the basis of

- (a) Mid Term Report
- (b) End Term Project Report
- (c) Presentation & Demonstration & viva voce.

2.2.2 The Project Evaluation panel will consist of:

- (a) Faculty Advisor of the student
- (b) Neutral Examiner(s) appointed by the HOS
- (c) One or more members of department appointed by HOS with the approval of HOS.

2.2.3 More than one panel for project evaluation may be constituted depending on the number of students. Generally one panel per 60 students will be constituted.

CHAPTER - III

OBJECTIVE OF INDUSTRIAL INTERNSHIP PROJECT

The primary objective of Industrial Internship Project is to gain through practical experience, a sound appreciation and understanding of the theoretical principles learnt till date in his/her degree. Industrial Internship Project is oriented towards developing the skills, knowledge and attitudes needed to make an effective start as a member of the Computer / IT profession. Student remains on training in industry and develop the project that gives him flavor of the world, he is going to face in times to come.

Some of the many expected advantages to be gained by a student following Industrial Internship / Training are:

- ☐ Systematic introduction to the ways of industry and developing talent and attitudes, so that he / she can enjoy fully, a career in IT industry (as a S/W developer / Trainee / Software Engineer/ Database administrator etc. .
- ☐ Recognizing his / her responsibilities as a professional of the future.
- ☐ Understanding real life situations in industrial organizations and their related environments and accelerating the learning process of how his / her knowledge could be used in a realistic way.
- ☐ Understanding the formal and informal relationships in an industrial organization so as to promote favorable human relations and teamwork.
- ☐ Appreciating that IT is an expanding field and that learning has no limitations.
- ☐ Understanding that the problems encountered in the industry rarely have unique solutions and gaining experience to select the optimal solution from the many alternatives available.

CHAPTER - IV
INTRODUCTION

Industry internship project has been included as part of curriculum in various programmes of **Department of Computer Science & Engineering**. This Industry internship is basically meant for the implementation of the various technologies learned during all the 5 semesters in the real life scenario. The Internship / training would impart practical exposure to all the students in the Industry. The students will be doing projects relating to the different specialization areas as discussed further.

Students will be on internship with the approved industrial firms and will do an approved project work over there. Industry Internship Project is worth as a full semester credit, a student must be on Internship / training for a minimum of 16-20 weeks and the Internship must include a project work & this project work must have the approval of Departmental committee for Monitoring Internship and Internship / training (DCMIT).

Grades are assigned on a Pass(S) / Fail (X) basis only.

The industrial internship is design to provide an alternation of study on-campus and training off-campus as a superior form of education. Actual industrial experience is an integral part of the student's formal education, and theory is blended with practice. In addition to their regular classroom and laboratory experiences, students gain valuable experiences by working in an industrial environment.

CHAPTER - V

PROCEDURE

- 5.1 The training and placement for the students will be managed by Department of **Training and Placement, DIT University, Dehradun**. The students can also render help to the department for their training as well as placements. The students can do training in the Organizations which are directly dealing with the IT such as S/W development, ISPs. EDP department of reputed organization.
- 5.2 The following procedure will be adopted for the Industry Internship Project. This process should be followed in both the cases: i.e Internship / training through the Placement department or internship / training managed by student himself.

5.2.1 Before Joining the company

- (a) Before the internship actually starts, profile of the company / organization must be submitted for the evaluation purposes. The various parameters will be used for evaluation of a company. This evaluation will be done by Placement Head and HOD and subsequently will be approved by the HOS. (*Company Evaluation Performa – ANNEXURE VIII*)
- (b) A complete approved list of the companies would be prepared and the students are required to join only the companies which are empanelled in that list.
- (c) The maximum no. of students who can join one company for internship is **ten (10) per location**. In exceptional cases, companies like Infosys, TCS, this no. may be enhanced with the approval of HOS
- (d) The letter for Internship / training (to be given by the student to the company) will be issued by the T & P department to the every student individually. No pre signed letter will be issued to any student.
- (e) No student will change organization during the Internship / training period. However for the betterment of students case will be put up by Faculty Advisor recommended by the Placement Head and subsequently approved by HOS after the recommendation of the faculty advisor.
- (f) Any company not maintaining proper reports, communication for the internship of the student may be black listed for future internship/training.

