

CONTINUOUS ASSESSMENT (CA) for INTERNSHIP/OJT

(By external Supervisor from organization)

Name of the student_____ Registration Number_____

Internship Project Title (if/any): _____

Name of Organization &Address: _____

Name of External Internship in-charge (with mobile number):

_____Contact No:_____

S.No.	Criteria	Marks Obtained	Maximum Marks
1	Student conduct during internship		10
2	Punctuality and Enthusiasm		20
3	Technical Skill & Knowledge		20
4	Performance		50
	Total		100

Date_____

Authorized Signatory_____

Name_____

Designation _____

Company Seal

Note:

- The external Supervisor is requested to provide the CA marks in a sealed envelope to the student without disclosing his/her performance.
- Students must ensure that evaluation marks are provided by the organization as per above parameters in the given format during ETP.

Guidelines for the preparation of Internship/OJT report

a) Guidelines for formatting of the report

- The report should be prepared on A4 letter size.
- The font type should be Times New Roman. The font size should be 14 for headings and 12 for normal text.
- All the headings should be in bold and all the other matter should be normal.
- The text should be justified throughout the report except for headings for figures, tables, schemes etc.
- The line spacing should be fixed at 1.5 for the entire report.
- The page numbers should be mentioned at bottom middle position.
- The top, bottom and right margins should be 1” each whereas the left margins should be set at 2.5”.
- The chapters should be numbered as Chapter-1, Chapter-2, etc. whereas figures, charts, tables etc. should be numbered as 1.1, 2.1 etc. For example- figure 1.1 corresponds to first figure in chapter-1.
- The hard copy of the report should be spiral bound with first page as thick cover.
- The report should be minimum of 40 pages and maximum of 60 pages.

b) Categorization of chapters

The report should be divided into minimum of 5 chapters. The number of chapters can be increased to maximum of 7 depending upon the requirement and nature of the work undertaken by the students.

The suggestive guidelines for each chapter are as follows:

- **Chapter-1:** Chapter-1 should be titled as “**INTRODUCTION OF THE COMPANY** “. This chapter may include the brief introduction about the company where the student is doing his/her Internship/OJT like origin and growth of the company, number of departments along with brief functioning of each department, number of employees, net worth of the company, facilities available, company’s vision and mission, organization tree etc.
- **Chapter-2:** Chapter-2 should be titled as “**INTRODUCTION OF THE PROJECT UNDERTAKEN**”. It should include the objectives, importance and applicability, scope, relevance etc. of the proposed work. This may also include the work plan and the implementation part.
- **Chapter-3 or more:** Chapter-3 or more chapters can be on the work done by the student during his/her Internship/OJT period. Each Chapter must be given appropriate title. The

tables, figures, schemes etc. should appear in the report as and where they are required with proper labeling.

- **Final Chapter:** The final chapter should be titled as “**CONCLUSION**”. This chapter may include the summary of the findings and key observations during the Internship/OJT to attain the objectives as mentioned in Chapter-1. This chapter should also discuss about the future scope and applicability of the outcome of the Internship/OJT.

Guidelines for writing references

- References must be typed as Superscripted in text.
- The references should be written as the last section of the report.
- **While writing the reference for a paper in journal**, following order should be followed
 - a) Initials and surname of the authors
 - b) Title of the paper in inverted commas
 - c) Name of the Journal in italics (Standard abbreviation can be used)
 - c) Volume number in bold
 - d) First page-last page
 - e) Year of publication

For example- J. Luo, C. W. Chen, K. J. Parker, and T. S. Huang, “Artifact reduction in low bit rate DCT-based image compression,” *IEEE Trans. Image Processing*, **vol. 5**, pp. 1363–1368, Sept. 1999

- **While writing the reference of a book chapter**, following order should be followed
 - a) Initials and surname of the authors
 - b) Title of the book
 - c) Edition of the book in round brackets
 - d) Name of publisher
 - e) Year of book in bold
 - f) First page-last page

For example- M. Kitamura, R. Noyori in Ruthenium in Organic Synthesis (Ed.: S.-I. Murahashi), Wiley-VCH, Weinheim, 2004, pp. 3–52.

