Course Number: PSI2501	Course Name: Practice School-II	
Credits: 4	Contact hours per week: As per company regulations	BML MUNJAL UNIVERSITY FROM HERE TO THE WORLD
Faculty-in-charge: PS-II Team		

Aim of the course: The Practice School-II (PS-II) course provides students with an opportunity to intern in the professional setting of a company and help develop their abilities as an industry professional. PS-II is a course with four (04) credit units and all Academic Regulations that apply to on-campus courses are also applicable to PS-II.

Course Overview and Context: The duration of PS-II course is 6-8 weeks and it's offered during the summer after the students have completed 2nd year of the B.Tech. degree programme, which consists of a judicious mix of Foundation, Skill, Perspective and Core courses. PS-II is an integral part of the curriculum, wherein the student is awarded letter grades, and the grades are included in the CGPA calculations. PS-II provides a comprehensive exposure to the professional workplace to understand real-time industry scenarios, to learn organization structure and function, to develop personality traits, and to enhance communication and presentation skills.

Topics of the Course (Major Topics) Internship.

Course Outcomes: At the end of the course the students should be able to:

CO1: Demonstrate critical thinking, keen observation, and effective communication skills.

CO2: Attain advanced self-directed learning experiences characterized by depth, complexity, and active engagement within an industrial setting.

CO3: Analyze, evaluate, and critically assess existing solutions and strategies to address real case problems encountered during the internship.

Three Levels of Mapping: 1: means weak, 2: means medium and 3: means strong.

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO1 0	PO1 1	PO1 2	PSO 1	PSO 2	PSO 3
CO 1	3											3			
CO 2		3										3	3	3	3
CO 3		3	3					3	3	3		3	3	3	3

Learning Resources: Please review company resources (Systems, Organization Structure, Products, Processes, Database etc). **Assessment Pattern**: The final grade will be based on the marks obtained in the mid-semester and end semester evaluation along with other assessments defined in the assessment table. The method of grading shall be based on the higher grade provided by panel and faculty instructor. Student has to secure minimum 40% of marks after completing all the assessments in the semester as given in the following table to become eligible for grading.

Component	Description	Weightage (%)	Evaluation Dates
Diary Presentation 1	Formalizing Project title, Background, Objectives	10 Marks	23rd - 27th June 2025
Mid Sem Presentation	Project Progress Presentation	20 Marks	7th - 11th July 2025
Diary Presentation 2	Presentation on project completion stage (with result & discussion)	10 Marks	21st - 25th July 2025
Last day of PS-II:	27th July 2025 (As per Academic Calendar)		
End Sem Project/ Thesis Report Submission Deadline	Students to submit report to the Faculty Mentor	10 Marks	8th August 2025
Industry Mentor	Industry Mentor to provide marks to the PS-II Team	10 Marks	8th August 2025

Assessment Deadline			
Faculty Mentor Assessment Deadline	Faculty Mentor to provide marks to the PS-II Team **(After showing to students)**	Total Internal Marks (50%)	14ᵗʰ August 2025
End Sem Presentation	Student to present the work to the Panel	40 Marks	To be decided

Student Responsibilities in virtual / Physical Internship:

- Check announcements that would be made from time to time through emails.

- All meetings between you and Faculty Mentor would be over video chat and so participation is mandated wherever required.

- You will have to be productive when you work in a flexible environment such as remote internship. Scheduling of activities and proper time management are expected from all.

- While reporting to Industry Mentor/Faculty Mentor, it is your responsibility to effectively and efficiently communicate to meet the timelines set by him/her. Work closely with your Mentor/Mentor to establish proper meeting schedule and expectation.

- Any miscommunication with the Faculty Mentor/Industry Mentor and mentally disconnected from PS-II because of the flexibilities offered due to work from home would be considered as a serious breach of academic discipline.

- Non-attendance in scheduled meetings with your Faculty Mentor/Industry Mentor would be construed as an act of indiscipline.

- Complete assignments/Diary presentation / Mid-term presentation / Project Report/ End term presentation in time.

- Regularly, check your marks from your Faculty Mentor and make sure they are up to date.

- The final project/thesis reports must be submitted after proper plagiarism check. The maximum acceptable similarity index is **10%**.

- A student once enrolled into a PS-II Company/Thesis project with faculty will not be allowed to change his company/thesis project midway.

- Internships in two or more organizations are not allowed during PS-II.

Attendance Policy: Students are expected to focus on the work assigned by his/her Industry Mentor. Failure to attend the internship meetings regularly and non-adherence to deadlines will result in a reduction of the grade as per the University's grading policy.

Late submission policy: Late submission is not allowed, and any late submission will be awarded "0" marks.

Recourse examination policy: In case a student fails in the course, recourse is permitted as per university academic regulations.

