


Operational Guidelines

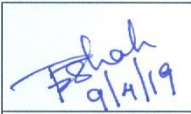
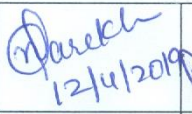

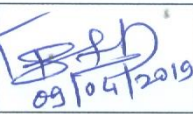

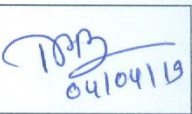
Mukesh Patel School of
Technology Management & Engineering

Approval Signature:



Dr. N. T. Rao
Dean – MPSTME, NMIMS

HODs:

					
Prof. Pintu Shah Information Technology	Prof. Nishita Parekh Chemical	Dr. Ravi Terkar Mechanical	Dr. Pravin Shrinath Computer Science	Dr Manoj Sankhe Electronics & Telecommunication & Electrical	Dr. Tanuja Bandivadekar Civil

Calendar

Technical Internship 2020
May 4, 2020 (Monday): Reporting at the Company/ Or starting date of On-line Certification Course (Free or Paid)
June 27, 2020 (Saturday): Technical Internship Closes
July 1, 2020: Semester VII Commences (As per current academic calendar 2019-20)

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INTRODUCTION

The Technical Internship Program (TIP) forms an important component of education at MPSTME. It is an attempt to bridge the gap between the academic institution and the corporate world. At MPSTME, students undertake 8-week TIP at any Organization during the summer Vacation between 6th & 7th Semesters. The TIP carries a weightage of 200 marks. The TIP, which would be a simulation of real work environment, requires that the students undergo the rigor of professional environment both in form and substance. In the process it provides an opportunity for students, to satisfy their inquisitiveness to know more details, expose them to technical skills, and helps them to acquire social skills by drawing them into communication with outside professionals for continuous interaction.

For proper coordination and ensuring organized and smooth conduct, each student would be under the guidance of an MPSTME Faculty member (Referred as **Faculty Mentor**). A representative of the industry/Organization (referred as **Industry Mentor**) also guides the student and assists the Faculty in monitoring the student's progress.

Assignments

TIP is a vehicle for introducing students to real-life situations, which cannot be simulated or experienced in the classroom. Therefore, TIP assignments must necessarily be those of direct interest to the host Organization. Students are encouraged to take up assignments, which are technical, multi-disciplinary, involve teamwork, mission and goal oriented, and are bound by timelines. Solutions to various problems confronted in the assignment might be open ended, involving an element of analytical thinking, processing and decision – making in the face of insufficient data parameters and uncertain situations.

Student – Faculty interaction

The Supervisor will play the role of a coordinator with the host Organization and facilitator to the student to ensure smooth pursuing of the TIP. The Supervisor would efficiently coordinate and interact with the Mentor of the host Organization to monitor the student's progress. The responsibility of the student in this regard is to regularly Report to the Supervisor, and cooperate in effective monitoring.

Student – Mentor Interaction

The Mentor acts as a project guide from the host Organization and helps in identifying the assignment suitable for the student. Later he/she would play the role of a Technical Guide to the student. He would along with the Supervisor evaluate the student on TIP work progress. The Mentor's time should not be taken for granted and students should approach him/her well prepared for specific assistance or guidance or suggestions on the project.

DISCIPLINE AND CONDUCT

Attendance

100% attendance during TIP is compulsory. However, if for any genuine reason a student is not in a position to report to the TIP Organization on any day, he/she should obtain formal permission for leave of absence as per the rules and regulations of the TIP Organization. Permission should also be taken from MPSTME faculty in charge of TIP.

Conduct and Behavior

As interns, students are placed in the role of ambassadors of MPSTME. The institute would always expect students to maintain professional and social imprints of high standards in the Organization.

MPSTME expects that the students shall at all times during TIP conform to the rules and regulations of his/her place of work. It is particularly important to be regular, punctual and obedient at work. During the period of TIP, the student shall be subject to the leave rules of the Organization he/she is working for. Ensure strict adherence to the timings of the organization.

Unprofessional behavior, misconduct, indiscipline, irregularity at work and unsatisfactory performance will lead to disciplinary action that MPSTME may deem fit to impose. A no-due certificate should be taken from the Organization by the student at the close of the internship and submitted to the MPSTME Office.