c) Contents of report

1. Cover page – {as per Annexure-IX (a)}
2. Declaration by student {as per Annexure- IX (b)}
3. Declaration by supervisors {as per Annexure- IX (c)}
4. Training certificate from organization/ Company

5. Acknowledgement (if any)
6. List of Tables (If any)
7. List of Figures/ Charts (If any)
8. List of Schemes (If any)
9. List of abbreviations (If any)
10. Chapter-1 INTRODUCTION OF THE COMPANY
11. Chapter-2 INTRODUCTION OF THE PROJECT UNDERTAKEN
12. Chapter-3, 4, 5 etc. (If any)
13. Final Chapter- CONCLUSION
14. References

d) Format for list of contents

S. No.	Title	Page
1	Declaration by Supervisors	1
2	Declaration by Student	2
3	Training Certification from organization	3
4	Acknowledgement	4
5	List of Tables	5
6	List of Figures/ Charts	6
7	List of Abbreviations	7
8	Chapter-1 INTRODUCTION OF THE COMPANY	8
9	Chapter-2 INTRODUCTION OF THE PROJECT UNDERTAKEN	18
10	Chapter-3, 4, 5 etc. (If any)	28
11	Final Chapter- CONCLUSION AND FUTURE PRESPECTIVE	40
12	References	42

Annexure-IX (a)

Title of the work

Name of the Organization/ Company

A training report

Submitted in partial fulfillment of the requirements for the award of degree of

Name of Degree

(Specialization)

Submitted to

LOVELY PROFESSIONAL UNIVERSITY

PHAGWARA, PUNJAB



From MM/DD/YY to MM/DD/YY

SUBMITTED BY

Name of student:

Registration Number:

Signature of the student:

Submitted to:

Name of Supervisor

Designation

Annexure-IX (b): Student Declaration

To whom so ever it may concern

I, **Name of the student, Registration Number of the student,** hereby declare that the work done by me on “**Topic of the work**” from **Month, year** to **Month, Year**, under the supervision of **Name of external supervisor, Designation, Name of the organization, company’s name,** and **Name of Internal supervisor, Designation,** Lovely professional University, Phagwara, Punjab, is a record of original work for the partial fulfillment of the requirements for the award of the degree, **degree name.**

Name of the Student (Registration Number)

Signature of the student

Dated:

Annexure-IX (c): Declaration by the supervisors

To whom so ever it may concern

This is to certify that **Name of the student**, **Registration**Number from Lovely Professional University, Phagwara, Punjab, has worked as a trainee in **organization/ company's name** on “**Topic of the work**” under my supervision from **Month, year** to **Month, Year**. It is further stated that the work carried out by the student is a record of original work to the best of my knowledge for the partial fulfillment of the requirements for the award of the degree, degree name.

Name of External Supervisor

Name of Internal Supervisor

Designation of the External Supervisor

Designation of the Internal Supervisor

Signature of the external Supervisor

Signature of the Internal Supervisor

Dated:

Dated:



INTRODUCTION OF THE COMPANY

- **Company's Vision and Mission**

- **Origin and growth of company**

- **Various departments and their functions**

- **Organization chart of the company**



INTRODUCTION OF THE PROJECT UNDERTAKEN

- **Objectives of the work undertaken**

- **Scope of the Work**

- **Importance and Applicability**

- **Role and profile**



Brief description of the work done

- **Position of Internship and roles**

- **Activities/ equipment handled**

- **Challenges faced and how those were tackled**

- **Learning outcomes**

- **Data analysis**



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CONCLUSION

REFERENCES

Annexure-XI

Training Letter Format

RefNo: LPU/_____

Dated:___/___/___

To,

_____ (CEO/GM/HR Manager),

_____ (Company Name),

_____ (State)

Subject: Internship for (Program Name) **student from LPU**

Dear Sir/Madam,

Lovely Professional University has been a front-runner to improve standards of higher education in the country. The University, through its innovative pedagogical interventions, focuses on enhancing experiential learning with support and engagement of the industry.