5.2.2 After Joining the Company

(a) Appointing Faculty Advisor:

- ☐ Each student would be allocated one/more faculty member (Internal Advisor / Faculty Advisor) who would advise him/her on the Internship project.
- ☐ Student will interact with appointed faculty advisor for all interaction related to internship & submit his all reports / documents to faculty advisor as per the specified schedule.
- ☐ The students are required to keep the telephone numbers and contact particulars of their respective faculty members handy with them.
- ☐ Normally a faculty advisor will have 4-6 students.

(b) **Joining Report by the Students:**

- ☐ After the student joins the industry, a joining report (as per annexure – I) must be submitted within stipulated time as prescribed by the DCMIT (generally within 15 days).
- ☐ Consolidated summary sheet of joining report will be prepared by each faculty advisor and in turn for all the departments by DCMIT. within 21 days of joining. (As per Annexure – II).

(c) **Submission of Synopsis**

- ☐ Synopsis in the prescribed format must be submitted to the faculty advisor within Stipulated time period as decided by the DCMIT.
- ☐ Student will be allowed to work on a project only if the synopsis & in turn project is approved by the DCMIT.

(d) **Surprise Visits:**

- ☐ One or more members of faculty (Faculty advisor or any other appointed member) will be assigned the responsibility to make surprise visits.
- ☐ DCMIT will plan the schedule for surprise visits so that each student is monitored at least twice during the training.
- ☐ All visit / monitoring reports are to be submitted to the respective faculty advisor by the faculty deputed for the surprise visits / monitoring. (As per Annexure – III & IV)
- ☐ Consolidated Summary Sheet of each visit/monitoring shall be prepared by DCMIT. (As per Annexure – V)
- ☐ In last visit to industry, faculty shall also get the feedback Performa filled by the industry coordinator / External project supervisor.

(e) **Mid Term Report:**

- ☐ Mid Term report (details in clause 9.1.1) in the prescribed format must be submitted to the faculty advisor within stipulated time period as decided by the DCMIT.

(f) **Periodical & Final Appraisal by External Advisor:**

- ☐ External Advisor will send the appraisal of the student on periodical basis and one at the end of the training / internship on the prescribed format. The details available in clause 9.1.3

(g) **Project Report**

- ☐ Student will submit the project report after the completion of internship as per the specified schedule and format. Details available in clause 9.2

(h) **Presentation & demonstration & Viva Voce**

After the submission of project report, DCMIT will schedule the final presentation. Details available in clause 9.3

(i) **Feedback from Industry**

At the end of training, faculty advisor will collect the feedback from the industry & the student and submit the same to the DCMIT. (Annexure XII & Annexure – III)

5.3 Throughout the internship project , student must remain in touch with faculty advisor. Student must adhere to the guidelines & the deadlines for submission of various documents & reports.

CHAPTER – VI

RULES FOR INTERNSHIP / TRAINING

- 6.1 All the students must follow the following rules & regulations. Not following the rules & regulations may result in Fail grade (X) & student will have to repeat the internship in the next term.

6.1.1 **General Rules:**

- a) All the communication must be in writing. No verbal communication will be accepted.
- b) Students should follow the procedures as mentioned in guidelines.
- c) All the reports and forms must be submitted in the prescribed formats.
- d) Student should adhere to the timings for submission of various reports as mentioned in the guidelines. No excuse will be entertained in any case.
- e) Student must be in regular touch with his faculty advisor.

