Department of Computer Science and Engineering

GUIDELINES **FOR** STUDENTS UNDERGOING 4-6 WEEKS SUMMER INTERNSHIP

As per the regulations of GGSIPU, the student should undergo Internship/Industrial training for a minimum period of 4-6 weeks during the summer vacation of 2nd and 3rd year (June-July). Before proceeding on Internship/Industrial Training, student must inform their respective Faculty Coordinator.

Note:

> - **Attachment with an academic institution (IISc / IITs / NITs / IIITs / MAIT) or university abroad is also permitted as Internship.**
> - **The student is responsible to ensure that all matters relating to the Training Program are conducted in an ethical, conscientious, trustworthy and committed manner.**
> - **Eligibility criteria for training after IV semester - Training Institute / NPTEL, SWAYAM courses with certification/ online courses with certificate/ In-house / Industrial certification.**
> - **Eligibility criteria for training after VI semester – NPTEL, SWAYAM courses with certification /** Summer Training / Industrial Workshop/ Industrial Internship**.**
> - **Working model is mandatory at the end of the Training for both semesters**
> - **In** case **of industrial internship student has to submit** NOC **from the organization (in** case **code is not allowed outside the organization) and get it signed from HoD before report submission for internal assessment.**
> - **It is mandatory for the students of both semesters to complete the Soft Skill Courses**

INTERNSHIP / INDUSTRIAL TRAINING / ACADEMIC ATTACHMENT

Training refers to work experience that is relevant to professional development prior to graduation. It is an essential component in the development of the practical and professional skills required for an Engineer and an aid to prospective employment. It should also be noted that developing an awareness of general workplace behavior and interpersonal skills are important objectives of the Training experience. At the end of the Training, students should be able to improve their knowledge and skills relevant to their areas of specialization and at the same time able to relate, apply and adapt relevant knowledge, concepts and theories within an organization, practice and ethics. With this experience and exposure, the students should be able to acquire knowledge and skills to compete in the job market.

OBJECTIVES OF INTERNSHIP / INDUSTRIAL TRAINING PROGRAMME

The objectives of the Training include:

- To give students the opportunity to apply the knowledge and skills they have acquired on campus in a real-life work situation.
- To provide students with opportunities for practical, hands-on learning from practitioners in the students' areas of specialization.
- To expose students to a work environment, common practices, employment opportunities and work ethics in their relevant field.
- To enhance the employability skills of the students.
- To provide opportunities for students to be offered jobs in the organizations in which they undergo their Training.

(A) Before Training

Submit one copy of the offer letter for the Industrial Training to the Faculty Coordinator. Students are not allowed to change their Industrial Training after obtaining the approval and confirmation from the Industry.

(B) During Training

- Student must send a mail to the Faculty coordinator before 10 June 2019, that he / she has joined the training from _____ to _____ from (Name) _____ Also forward contact nos., E-mail ID and the contact nos. of the company representative (in case joined Industrial Training).

- During the training, students will be given practical problems by the Mentor in which they are undergoing training. In case the mentor don't give them the problems, the students will themselves formulate problem and carry out detailed study on them and recommend the optimum solution based on their theory knowledge.

- To maintain discipline and abide by all rules and regulations enforced by the organization and to ensure **FULL** attendance during the Training duration.

ASSESSMENT COMPONENTS

Assessment within the Training context aims to evaluate the student's work quality and appropriateness to the field of study with reference to the learning outcomes of Training Programme.

Upon completion of the Training, students are expected to demonstrate the following graduates attributes:
- Engineering Knowledge
- Problem analysis
- Design/Development of solutions
- Conduct investigations of complex problems
- Modern tool usage, The engineer and society
- Individual and Team Work
- Communication and Project Management and Finance

Students will be evaluated by the Department based on the above listed graduate attributes.

- Internal Assessment (40 marks)
    - o Timely submission of Mandatory Performas
    - o Training Report
    - o Presentation
    - o Working Model
- External Assessment (60 marks)
    - o Viva

PRESENTATION Guidelines

The students will present his report though seminar, which will be held by an expert committee constituted by the Department. The evaluation through seminar presentation will be based on the following criteria.
    a) Quality of material presented.
    b) Effectiveness of Presentation.

c) Depth of knowledge and skills.

FORMAT OF TRAINING REPORT

1. Cover Page
2. Inner Pages
      a) Certificate by Company/Industry/Institute
      b) Declaration by student
      c) Acknowledgement
3. About Company/Industry/Institute/e-course   (not more than 5 pages)
      This introduces the company's profiles such as introduction to the Company's Background, Organization Charts, Company's History, company's business activities, mission, vision, etc. Students are advised to seek advice from the company's representative before writing this page in order to prevent confiicts or leaking of company's information.
4. Table of Contents
5. List of Tables
6. List of Figures
7. Abbreviations and Nomenclature (If any)
8. Chapters
      a. Introduction (not more than 5 pages)
          This chapter consist a brief explanation to Training Course that includes introduction, Training Objectives, etc.

      b. Tools & Technology Used
      c. Technical Contents (not more than 30 pages)
          This chapter focuses on jobs/tasks or work performed during training. Only one chapter is allocated for this report. If there are many tasks or parts that need to be stated in the report, it can be broken down into sub- related topics. All reports in the sub-topic must be explained in details and aided with related diagrams, tables and pictures.

      d. Snapshots
      e. Results and Discussions   (not more than 5 pages)
          This chapter summarizes the whole contents of the report and matters pertain to Training.

      f. Conclusions and Future Scope (not more than 2 pages)
          In this chapter, students are encouraged to write constructive and positive suggestions for improvement in the future.
      g. Weekly Jobs Summary
          Weekly Jobs Summary is based on the weekly summarize of activities/tasks/jobs/projects handled by students. It is always put in a tabulate ways.