REGISTRATION

All students should positively report to TIP Organization on or before May 4, 2020 for Internship.

TIP being on-the-job training (OJT), students should essentially work for **minimum 8 weeks** at the TIP Organization.

Students can proceed for TIP-2020 only after they clear all dues (fee/library/computer/casebooks, telephone, others) at their MPSTME center. In case a student does not complete the stipulated duration of TIP he/she would have to take a readmission.

TIP EVALUATION CRITERION

Before beginning your assignment check if any of your seniors had earlier undergone TIP at the same organization. If yes, do collect the report submitted by those interns and study them carefully. Copies of such reports would be available at the MPSTME library to which you are attached. The previous report should be only used as a guide and there should be no verbatim copying. Students are required to maintain a log book (of A4 size in bound/spiral form – at least one page per day, maintained chronologically) in which they may make all their noting /drawings etc. This log book should be shown to and signed by the Faculty Mentor and Industry Mentor periodically. The log book should be retained by the student as it helps for future reference. Apart from giving you an exposure to real work situations, the TIP provides you with a meaningful opportunity to learn the art and skills of information/data identification, classification, acquisition, processing and presentation. The significance of the log book can be appreciated in this context and hence is a part of the evaluation of TIP.

Projects under the TIP could be of a significant importance to the host organization – in terms of their objective of “Technical Documentation” aiming at updating or modernization of information systems. Therefore, students should document their work in a systematic manner. For your benefit broad guidelines for report submissions are given below. Please go through the guidelines and structure accordingly.

EVALUATION PROCESS

Initial Information Report (IIR) - (One copy to be submitted to the Faculty Mentor and one to the Industry Mentor)

The IIR is to be submitted to MPSTME Center as per Proforma attached as Annexure-I, Care must be taken to ensure that all information provided in this report is accurate.

The IIR is not a component of evaluation but it is mandatory that all students must submit a soft copy via Email to Faculty Mentor and to the Department Assistant as below for Mumbai campus. Students from Shirpur Campus must submit to their Faculty Mentor.

Name	Department	Email ID
Ms. Deena Jadhav	EXTC	Deena.Jadhav@nmims.edu
Ms. Sheron Tuscano	Mechanical	Sheron.Tuscano@nmims.edu
Ms. Deepa Pai	Computer	Deepa.Pai@nmims.edu
Ms. Surekha Patil	Civil	Surekha.Patil@nmims.edu
Mr. Kunal Udeshi	Chemical/Electrical	Kunal.Udeshi@nmims.edu
Prof. Bhisaji Surve	IT	Bhisaji.Surve@nmims.edu

Project Proposal (PP) - (One copy to be submitted each to Faculty and Industry Mentor)

This report must cover the following aspects:

- (i) *Synopsis*: A statement of about 100-words describing what the project / On-Line course is about.
- (ii) *Goals*: Stating what the project will accomplish and the value-addition to the company/Significance of On-Line Courses and their applications
- (iii) *Proposed Methodology*.
- (iv) *Schedule*: A time frame indicating steps that will be required and the expected date when they will be completed.
- (v) *Reference*: Initial list of Bibliographic and internet materials that would be used to complete the project.

Interim Report (IR) - (One copy to be submitted each to Faculty and Industry Mentor)

This Report is an Interim version of the final Report. By this time the student would have done substantial work on his/her project. This Report is an attempt to document the work done so far by the student and how he expects to proceed further. An Interim Report must contain:

- (i) Cover
- (ii) Title Page
- (iii) Abstract
- (iv) Introduction
- (v) Main Text (should contain a detailed outline of the project)
- (vi) References

Seminars

The seminar (Interim Seminar and Final Seminar) tests the students in terms of the following

- 1) Knowledge of basic concepts
- 2) Ability to apply the knowledge
- 3) Ability to analyze the problem
- 4) Logical development of the subject
- 5) Effective oral communication

Project Report - (One copy to be submitted each to Faculty and Industry Mentor)

The Project Report (Interim Report and Final Report), which is the written component of evaluation, is judged for the following points:

- 1. Comprehensive of the problem & objective of the study
- 2. Methodology and implementation
- 3. Ability to analyze the problem
- 4. Logical sequencing, organizing and data handling
- 5. Findings, observations, concluding remarks in terms of the objectives set earlier and future scope of the problem.