6.1.2 **Conduct Rules:**

- a) Student must follow code & conduct of the company/organization.
- b) Student must adhere to the timing schedule of the company / organization.
- c) Student must follow the dress code of the company / organization.
- d) Student must mark his attendance daily.
- e) Student should not indulge in informal talks and must behave professionally in the organization / company.
- f) Students will not speak negative about the institute and their faculty members.
- g) Proper respect should be given to the external supervisor and other staff members of the organization / company.
- h) Misbehavior of any kind may result in cancellation of candidature.
- i) Receive instruction and carry out suggestions for training sincerely and to the best of your ability.
- j) Students will discharge every responsibility assigned to him in full spirit.

6.1.3 **Leave Rules**

- a) Student must submit the holiday schedule of the company / organization to the faculty advisor along with synopsis.
- b) Student attendance in the company / organization must be at least 90% or as specified in the rules & regulations of the organization / company, whichever is higher.
- c) No leave should be taken without prior permission from the company / organization. Leave must also be informed & sanctioned from college faculty advisor.
- d) No student will leave the station without prior permission from Faculty advisor and external project supervisor.
- e) If a student is absent during surprise visit without any prior information, his / her candidature will be cancelled and student has to repeat the training in the next semester.

CHAPTER - VII

TYPES OF ORGANIZATIONS

7.1 Students can opt for the following type of institutes / organizations for their industrial internship project. But before the internship actually starts, profile of the company / organization must be submitted for the evaluating the company.

7.2 The various parameters like

- 7.2.1 *Turnover of the company*
- 7.2.2 *No. of employees*
- 7.2.3 *Rating of the company in SEBI*
- 7.2.4 *Listing of the company in NSE /BSE*
- 7.2.5 *Location of the company*

will be used for evaluation of a company.

7.3 This evaluation will be done by Placement Head and HOD and finally approved by HOS.. (*Company Evaluation Performa – ANNEXURE VIII*)

7.4 A complete approved list of the companies would be prepared and the students are required to join only the companies which are empanelled in that list.

7.5 The maximum no. of students who can join one company for Internship / training is **six (6)**. In exceptional cases, companies like Infosys, TCS etc (which have offices in different locations) this no. may be enhanced.

7.6 The type of companies where student can do internship/training after the approval are:

- ☐ IT Companies.
- ☐ Manufacturing organization (In EDP or IT section).
- ☐ Service Provider having proper IT setup.
- ☐ University Campus Centre(Research and Development Department)
- ☐ Reputed Computer Centre /Computer Centre approved by Department Head of the Institute.

**CHAPTER – VIII FIELDS
FOR PROJECTS**

8.1 Following is the list of fields under which projects can be undertaken. Students are required to select one or more projects from the category listed below and get it approved from their departmental committee for Monitoring Internship and Internship / training (DCMIT) .

- ☐ *Database projects.*
- ☐ *Network projects.*
- ☐ *Web based projects.*
- ☐ *Middleware projects*
- ☐ *System Programming based projects.*
- ☐ *Artificial Intelligence/expert system based projects.*
- ☐ *Embedded software.*
- ☐ *Simulators.*
- ☐ *Research Based projects*

CHAPTER – IX

EVALUATION OF PROJECT

9.1 The project done during the Internship / training will be evaluated according to the following criteria:

S.No	Criteria	Marks
9.1.1	Project Report and Documentation (Synopsis, Mid Term Report, Project Report & User manual) <i>(Synopsis & Mid Term Report by DCMIT and Final report by Project Evaluation Panel)</i>	20
9.1.2	Presentation and Demonstration followed by Viva Voce <i>(Evaluated by Project Evaluation Panel)</i>	30
9.1.3	Continuous Evaluation by External Project Supervisor/Guide	20
9.1.4	Continuous Evaluation by Faculty Advisor from College (Including evaluation during surprise visit(s))	20
9.1.5	Attendance during Presentations and Demonstrations	10

Total: 100

The description about various criterions are as follow:

9.2 **Project Report and Documentation:** **(20Marks)**

9.2.1 The marks for Project Report & Documentation will be decided on the basis of following documents.

- ☐ Synopsis **5** (Evaluated by DCMIT)
- ☐ Mid Term Report **5** (Evaluated by DCMIT)
- ☐ Final Project Report & user manual **10** (Evaluated by Project Eval.. Panel)

All the above mentioned documents/reports must be submitted within allotted time & in the prescribed format. The details of above documents are as follow:

- (a) **Synopsis:** A document to brief the project undertaken by a student and the requirements for the project. The format of Synopsis is given in **ANNEXURE – VI**. The Synopsis must be submitted by **within 20 days from the date of joining** until unless otherwise decided by the departmental committee. The synopsis must be submitted after discussing the project with external project supervisor. The synopsis will be approved by the departmental committee and then student can continue with the project.
- (b) **Mid –Term Report:** A report to show the progress of the project by mid-term. It should show the work completed till date and the status of the work left. The date of submission will be decided by the DCMIT. The project development up to the Designing Phase should be covered in the Mid-term report.
- (c) **Final Project Report:** The project reports are to be submitted by **end term**. The format of the Final Report is given in **ANNEXURE – VIII**. As mentioned in Annexure – VIII the **project documentation (a type of user manual)** describing the working of project must be a part of report. These reports are to be properly catalogued. Students will submit **three (3) copies** of the Final Project Report. (One for University Library, one for Faculty Advisor/ Departmental committee and one for External Advisor in industry.

- 9.2.2 A software copy of executable file of the project (on CD only) should also be submitted along with project report.

9.3 Presentations and Demonstration followed by Viva Voce (30 marks)

- 9.3.1 At the end of the Internship period, students are required to present the project details and demonstrate the working of project done, during the internship period in front of the Project Evaluation panel. Students should use LCD for Presentation and demonstration. The presentation/demonstration & viva voce schedule will be decided by the DCMIT and will generally be completed within 7 working days.

9.3.2 Rules for presentation

- ☐ Students **should use LCD** for Presentation and Demonstration.
- ☐ The presentation **should not be paper reading** and **duration** of the project will be of **30 minutes to 1 hr** for each presentation.
- ☐ Incase of Group presentation, every student from that group will be speaking on a separate concept of the project.

9.3.3 Presentation & Viva Voce Evaluation Details:

The presentation/demonstration given by student will be evaluated according to the following criteria:

S. No	Criteria	Marks
1.	Project type and Level of Project *	10
2.	Understanding about Project **	5
3.	Thoroughness in skill set ***	5
4.	Communication Skill and Confidence Level	5
5.	Query Handling	5

*** Project Type and Level of Project**

The students can be accessed and evaluated by the project type and the level of project undertaken.

Project type include following categories:

- o Database projects.
- o Network projects.
- o Web based projects.
- o Middleware projects
- o System Programming based projects.
- o Artificial Intelligence/expert system based projects.
- o Embedded system based projects.
- o Simulation based projects.
- o Research Based projects(AI, Networking, Operating system etc...)

Level of Project done by students can be accessed and evaluated based on following criteria's:

- o Single user project

- Multi user project
- Tier based project
- Mainframe based project
- Platform (For example: Developed on UNIX or Window's NT etc..)
- Multi Threaded

**** Understanding about project** of the student's can be accessed and evaluated by checking whether he/she is able to convince the layman and professional about the project which he/she has actually developed. It includes the following parameters:

What is the project?

What it meant for?

How it works?

How to use the project?

***** Thoroughness in Skill set** of students means whether he/she has through knowledge of the skill sets used in developing his/her project.