Make-up policy: No make-up work will be given for unexcused absences. The Faculty Mentor needs to be informed in advance in case the student is not going to be able to submit an assignment or miss any of the evaluation component, and it is at the discretion of the faculty to sanction make up for an evaluation component.

Behavior expectations: No mobile phones and other distractive gadgets are permitted in online meetings. Keep yourself muted in online presentation unless otherwise asked to speak.

Academic dishonesty/cheating/plagiarism: Plagiarism and dishonesty in any form in any evaluation component will lead to appropriate disciplinary action.

APPENDIX

GUIDELINES FOR THE PREPARATION OF A PROJECT REPORT

1.1 INTRODUCTION TO PROJECT REPORT

A project report is one of the main components of evaluation in Practice School. After the completion of a project, a student submits a report on the project carried out by him. This report is usually termed as project report. The weightage given to this component of evaluation can be found in the evaluation scheme detailed above. This report will be scrutinized by a departmental committee for subsequent grading.

Writing a report is no less than an art. It is a written exposition of your work, which tells about the project, methodology adopted, reporting results and discussion, testing theories and validation. Please note that it is not just some documentary evidence showcasing the quality of your work, but also a useful source of information to other fellow students and teachers alike. It is a valuable record, which is often referred to by persons working in that area. It is written to inform the reader and acquaint him/her with the results arrived at and the conclusions reached. It is therefore essential that the report is written and organized in such a manner that a reader has no difficulty in understanding it.

Here in this note we present a format with appropriate guidelines on writing a report on a Practice School project. It is therefore expected that all the reports submitted by the PS students should conform to the suggested format and structure.

1.2   PAGE SET-UP & NUMBER OF COPIES

The size of the report should be such that it is easy to use, handle, and preserve the report. Also, the writing should be such that a reader is able to read it with ease. For this purpose, please note the following:

(a) *Size* 9" x 11", which is called the quarto size and is usually known as the "thesis size"(A4).

(b) *Writing of the report*: The report should be typed with spacing of 1.5" on one side of the sheet and the pages should be numbered serially.

(c) *Margin*: 1" on all the four sides of the sheet.

(d) *No. of copies*: 2 copies.

1.3   CONTENTS OF PROJECT REPORT

Apart from the top cover, the report should contain the following:

(a) Cover page

These are the first pages of the report. It should contain the title of the report, name(s) of the author(s), name of the organization and the name of the institute. The format of these pages should adhere to the specifications. Title should not exceed 100 characters including blanks, etc. Specimen cover page is as shown:

[Specimen Outer cover, Color should be Navy Blue and Text should in White]
Text on Spine in White: PSII Report 2023-2027

A REPORT ON

(Title of the Project in Capital Letters)

By

Name of the student   Enrolment/Registration No.

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Mentored by:

(Name and designation of the faculty Mentor)

Prepared in the partial fulfillment of the

Practice School II Course

AT

(Name and Address of the PS-2 Station)

A Practice School II Station of

BML MUNJAL UNIVERSITY

(Month, Year)

(b) Certificate

Prescribed format of certificate to be issued by the supervisor from industry must be **mandatorily** part of your final project report. The template for the same is given in Appendix.

Format of Certificate

Certificate of authenticity

CERTIFICATE

This is to certify that Practice School Project of _____ Name of Student titled_____ Title of project___to the best of my knowledge is a record of bonafide work carried out by him under my guidance and/or supervision. The contents embodied in this report, to the best of my knowledge have not been submitted anywhere else in any form for the award of any other degree or diploma. Indebtedness to other works/publications has been duly acknowledged at relevant places. The project work was carried during Start date _____to_____ End Date in Name of Organization_____

Signature of PS-II Faculty Mentor	**Signature of industry Mentor/Supervisor**
Name:	**Name:**
Designation:	**Designation:**
Date	*(Seal of the organization with Date)*

(c) Joining Report

Format of the Joining Report Format is as shown:

BML MUNJAL UNIVERSITY PRACTICE SCHOOL – II
JOINING REPORT

Date:

Name of the Student	
Name and Address of the Practice School – II Station	
Date of Joining PS-II station as per offer letter	
Actual date of reporting to PS-II station	
Department Allocated	
Name and Designation of the Industry Guide/ Industry Mentor for the Project	
Industry Mentor Contact No.	
Industry Mentor E-mail Address (Compulsory)	

(d) Acknowledgements

There are many persons who may have helped a student during the work carried out by him/her in his/her project. It is one's duty to acknowledge it and thank them for their help. Customarily, thanks are due to the following in the order given below:

(i)   Head of the organization (Vice Chancellor and Dean, SoET)

(ii)   Coordinators of the PS programme at the organization.