The _____ (Name of the School) _____grooms the student through analytical teaching, live projects, and active interface with industry professionals. As part of curricular requirements, the students are expected to undergo an internship in industry for gaining exposure to corporate practices and work environment.

We shall be grateful if you provide an internship opportunity in your esteemed organization to _____ (Student Name) bearing Registration Number _____ for _____ (duration), where the internship is expected to end before DD/MM/YY.

We are confident that the student will contribute to value creation and meet your expectations should he/she get an opportunity for internship.

We look forward to a favorable response.

Best Regards,

_____ (Name) **Contact Number:** _____

Training Coordinator,
Official Email: _____

_____ (Name of the School),

Lovely Professional University, Punjab

Undertaking by the student for submitting Final Certificate of six months/one year Internship/OJT

Reg No._____ **Student Name**_____

Program Name_____ **Batch Year**_____

Course Code_____ **Mobile No**_____

I understand that I have been provisionally allowed to appear for the ETP viva and I hereby declare that since I am on 1 year/Six months Internship/OJT, thus I shall submit my final certificate of Full Term Internship/OJT to university after completion of my Internship/OJT but not later than July,2024.

I am aware that in case, I am unable to submit the same till the above mentioned date, my final evaluation of Internship/OJT shall be discarded by the university and I grade shall be awarded in the result.

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**Signature of Student
HOS**

Signature of TPC-School

Signature of

Frequently Asked Questions for End Term Viva/Presentation for 2019 Passing Out Batch on OJT/Internship

Question-1: Is it mandatory to submit the Internship/OJT certificate?

Answer: Yes, It is mandatory to submit the Internship/OJT certificate.

Question-2: Do I need to vet the report?

Answer: Yes, you have to vet the report from the mentor assigned by the university, before uploading on the UMS.

Question-3: My Company will not Provide “Internship Completion Certificate” before my Viva/Presentation Date. What Should I do?

Answer: Students need to mandatorily bring end term CA evaluation form as mailed to them at start of their internship, duly signed by their OJT external mentor. If the company is not providing you the internship certificate, you have to fill the undertaking form.

Question-4: Is presentation must for viva?

Answer: Yes, you need to prepare PowerPoint presentation for your viva. You will not be allowed to give your viva without PowerPoint presentation.

Question-5: When my End Term Viva will be held?

Answer: Your End Term viva will be held after completion of 4 months of your OJT/Internship. You will inform well in advance to manage your travel.

Question-6: What are the parameters for my End Term Viva Evaluation?

Answer:

Parameter Component
Organization Introduction
Skill Set Question
Response
Presentation
Report Formatting & Content Clarity

Question-7: My Organization is not allowing to disclose the work that I am currently doing because of confidentiality clause? What do I prepare the report for?

Answer: In case of organization are not allowing to disclose the work, the student should have the same in writing from the organization. In such a case student shall prepare his report on technology that he is working on for e.g. Full stack, Azure etc.

Question-8: What to write in report if my profile is non-technical?

Answer: In case you have a nontechnical profile and the topics provided in the format does not match with your work then you can leave those topics and instead if required you can add one or two topic headings, which shall define about your work and learning in your organization.

Question-9: Is it mandatory to Uploading of soft copy of the training certificate by the student?

Answer: Yes it is mandatory for the student who is on Internship/ OJT to upload the soft copy of the training certificates on the following UMS link after completion of their Internship/ OJT duration

UMS navigation---  **LMS---**  **upload training certificate**

In case the student is unable to upload the soft copy of his/her training certificate due to company constraints like late issuance of the certificate, he/ she needs to give undertaking as per attached Annexure about the final date up to which he/ she will submit the certificate. The student's result after the final End Term evaluation shall remain as "I" till the time he/ she submit the certificate.

Question-10: Is company seal is mandatory on the CA form ?

Answer: Yes, company seal is required on the CA form but some companies are not providing the company seal on the CA form. There is no need to worry, request your company official to drop a mail

at cse.tpc@lpu.co.in for the same.

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