Skill set may have following categories:

Language: C, C++, VB 6.0, COBOL, Core Java

Microsoft Technologies: Visual Basic 6.0, VB.NET, Visual C++, Visual Interdev

Databases: MS-Access, Visual FoxPro 6.0

Internet Technologies: HTML, DHTML, VB Script, ASP 3.0

Networking: Windows NT Installation & Administration (Client/Server), Unix, Linux

9.4 Continuous Evaluation by *External Project Supervisor* (20Marks)

9.4.1 The external guide allotted to the student at the organization will also appraise the students on the basis of his/her technical skills, work done, sincerity, behavior and punctuality. A feedback form will be filled by the external Project supervisor/guide to evaluate student's performance every month (Periodic Appraisal). The format of the Periodic Appraisal form (As in **ANNEXURE – IX**). This Performa has to be submitted by the student monthly. In addition to the monthly feed back Performa the external project supervisor will fill final feed back Performa – final appraisal Performa (**ANNEXURE – X**). Both the Performa's will be used to evaluate the student.

(a) **Periodic Appraisal:** (10)

The students undergoing Internship / training within the region of Delhi will have to report personally to the faculty advisor at least once in a month to intimate the status of the project and submit the periodic appraisal forms /other documents. They need to submit the mid – term report as per the given schedule.

The students undergoing Internship / training at far off places (like Bangalore) will have to report at least once in mid-semester to submit the mid-semester report and they should send the monthly report through e-mail to the faculty advisor. Under exceptional circumstances, student may be allowed to submit the mid-term report by e-mail after approval of the same by HOD on the recommendation of Faculty advisor.

(b) Final Appraisal: (10)

In addition to the periodic appraisals, external guide will submit final appraisal of the student as per the prescribed format.

9.5 Continuous Evaluation by Faculty Advisor (including Surprise visits) (20 marks)

9.5.1 A faculty advisor will be allotted to each student to supervise his/her project. The faculty advisor is supposed to evaluate the student on the basis of his/her performance, timely reporting and interaction with the students.

9.5.2 Faculty member will also visit at least once to the organization where student is undergoing Internship / training.

9.5.3 Faculty Advisor will award the marks on the basis of:

- | | | |
|----|--|----|
| a) | Timely Submission of Various reports & Documents | 5 |
| c) | Surprise visit evaluation I & II | 10 |
| d) | Periodical Interaction like reporting of leaves etc. | 5 |

9.5.4 Every Faculty advisor will be maintaining two kinds of files:

- ☐ Master File and
- ☐ Student Detail File.

(a) Master File:

In this file a faculty advisor will keep abstract record of all the students allocated to him/her. The Performa to be used is as in **ANNEXURE – VI**.

(b) Student Detail File

Every faculty advisor will maintain one Student detail file per student i.e if a faculty member has 6 students then 6 such files will be maintained. Each of this file will contain the following:

- ☐ *Profile of the company where student is placed (After the approval as mentioned in pt 2.1.1 & 2.1.2)*
- ☐ *Joining report of the Student(Annexure I & II)*
- ☐ *Project Synopsis*
- ☐ *Periodic Appraisals (Annexure – IX) (will be submitted every month)*
- ☐ *Mid term Report (Annexure – VII up to design phase)*
- ☐ *Final Appraisal from External Project Supervisor (Annexure – X)*
- ☐ *Attendance Sheet of Student form the company (Annexure – XI)*
- ☐ *Final Project Report (Annexure – VII)*
- ☐ *Detail of visit to the company (Annexure III, IV & V)*

9.6 Attendance during Presentations and Demon.**(10 Marks)**

9.6.1 The attendance for the all the students will be compulsory during the presentations and demonstrations of the projects carried by the students in the company. Ten marks will be given to the student on the following criteria:

Sr. No	Attendance %age	Marks
1.	$\geq 90\%$	9-10
2.	$\geq 85\%$ and $< 90\%$	9
3.	$\geq 80\%$ and $< 85\%$	8
4.	$\geq 75\%$ and $< 80\%$	7
5.	$\geq 70\%$ and $< 75\%$	7
6.	$\geq 65\%$ and $< 70\%$	6.5
7.	$\geq 60\%$ and $< 65\%$	6
8.	$\geq 50\%$ and $< 60\%$	5.5
9.	$\geq 40\%$ and $< 50\%$	4
10	Below 40%	3.5