The Project Reports are to be prepared based on the guidelines given in Annexure II.

Executive Summary Report - (Two Copies to be submitted to Faculty Mentor)

Executive Summary Report is the summary of TIP Report in 5-6 pages required to be submitted by the student along with the final project report. This Report would be used along with the resume of student for Placement purpose. Students are to take utmost care in writing the report. Further, the students are advised to retain a copy with them for further use.

TIP Evaluation Schedule

Student's Submission Date	Activity	Evaluator	Evaluator's Evaluation Date	Weightage (Marks)
11-05-2020	Last day for submission of Initial Information Report.	MPSTME Department Assistants	11-05-2020	(Negative marking for late submission)
18-05-2020	(Part of Training Progress Report) Project Proposal Report	MPSTME Faculty	18-05-2020	10
25-05-2020	Training Progress Report/Interim Report	MPSTME Faculty/ Project Guide	25-05-2020	60
17-06-2020	Final Report	MPSTME Faculty/ External Evaluator	17-06-2020	80
To Be conveyed	Final Seminar/Presentation	MPSTME Faculty/External Examiners	To Be conveyed	30
	Final Viva	MPSTME Faculty/External Examiners		20
*Mentor and Supervisor to give marks separately; which will be added later.				Total 200

TIP COMPLETION

TIP will close on June 27, 2020 and Semester VII will commence on July 1, 2020.

On successful completion of **minimum 8-week TIP program** the student must collect a relieving letter and no dues certificate from the host organization and it should be submitted at MPSTME Center OR Certificate of free or paid One or Two on-line courses.

Your success in value addition to the TIP organization would enable you to nurture a longer-term relationship with them, which could be of immense use to you for pursuing MIP projects later in Semester XI. Eventually this could also translate into placement opportunities for you.

On returning from the TIP, compare your assignment with those carried out by your batch mates. Wherever feasible, comparative study of different industries or different units in the same industry could be attempted by pooling together the database created by the entire class and publishing the results. Apart from giving the student author's academic distinction, such study or collective research would be of immense use to MPSTME students, faculty members, researchers, industries, consultants and others. Such documents could be updated every year and over a period of time would enable us to create a unique industrial database.

STUDENT FEEDBACK FORM

In an effort to strengthen and improve the TIP, the placement department collects feedback on the entire program from the students. A feedback is designed for this purpose and aims at collecting students' views and opinions on the basis of their experiences regarding various aspects during the TIP. It also foresees the chances for converting these fruitful experiences into a long - term relationship with the corporate world. All students must submit the duly filled up feedback form provided as Annexure – III.

Faculty – Student Interaction

FACULTY GUIDANCE

The Technical Internship Program (TIP) at MPSTME can best be described as an attempt to bridge the gap between the corporate world and MPSTME. The TIP gives exposure – oriented and aims at initiating and orienting the student towards professional life.

Every student is assigned a Faculty mentor at the beginning of the TIP. The role of the Faculty mentor during the TIP is to facilitate the student to undertake a meaningful project, provide the necessary academic guidance, and to facilitate evaluation, with the aid of the company executives, while TIP is in progress. In order to make the TIP more meaningful, the Faculty mentor must be involved at all stages beginning from the “definition of the work content” to the project completion.

During this period of 8 weeks as Faculty mentor he/she has the entire – responsibility of the student’s performance. It is therefore necessary that Faculty meet the students in the Organization on timely basis to ascertain not only their physical presence but also to monitor their daily work continuously. During student interactions, the student is to be informed about his/her performance, progress in the project, etc. The students are to be informed about his/her strengths and weakness as observed through the various evaluation components and also suggest ways so that the student improves. However, the student also has the responsibility to seek clarification respective Faculty on all the above aspects regularly.

Faculty Mentor is expected with the Student’s – Industry Mentor and professional experts regularly – initially to chalk out an effective interaction plan, and later to know about the student’s progress in his/her respective project in relation to the quality and quantity of work put in by the student. Inviting the project guides and experts to the seminars and group discussions is a good way of involving them in the TIP Program.

Faculty are advised to ensure that the student discusses the progress made in his / her work and also seek clarification regarding doubts (if any) related to their work in the regular interaction with the project guide and professional experts. Ask the students to come well prepared for these interactions so that the project guide’s and the expert’s time is not wasted.