(iii)   Professional expert in charge of the project

(iv)   Faculty mentor of the University and the industry

(v)   Other persons (form the organization and/or outside the organization, etc)

(e) Abstract

This page contains the abstract. Every report must have it. The abstract is written to allow the reader to determine what kind of information is given in the report and to point out its key features. It is never intended as a substitute for the original document but is meant to contain sufficient information to allow the reader to ascertain his/her interest. The abstract should be concise. Only in unusual case should it contain more than 200 words. The nomenclatures used should be meaningful, that is, only standard terminology should be used.

(f) Table of Contents

The table of contents is in the same form as it is found in any book. The main divisions as well as the subdivisions should be listed together with the number of the first page on which it appears. For example:

CONTENTS	**page no.**
Introduction	5
1.1 …	5
1.2 …	6

(g) A brief introduction of the organization's business sector (Note: 1 Page maximum)

Provide an overview of the main area or business sector in which the organization operates in, i.e., telecommunications, manufacturing, financial service etc. Here you should discuss the main business sector and NOT the organization under consideration. For example, if the organization is in the telecommunication sector, then you should briefly describe all aspects of this sector in Indian context. You should NOT include an introduction of your PS-II company here as this would be covered in the next section.

(h) Overview of the organization (Note: 3 Pages maximum)

- Brief history
- Business size (Total number of stocks, commodities, number of employees etc)
- Product lines (list complete range of products/services)
- Competitors
- Brief summary of all departments

(i) Plan of your internship program

- A brief introduction of the branch/department when you performed your internship
- Start and end dates of your internship
- The names of the departments you visited and the duration of stay
- Duties and responsibilities performed (Provide a detailed description of your duties and responsibilities, describe the project you were assigned

(j) Background and description of the problem

In this the problem is introduced. So, the introduction should contain the purpose of the report, sufficient background material, including literature survey to present the reader a clear picture of the work. An outline of the work should also form a part of the introduction. The purpose of writing the introduction is to arouse the curiosity of the reader in the report. Therefore, a proper and interesting introduction should include a brief history of the topic coupled with the statement of the immediate problem, the reasons for interest in it and a discussion of the method of attack or treatment. Generally, an introduction is not more than one page. Therefore, a proper and interesting introduction should include a brief history of the topic coupled with the statement of the immediate problem, the reasons for interest in it and a discussion of the method of attack or treatment.

(k) Main Text

In this the work, the method of treatment and the results are presented. It may run into **one or more than one chapters/section under different headings and sub-headings**. It should ideally contain the following:

- Assumptions made,
- Experimental work/data collection,
- The survey done, or algorithm presented
- A description of activities or programs or case studies outlined,
- The results obtained/illustrations,
- The discussion and interpretations, etc.

Significant discrepancies in results should be called to the reader's attention, even when it is admitted that no reasonable explanation can be offered.

(l) Outcomes

The principal outcomes as identified from the results of your analysis are to be highlighted in this section preferably in bulleted form.

(m) Conclusions and/or Recommendations (if any)

The conclusions and recommendations are based on the discussions and interpretations of the results obtained. It would be helpful to the reader if other possibilities pertaining to the stated conclusions and recommendations are discussed.

(n) Appendices (if necessary)

The contents of an appendix are essentially those that support or elaborate the matter in the main text. divert the attention of the reader from the main problem, is generally put into the Appendix. We give

below some broad items, which normally form part of the appendix. These are: Calculation Sheets/ Lengthy derivations of mathematical formulae (if that is not the project itself)./ Supplementary details of instructions/ Flow charts/ Computer programs/ Questionnaires/ Large maps/ Nomenclature, etc.

NOTE for CSC/CSE students: If the project itself is to make a computer program of some problem, then flow charts and the computer program have to be in the main body. One is expected to decide according to one's own need.

(o) References

All the references should be given in the section called *References* with APA format. We cite below two examples of writing references. Example, to refer to a paper entitled *An Integral Equation Satisfied by the Square of Webers' Parabolic Cylindrical Function, whose* author is S.C. Mitra and which appeared in the Journal of the

London Mathematical Society whose volume is 11, the year of publication 1936, and the article is published on pages 252 to 256. We shall write as follows:

Mitra, S. C., " An Integral Equation Satisfied by the Square of Webers' Parabolic Cylindrical Function"

Jour. Lond. Math. Soc., 11 (1936), pp. 252-256.

To refer to a book called *An Introduction to Linear Algebra* by Dr. V. Krishnamurty and others which was published by Affiliated East West Press Pvt. Ltd., New Delhi in the year 1976. This we shall write as:

Krishnamurty, V. & others, *An Introduction to Linear Algebra* Ist edition, Affiliated East West Press, New Delhi (1976).