CHAPTER – X**TIME SCHEDULE OF INTERNSHIP / TRAINING PERIOD**

10.1 The DCMIT will plan and finalize the schedule of various activities to be undertaken.

10.2 The schedule of following activities will be finalized:

S.No	Document	Date of Submission
1)	Confirmation Letter & Joining Report	
2)	Synopsis	
3)	Periodic Appraisal Performa by External Project Advisor	
4)	Mid Term Report	
5)	Surprise Visit I	
6)	Surprise Visit – II	
7)	Final Appraisal Performa by External Project Advisor	
8)	Submission of Project Report & User Manual	
9)	Schedule of Presentation, Demonstration & Viva Voce	
10)	Feedback from students	

*If any of the dates mentioned above is a holiday, then the next working date should be considered.

10.3 The demonstration/ Presentations will be completed within 7 working days. The presentations of all the students under one Faculty Advisor will be held on the same day.. No request for change in the date of the presentation will be entertained.

JOINING REPORT

(To be sent by student within a week of joining by Registered Post to appointed Faculty Advisor)

1. Student Roll No: _____
2. Programme & Section _____
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 Industry Internship Project
(Course Code _____).

Dated :

Signature of the Student

CERTIFICATE BY THE ADVISOR IN THE INDUSTRY

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

Dated

Signature of the Advisor
(With Seal)

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

Department of Computer Science & Engineering**Industry Internship Session _____****Consolidated Summary Sheet of Joining Report**

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

Signature of Coordinator Internship / training**Name:** _____**Date:** _____**Signature of HOD****Date:** _____

ANNEXURE-III

**Department of Computer Science & Engineering
Industry Internship Project Session _____**

FACULTY COORDINATORS' FIRST VISIT REPORT

Date of Visit:

Reg. No. & Name of Student :
Programme & Section of the 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 Industry Internship Project:

Assignment.....
.....
.....

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

Possibility of consultancy, if any
.....

Remarks of the Faculty Coordinator.....
.....

(Signature of Faculty Coordinator)

(Signature of External Advisor)

Date:

Date:

Name

Name

Designation

Designation.....

ANNEXURE-IV

Department of Computer Science & Engineering
Industry Internship Project Session _____
FACULTY COORDINATOR'S SECOND VISIT REPORT

Date of Visit:

Student I D and Name of Student :
 Programme & Section 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)

(Signature of Industry Coordinator)

Date:

Date:

Name :

Name:

Designation:

Designation:

[illegible]

Date:

Date:

Annexure - VI
Project Synopsis Format

Name of Student: _____ Roll No: _____

Project Undertaken _____

Estimated duration _____

Name of Organization & Address: _____

External Supervisor Name _____

External Supervisor Designation _____

External Supervisor Phone No: _____

External Supervisor Email: _____

Nature of Project _____
(N/W, DBMS, Web etc.)

Project Description

(Additional Pages can be attached to give description of the Project)

P.T.O

Internal Faculty Advisor

**Scope of Project
(Application Area)**

Date:

Signature of Student

Comments / Observation by Faculty advisor:

Recommended **Yes** ☐ **No** ☐

**(Signature of Faculty
advisor) Date:**

Approved ☐ **Yes** **No** ☐

**(Signature of HOD/HOI)
Date:**

Company Evaluation Performa

Name of the Company: _____

Address of the Company: _____

Type of Company:

☐ S/W Development Network ☐ Service Provider ☐

☐ Any Other Specify _____

Evaluation Parameters	Details	Remarks
<i>Turnover of the company</i>		
<i>No. of employees</i>		
<i>Listing of the company in SEBI</i>		
<i>Credit Rating of the company</i>		
<i>National /International</i>		
<i>Any Technological Collaboration</i>		