Regular periodic interaction of the Faculty with the student and respective of the TIP Organization is necessary for the successful completion of the program. This interaction helps in continues monitoring and in guiding the student in the assigned work. The quality of the work, conduct and discipline at work, and other work – centered parameters of evaluation of the student will be monitored by both the Faculty and Industry mentor.

The Faculty would be required to explain to all the executive he/she is interacting with in the TIP Organization, the basic tents and features of the TIP at MPSTME and the importance attached to it. The importance of periodic monitoring of the progress and the project guide and other representatives of the Organization for ensuring its success must be stressed effectively.

The Faculty may invite the project guide for all intermediate stages of the student for his comments and evaluation as per the decision of the institute. For the final round of evaluation, the Faculty should also ensure the participation of the department head or any other senior official of the Organization preferably HR personnel responsible for Campus Placement and Internship apart from the project guide. This may be in the form of an “Internal Seminar” which may be held at the site of internship. The date of the seminar may be fixed in advance in the 6th week of the internship and evaluation will be done as per criteria given. The seminar will be compulsorily attended by the Mentor and Supervisor; however, as many concerned people from the industry may participate as mentioned above.

Faculty Feedback Form

In an effort to strengthen and improve the TIP Program, the MPSTME collects feedback on the entire program from the Faculty. A feedback form is designed for this purpose and aims at collecting Faculty’s views and opinions on the basis of the Faculty Feedback Form is provided as Annexure – IV.

EVALUATION SCHEDULE TARGETS (For Faculty)

Evaluation Instruments		Weightage	Evaluation to be	Last date for submission of statement
		(%)	completed by date	of marks to MPSTME exam
				Department
Initial	Information	--	11-05-2020	CR/SR will collect from all students and Submit to EXTC Department In charge Prof. Sonal Parmar/Prof. Kanchan Bakade, Department coordinator Ms. Deena Jadhav, And mark cc to Hazel lobo, Deepa Sabrinath
Report				
Project Proposal		10	18-05-2020	June 2020
Interim Report*		60	25-05-2020	
Interim Seminar		(30*2)		
Final Report*		80	17-06-2020	
Executive	Summary	(60+10)		
Report**				
Final Seminar		30	To be announced	
Viva		20		

* Two copies of Interim and Final Report have to be submitted by the student to MPSTME Office. One copy is to be forwarded to the project guide (Mentor) for evaluation at his / her end.

** Two copies of executive summary Report have to be submitted by the student. Faculty is to retain one copy at center and forward 2nd copy to Placement cell MPSTME for Placement process.

EVALUATION GUIDELINES

In order to bring about uniformity in evaluation at each of the Organizations and to minimize subjectivity in evaluating students, it is essential to adopt a unified evaluation procedure at all centers. The board guidelines in evaluation of the four major instruments used for evaluation of the TIP at MPSTME viz. project proposal, Interim Report, seminars and project Report are given in under evaluation criterion to:

Initial Information Report

This Report is not meant for evaluation. It should be sent to MPSTME after signature of Industry Mentor and the Supervisor by 11th May, 2020.

Submission of Reports & Marks to MPSTME

- Marks after each round of evaluation should be reported within the last dates stipulated for the same.
- Evaluations in respect of Seminar and Project Reports be done by MPSTME Faculty along-with representatives of the TIP Organization. It is desirable to involve as many representatives as possible from the TIP Organization. Each evaluator (including MPSTME – Faculty) may independently award marks against the criteria examined under Seminar and project Reports as pre preformat enclosed at Annexure – V (A, B and C). there after the concerned MPSTME – Faculty should submit to Deans/Chairperson the master list after averaging the total marks awarded by all the evaluators as per format at Annexure – VI.

Deans/Chairperson should transmit the master list submitted by all the Faculty members covering all the students along with a “Certificate of Due Diligence” as per format furnished at annexure – VII within the stipulated dates.

Annexure I

Mukesh Patel School of Technology Management & Engineering

Technical Internship Program

Initial Information Report (IIR)

Name of the Student	
Roll No. & SAP No.	
Contact Details	
Residence	
Mobile	
Email ID (nmims)	
TIP Organization details/On-Line Certification Course Platform Details	
Name of Company for Project/On-line Course details	
Address	
City	
Pin	
Name of HR/Name of Course	
Address of HR	
No. of Weeks for On-Line Course	
City/Pin	
Contact number of HR (office)	
Contact number of HR (mobile)	
Email	
Details of the Industry Mentor	

Name	
Designation	
Contact number (office)	
Contact number (mobile)	
Email	
TIP reporting date/Course starting date	
TIP Period/Dates for On-line Course or courses if two	From To From To
Office timings at the Organization/On line Course Organization	
Stipend expected (if any)	
Project Title/On-Line Course Title	
Project Description/On-Line Course (in 20 words)	

Signature of Student

Signature of Industry Mentor

Date:

GUIDELINES FOR WRITING A PROJECT REPORT

A Project Report is a written presentation of the work done by the students on a given assignment. It is important to bear in mind that even though the project Report is submitted only at the end of any given assignment, in reality it is a culmination of continuous efforts on the part of the students.

Writing a Project Report

The TIP requires submission of project Report not just to MPSTME but also to the Organization where the student is undergoing TIP. What follows is a general guideline on writing a project Report.

The parts included in a Report depend on the type of Report you are writing, the requirements of your audience, the Organization you are working for, and the length of your Report. In a generalized sense an ideal project Report should cover the following elements.

(i) Cover, (ii) Title Page, (iii) certificate of completion (iv) Acknowledgments, (v) Table of Illustrations, (vi) Abstract, (vii) Introduction, (viii) Main Text, (ix) Conclusions and/or Recommendations, (x) Appendices (if necessary), (xi) References, (xii) Glossary (if necessary).

Cover: This is the first page of the Report. It should contain the title of the Report, name(s) of the author(s), name of the Organization and the date on which it is submitted. The format of this page is given below and should be adhered to.

<p style="text-align: center;">SVKM's NMIMS Mukesh Patel School of Technology Management & Engineering A REPORT ON (Title of the Project in CAPITAL LETTERS) By (The name of the author)</p>
--

Title Page: This element may contain the following information:

- (i) Title of the report
- (ii) Name of the Author
- (iii) Name of the Authority for whom the report was written
- (iv) Contract, project or job number (if any)
- (v) Distribution list

Contract:
A REPORT ON
(Title of the Project in CAPITAL LETTERS)

By
(The name of the author)

A Report submitted in partial fulfillment of the requirements of 5 years Integrated MBA (Tech) Program of Mukesh Patel
School of Technology Management & Engineering, NMIMS
Distribution List:

Certificate of completion: As per the following format

(To be given on Company Letter Head)

Completion Certificate

This is certify that

Mr/Ms.

Roll No.....

Has completed training & project as a part of Technical Internship in our company as mentioned below and the Report is also submitted.

(i) Project Title:

(ii) Date of Joining

(iii) Date of Completion:

In partial fulfillment of XII Semester Technical Internship for MBA(Tech) program of Mukesh Patel School of Technology Management & Engineering, Narsee Monjee Institute of Management Studies (NMIMS) (Deemed-to-be University), Mumbai.

.....

Industry Mentor

Date:

Place:

Company Seal:

Acknowledgements: There are many persons who may have helped you during the course of your project. It is your duty to acknowledge and thank them for their help. Customarily, thanks are due to the following persons in the given order.

(i) Head of the Organization, (ii) Project Guide, (iii) Faculty In charge, (iv) Others.

Table of Contents: The main function of this element is to give the reader an overall view of the Report. The main divisions as well as the subdivisions should be listed with the number of page on which they first appear. It helps the reader locate a particular topic or sub-topic easily. While preparing the table of contents you have to bear in mind the following points about its layout:

☐ Leave a 1" margin on the left and a 1" margin on the right, the top and the bottom.

☐ Write the phrase "Table of Contents" on the top center in CAPITALS.

☐ Write the number of the item to indicate the sequence of items. After the number leave three or four space and then type the first heading.

☐ Indent second – order headings three or four space.

☐ Leave two space between main headings and one space between sub-headings.

An example of a table of contents is given below. Observe that for numbering pages up to 'abstract' lower case Roman Numerals have been used and from 'introduction' onwards Arabic numerals have been used.