Overall Assessment of the Company

Recommended

☐ Yes ☒ No

(Signature of Principal)

Date:

(Signature of Placement Head)

Date:

Final Project Report

CONTENTS OF THE REPORT

- Cover page – on hard paper
- Inner page – same as cover page but on the soft paper
- Declaration
- Acknowledgement
- Summer Internship / training Certificate
- Index

1. Organization Overview
2. Profile of the Problem
3. Existing System
 - Introduction
 - Existing Software
 - DFD for present system
 - What's new in the system to be developed
4. Problem Analysis
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 - Feasibility Analysis
 - Project Plan
5. Software Requirement Analysis
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 - General Description
 - Specific Requirements
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 - Design Design
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 - Pseudo code
7. Testing Functional
 - testing Structural
 - testing Levels of
 - testing Testing the
 - project
8. Implementation
 - Implementation of the
 - project Conversion Plan
 - Post-Implementation and Software Maintenance
9. Project Legacy
 - Current Status of the project
 - Remaining Areas of concern
 - Technical and Managerial lessons learnt

10. User Manual: A complete document (Help Guide) of the software developed.

11. Source Code

12. Bibliography

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 2015-16)

(TITLE OF THE PROJECT)

Submitted by

(Name of student)

**Registration No.....
Programme & Section**

Under the Guidance of

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

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

Department of Computer Science & Engineering

DIT University, Dehradun

Uttarakhand-248009

June-2015

ANNEXURE – VIII C

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 Industry Internship project for the award of degree of _____(Relevant Degree), DIT University, Dehradun, under the guidance of (Name of Industry coordinator) and (Name of Faculty coordinator), during January to June, 2008).

(Signature of student)

Name of Student

Registration no:

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

PERIODIC APPRAISAL PERFORMA

(To be filled by External Advisor)

Name of Student: _____ Roll No: _____

Project _____

Name of Organization & Address: _____

External Project _____

Supervisor (with Phone No)

Period of evaluation: From _____ To _____

Sr.No	Criteria	Marks Awarded (out of 10)
1.	Punctuality	
2.	Regularity of Work	
3.	Progress in work since last appraisal	
4	Improvement in Learning	
5.	Grasp of Application(s)	
6.	Consultation and Discussion	
7.	Self motivation / Dedication/Initiative	
8.	Technical Competency	
9	Discipline & Sincerity	
10	Problem Solving Capability	
	Grand total	

General Remarks / Observations with regard to deficiencies / problems / suggestions for improvements:

Signature of External Project Supervisor/Guide (With Seal, Date & Designation)

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Final Appraisal Performa by External Advisor (Industrial / Site Coordinator)

NAME OF THE ORGANISATION _____

NAME OF THE STUDENT _____

TITLE OF PROJECT (S) _____

(Please ✓ appropriate box. A-Outstanding, B-Very good, C -Good, D-Fair, E-Unsatisfactory.)

(A) ATTRIBUTES (10 marks)	A (5)	B (4)	C (3)	D (2)	E (1)	(B) PERFORMANCE (10 marks)	A (5)	B (4)	C (3)	D (2)	E (1)	(C) COMMUNICATION (5 marks)
i) JOB KNOWLEDGE (refers to knowledge clarity of fundamentals, and latest development)						(i) PROBLEM FORMULATION (refers to initiative shown in converging to project formulation)						i) PRESENTATION (ref style and effectiveness)
ii) CREATIVITY (refers to the ability to generate new and practical ideas for improvement of systems and operations related to the job)						ii) APPROACH/METHODS used						ii) WRITTEN EXPRESSI
iii) INITIATIVE						iii) TECHNIQUES/TOOLS used at various stages						(iii) ORAL EXPRESSION
iv) 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)						iv) INFORMATION COLLECTION UPDATE (refers to (a) Literature survey (b) Guidance from others in industry & the institute)						
v) ORGANISING SKILLS (refers to the ability to mobilize co-ordinate, integrate various activities/resources to achieve fast completion)						v) EXECUTION OF THE PROJECT(S) (refers to (a) Setting Time frames (b) Efforts put into complete the project. Maintenance of work diary.						GRAND TOTAL
vi) APPLICATION SKILLS (refer to the ability to apply knowledge to real life situations)						vi) STATUS AND FEASIBILITY OF IMPLEMENTATION						Marks (A) X 10 + Marks (50 35)
vii) JOB INVOLVEMENT (refers to the concern and diligence shown in execution of the project)						vii) PROJECT REPORT & DEFENCE						Any additional informatio
viii) INTERPERSONAL RELATIONSHIP (refers to ability to work harmoniously with superiors and subordinates)												
ix) REGULARITY & PUNCTUALITY (refers to (i) Sanctioned authorized leave, absence without permission (ii) late coming & leaving work place early)												
x) ADABILITY TO NEW ENVIRONMENT (refers to ability to acclimatize himself/herself to new work environment/culture.												

* Write 'NA' against question that is not applicable and subtract 5 marks per question from the denominator in the Grand Total equation.

EVALUATED BY NAME _____
 DESIGNATION _____
 INDUSTRY/SITE COORDINATOR

DIT UNIVERSITY
Dehradun, Uttarakhand
ATTENDANCE SHEET FOR THE TRAINEE

Name of Student: _____ Roll No: _____
 Project _____

Name of Organization & Address: _____

External Project _____

Supervisor (with Phone No) _____

Internship / training Commenced on _____ Completed on _____

Month	January	Feb.	March	April	May
Date 1					
2					
3					
4					
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29					
30					
31					

Date: _____

Authorized Signatory

Seal

Name:

Designation

DIT University
Department of Computer Science Engineering
Industry Internship Project Session _____

FEEDBACK FROM INDUSTRY ON INTERNSHIP

- | | | | | |
|----|---|----------|---|---|
| 1. | Were the students serious about their work? | A | B | C |
| 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 |
| 5. | Did the students have adequate maturity and adjustability? | A | B | C |
| 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 |
| 8. | Will you consider the student to be absorbed in your organization (if chance given)? | Yes / No | | |
| 9. | Would you like to take DITU students again in next year? | Yes / No | | |

A	Excellent
B	Good
C	Fair

Student Name: _____

Signature _____

Name: _____
 of External Project Supervisor
 Designation: _____
 Company Name & Address: _____

DIT University
Department of Computer Science & Engineering
Industry Internship Project Session _____

STUDENTS FEED BACK FORM

1. Name and Place of the Industry:
2. Student's name
3. Roll No Programme
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/.....

8. 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:
 - i) Project identification
 - ii) Problem analysis
 - iii) Implementation of the Project
 - iv) Acceptance in Industry
 - v) Recognition of the work done by you

YES	No

10. Has the Project Semester proved to be an exercise that has enhanced your

I Personal Attributed at work:

- i) Communications Skills
- ii) Confidence level
- iii) Creativity
- iv) Planning skills
- v) Adaptability
- vi) Being methodical
- vii) Organizational skills

YES	No

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

Comprehensive Form used for evaluating Students

Sr. No.	Reg. No.	Student Name	Programme	Marks Distribution												
				Documentation / Report (100)			Presentation, Demonstration & Viva (100)				Continuous Eval. By External Advisor (80)		Continuous Eval. Faculty Advisor (100)			
				SYN	MTR	FR		PT	PU	SS	VV			V1	V2	TS

Legend: SYN – Synopsis, MTR – Mid Term Report, FR – Final Report, PT – Level of Project, PU – Project Understanding, SS – Thoroughness in S Confidence Level, VV – Viva Voce & Query Handling, V-1 – Surprise Visit 1, V-2 – Surprise visit 2, TS – Timely Reporting, PI – Periodical Interac

Note: For every component, marks will be collected from relevant panel / examiner on separate forms and copy of that will also be m