Table of Contents

Acknowledgements	ii
List of Illustrations	iii

Abstract

1.	Introduction
1.1.	Purpose Scope and Limitations
1.2.	Sources and Methods
1.3.	Report Organization
2.	Industrial analysis
2.1.	_____
2.2.	_____
3.	_____

List of Illustrations: A separate list of illustrations is given immediately after the table of contents in case of a large number of (more than ten) tables and figures. Its layout is the same as that of the table of contents and it gives information about the number, title and page reference of each illustration. If the number of illustrations is very large, divide it into two parts, namely, List of Tables, and List of Figures.

Abstract: The abstract tells in concentrated form what the Report is about. The purpose of this element is to enable the reader, to gather important information quickly without having to go through the whole Report. An abstract should be self-sufficient and intelligible, without reference to any other part of the Report. It is never intended as a substitute for the original document. But it must contain sufficient information to allow the reader to ascertain his/her interest.

Introduction: In this element the problem is introduced. It should contain the purpose of the Report, limitations, scope of study, specifying its limitations, methods of collecting data and their sources 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.

Main Text: This section discusses or describes the main business of the Report. The main function of this part is to present data in an organized form, discuss its significance and analysis and the results that flow there from. Usually it has several sections grouped under different headings and sub-headings. It contains the experimental work / data collection, the survey done, a description of activities, the results obtained / illustrations, the discussion and interpretations, etc.

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

Conclusions And / Or Recommendation (if any): The conclusions and / or 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 / or recommendations are discussed.

Appendices (if necessary): The contents of an appendix are essentially those which support or elaborate the matter in the main text. The matter, which is essential but which unnecessarily, diverts the attention of the reader from the main problem, is generally put into the Appendix. We give below some items which normally form part of the appendix. These are:

(i) calculation sheets, (ii) supplementary details of instructions, (iii) flow charts, (iv) computer programs, (v) the

questionnaire, (vi) large maps, (vii) samples of the work done, etc.

If the project itself is to make a computer program for some problem, then the flow chart and the computer program have to be in the main body of the Report. You should decide the sequencing according to your own needs.

References: All references should be given in this section. List references alphabetically by the author's last name or, when the author is unknown, by the title of the reference. We cite below two examples of writing references:

(i) Ages, Warren K., Philip H. Ault, and Edwin Emery. Perspective on Mass Communication, 2nd ed. New York: Harper & Row, 1992 (for books).

(ii) "Time to Call in the Boss" Business Week 27 July 1999, 32-36. (For periodicals).

Glossary (if necessary): A glossary is a list of Technical words used in the Report and their explanation. If, however, the number of such words is small, they are generally explained in the footnotes.

Whether you should include a glossary in your Report will depend upon who is going to read your Report. If the reader's field of expertise is the one to which your Report relates, there is no need for a glossary. But if the audience is drawn from other areas, it is advisable to give a glossary.

**MUKESH PATEL SCHOOL OF TECHNOLOGY MANAGEMENT
& ENGINEERING**

Student Feedback Form
(to be completed by the student)

Name of the Student	
Roll No	
Mobile No	
Email ID	
Name of the Centre	Mumbai / Shirpur
Faculty Mentor Name	
TIP Organization/On-line Certification Course	
Name of the Organization/On-line Certification Course	
Address	
City	
Pin Code	
Telephone No	
Email ID	
Industry Mentor Name	
Designation	
Head of the Organization	
Functional Head	Finance:

Technical Internship Program | 2020

	Marketing: IT: HR: Others:
Project Details	
Project Period	From: To:
Name of the Project	
Area of Project	

Brief Description of Project:

.....

.....

.....

.....

Did the 8 week (or extended period) term contribute to your personal growth, learning and knowledge enrichment?

Please tick (☐)

To a very large extent To a large extent To a certain extent No, did not contribute

Did your TIP project contribute directly/indirectly towards the growth, value addition of the Organization?

To a very large extent To a large extent To a certain extent No, did not contribute

How would you rate your term of 8 weeks at the organization ?

Excellent Very good Good Fair

On what aspects did your Industry Mentor encourage/advise/suggest for personal improvement from

your side ?

Can your TIP project be enhanced by your immediate juniors in anyway?

Possible May be possible Can try Not possible

If yes what project would you suggest/advise them?

How much would you rate chances of getting MIP (Management Internship Program) in the TIP organization?

Very good Good Fair No

How much chances would you rate of getting Final Placements in your TIP organization?

Very good Good Fair No

Annexure IV

Mukesh Patel School of Technology Management & Engineering

Faculty Feedback Form

(To be duly completed by the Faculty)

Name of the Faculty :

Name of the Center : Mumbai / Shirpur

Area of Specialization :

Guidance provided to

(Names of the Students) :

.....

.....

.....

Organization interacted with

(Names of the Organizations/On-line Certification Course) :

.....

.....

.....

1. During the 8-week TIP Program how did you find your students' performance in all aspects.

Excellent Very Good Good Fair

2. Where the students able to handle the assignments/tasks without any guidance/assistance/ consultation from you?

To a very large extent large extent To a certain extent No, needed assistance

3. What do you think were the strengths of our students you were guiding?

.....

.....

.....

.....

What do you think were the weakness of our students you were guiding?

.....

.....

.....

.....

5. Do you think the students have improved over their weakness at the end of the TIP term?

To a very large extent large extent To a certain extent No, did not improve

6. Did you find any particular aspects in which our students were lacking, (if yes, what and how would you recommend for improvement)?

.....

.....

.....

.....

7. How would you advise/suggest, in order to maintain a long-term relationship with the TIP Organization?

.....

.....

.....

.....

8. According to you, the chances for converting the TIP projects into final Placements are?

Very Good Good Fair May be

9. What projects would you suggest/advise for the juniors on the lines of enhancement of the TIP project?

.....

.....

.....

.....

10. Your suggestions for the betterment of the TIP Program?

.....

.....

Annexure V - A

Mukesh Patel School of Technology Management & Engineering

Evaluation Sheet for Training Progress Report (Project Proposal)

Sr. No	Date	Name of the Organization/On-line Course	Roll Number	Student Name	Project Title/Online Course Title	Project Proposal (10 Marks)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

Name & Signature of Evaluator:
Evaluation:

Components of

1. Introduction
 - a. Synopsis
 - b. Goals
2. Methodology/knowledge of course
3. Schedule
4. Reference

* This sheet is to be used by each evaluator (separate sheet for individual company) to record the marks independently awarded under each criteria of evaluation. This sheet may be retained at the MPSTME Center.

Mukesh Patel School of Technology Management & Engineering

EVALUATION SHEET FOR TRAINING PROGRESS REPORT

Sr. No.	Date	Name of the Organization/ Online Course	Roll No.	Student Name	Topic	Interim Report and Interim Seminar						Total (30 Marks)
						C1	C2	C3	C4	C5	C6	
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												

Name & Signature of Evaluator:

Components of Evaluation

1. Introduction and Objective of the Study (6 Marks)
2. Methodology & Implementation (6Marks)
3. Interim Findings & Observation/ Online Course (6 Marks)
4. Basic Knowledge of the Project / Online Course (6 Marks)
5. Ability to Analyze & Develop the Project (3 Marks)
6. Presentation Skill (3 Marks)

* This sheet is to be used by each evaluator (Supervisor and Mentor) to record the marks independently awarded under each criteria of evaluation. This sheet may be retained at the MPSTME Center

The Seminar can be done while visiting Organization.

Mukesh Patel School of Technology
Management & Engineering
Evaluation sheet for Project Report

Sr. No.	Date	Name of the Organization/ On-line Course	Roll No	Student Name	Topic	Final Report				
						C1	C2	C3	C4	Total
						(10Marks)	(25Marks)	(25Marks)	(20Marks)	80 Marks
01.										
02.										
03.										
04.										
05.										
06.										
07.										
08.										
09.										
10.										

Name & Signature of Evaluator:

1. Introduction and Objective of the Project/On-line course(10 Marks)
2. Methodology & Implementation (25Marks)
3. Findings & Observations /Findings from Online Course (25 Marks)
4. Diary, Observation & Interaction with Internal mentor/Faculty / Guide (20 Marks)

* This sheet is to be used by each evaluator to record the marks independently awarded under each criteria of evaluation. This sheet may be retained at the MPSTME Center

Mukesh Patel School of Technology
Management & Engineering
 Evaluation sheet for Final Presentation

Sr.No	Date	Name of the Organization/O n-line course	Roll No.	Student Name	Topic	Final Report			VIVA
						C6 (10Marks)	C7 (10Marks)	C8 (10Marks)	C9 (20Marks)
01.									
02.									
03.									
04.									
05.									
06.									
07.									
08.									
09.									
10.									

Name & Signature of Evaluator:

1. Basic Knowledge of the Project/On-line Course (10 Marks)
2. Ability to Analyze & Develop the Project/Applying knowledge of on- line Course/ its significance (10 marks)
3. Presentation Skill (10 Marks)
4. Viva (20 Marks)

* This sheet is to be used by each evaluator to record the marks independently awarded under each criteria of evaluation. This sheet may be retained at the MPSTME Center

Mukesh Patel School of Technology Management & Engineering

MASTER SHEET FOR REPORTING MARKS TO MPSTME

No.	Enrollme Number	Title		Organizatio n	Evaluators	Report –I		Report – III (Executive summery)		IV		Grand Total (200 Marks)
						Faculty & Others)	(10 Marks)	IR(Faculty (30Marks)	IR(Company (30Marks)	(80Marks)	(30Marks)	
01.												
02.												
03.												
04.												
05.												
06.												
07.												
08.												
09.												
10.												

Signature & Name of the MPSTME – Faulty Member

** The master sheet should Report the averages of the aggregate marks awarded by different evaluators (including MPSTME Faculty) to each student under each evaluation instrument.

Technical Internship Program | 2020

Evaluation Report No.	Components & Marks	Last Date for Submission by student to MPSTME	Last Date for Evaluation Submission Faculty
I	PP: Project Proposal (10 Marks)	18-May-20	18-May-20
II	IR: Interim Report & Seminar (30*2 = 60 Marks)	25-May-20	25-May-20
III	FR: Final Report (80 Marks)	17 June 2020	17 June 2020
IV	FS: Final Seminar (30 Marks)	__June 2020	__June 2020
	Viva (20 Marks)		

Attached please find two certificates that has to be included after the second page of the final Report.

1. **Project Completion Certificate from the Company/On-line Course Completion Certificate**
2. **TIP Certificate**

{To be given on Company Letter Head }

Completion Certificate

This is certify that Shri/Smt./Kum..... Roll No..... has completed the training & project as a part of Technical Internship Programme in our company as mentioned below and the report is also submitted.

Project Title:

Date of Joining:

Date of Completion:

In partial fulfillment of VII Semester Technical Internship Programme for MBA(Tech) program of Mukesh Patel School of Technology Management & Engineering, Narsee Monjee Institute of Management Studies (NMIMS) (Deemed-to-be University), Mumbai.

.....

Industry Mentor

Date:

Place :

Company Seal:

SVKM's NMIMS

Mukesh Patel School of Technology Management & Engineering

Vile Parle (W), Mumbai - 400 056.

TECHNICAL INTERNSHIP REPORT Semester VII – MBA (TECH)

Submitted in Partial Fulfillment of the requirements for Technical Project/Training for VII Semester MBA – (Tech).

Name of the Student :

Roll No.: & Batch :

Academic Year:

Name of the Discipline:

Name and Address of the Company:

Training Period: From

To

THIS IS TO CERTIFY THAT

Mr./Ms. _____

Exam Seat No. _____ has Satisfactorily Completed his/her Training/Project Work, submitted the training report and appeared for the Presentation & Viva as required.

External Examiner

Internal Examiner

Head of Dept.

Chairperson/Dean

Date:

Place:

Seal of the University

Mukesh Patel School of Technology Management & Engineering

DUE DILIGENCE CERTIFICATE FOR TIP

1. Certified that the enclosed marks statements have been complied based on evaluation of the students by Faculty members during their field to the respective TIP Organization.
2. Representative of the TIP Organization have been duly involved in the evaluation of Interim Seminar and Project Report Components.
3. The marks Reported in respect of Final Seminar and Viva are averages of the marks independently awarded by different evaluators.
4. The attached lists covers marks of all students undergoing TIP at MPSTME
_____.
5. The particulars have been verified and to the best of our knowledge there are no arithmetical errors

Date

Dean/Chairperson

For use of MPSTME Examination Department

Date received from center: _____ Total no. of students on rolls: _____

Marks received for _____ students

Marks not received for _____ students

Observations:

Date:

Examination Department