9. Learning after Training
10. References
11. Data Sheet (If any)
12. Appendices (If any)

INSTRUCTIONS FOR TRAINING REPORT

1. A chapter may be further divided into several divisions and sub-divisions depending on type & volume of work. This contains the text & related to hardware & software implementation.

2. The training report must be submitted in Spiral bound Copies duly signed by the HOD and the Faculty Coordinator. Students should also submit the soft copy on CD in PDF and word format also.

3. The length of the training report may be around 60 to 80 pages.

4. The training report shall be computer typed (Font -Times Roman, Size-12 point) and printed on A4 size paper.

5. The training report shall be typed with 1.5 line spacing with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom. Every page in the report must be numbered. The page numbering, starting from acknowledgements and till the beginning of the introductory chapter, should be printed in small Roman numbers, i.e, i, ii, iii, iv. The page number of the first page of each chapter should not be printed (but must be accounted for). All page numbers from the second page of each chapter should be printed using Arabic numerals, i.e.1,2,3,4,5... All printed page numbers should be located at the bottom centre of the page.

6. In the training report, the title page should be given first and printed in black letters.

7. **The table of contents** should list all headings and sub-headings. The title page and certificates will not find a place among the items listed in the Table of Contents. One and a half line spacing should be adopted for typing the matter under this head.

8. **The list of tables** should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

9. **The list of figures** should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

10. The list of symbols, abbreviation & nomenclature should be typed with one and a half line spacing. Standard symbols, abbreviation etc should be used.

11. Subject matter must be typed on single side of the page.

12. All the pages must be numbered properly.

Chapter name
(style=Title modify font=Times New Roman, size= 16, Bold)

Heading
(style=heading 1, modify font=Times New Roman, size= 14, Bold)

Sub heading
(style=heading 2, modify font=Times New Roman, size= 14,)

Sub-Sub heading
(style=heading 2, modify font=Times New Roman, size= 12, Bold)

Figure caption (at the bottom of figure)
(style=Quote, modify font=Times New Roman, size= 12, Italic)

Table Heading (at the top of table)
(style=Emphasis, modify font=Times New Roman, size= 12, Bold)

References

[1] Name of authors "Paper Title", Journal/ Conference Name , vol. No., Dated

[1] Name of authors "Book Title", Publication , Edition ,Dated

Student will not be eligible to register for report's assessment (VIVA VOCE) and presentation if they fail to adhere to the above requirements.

MANDATORY PERFORMAS (given below)

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
SUMMER TRAINING/ INDUSTRIAL WORKSHOP/ CERTIFICATION FEEDBACK FORM

Name of the student: Semester:

Name of the Industry: Duration with Dates:

Type of Industry (PSU/ Semi Govt./ Private/ online course):   Whether report has been submitted:

Following are the ratings

1 — Unsatisfactory   2 — Satisfactory   3 — Good   4 — Very Good   **5 — Excellent**

	Questions	Rating (1 to 5)
1	Relevance of the training with respect to B.Tech. CSE curriculum	
2	Did you work as team member, team leader or as an individual during the training?	
3	Have you done research, implementation, analysis, data interpretation synthesis of the information?	
4	Are you able to apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization during the training?	
5	Are you able to identify any specific technical problems (bugs) related to software or hardware during the training?	
6	Are you able to design solutions for problems related to public health, safety, cultural, societal, and environmental and the impact on sustainable development?	
7	Have you worked on real time problem/ specific task or any day to day assignment?	
8	Does the training guides you to publish your work?	
9	Have you used modern tools or Software technologies during the training?	
10	Are you able to apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice?	
11	Does training guides you to become entrepreneur?	
12	Did you get any pre placement offer from the industry or does training helps in the pre placement?	
13	Does it help to Improve your oral and written communication skills?	
14	Your recommendation for considering this organization for training (or industry institute interaction) in future	

Signature of the Student

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

INDUSTRIAL TRAINING
FEEDBACK FORM

Thank you for supporting our Programme by offering an Industrial Training placement. It represents an important part of our students' professional training. To complete the process, we'd appreciate it if you would complete this short assessment of the student.

Company/division name: _____

Student name: _____ Period of employment/internship: _____

Student's responsibilities: _____

1. **Technical Ability:** *(Please tick the appropriate box)*

	Excellent	Good	Acceptable	Poor	Very Poor
Knowledge of the field					
Quality of Work					

2. **Professionalism:** *(Please tick the appropriate box)*

	Excellent	Good	Acceptable	Poor	Very Poor
Interpersonal skills					
Communication skills					
Judgment					
Punctuality					
Attendance					

3. **Overall assessment of performance:** *(Please tick the appropriate box)*

	Excellent	Good	Acceptable	Poor	Very Poor
Overall Performance					

4. **Remarks:** *(We are particularly interested in any problems you encountered, and how we can better prepare students for their internships.)*

_____

_____

_____

_____

Name: _____   *Signature:* _____

Contact Number: _____

You may return the completed form to : Department of Computer Science and Engineering
Maharaja Agrasen Institute of Technology, PSP Area, Rohini Sector 22, Delhi 110086
Email: cse@mait.ac.in

INDUSTRIAL TRAINING REPORT
(Times New Roman, 24 pt. Bold)

TITLE OF THE PROJECT
(Times New Roman, 16 pt. Bold)

Submitted in partial fulfillment of the
Requirements for the award of
Degree of Bachelor of Technology in Computer Science & Engineering

Submitted By (14 size)
Name:
University Roll No.
(Times New Roman, 14 pt. Bold)

SUBMITTED TO:
Department of Computer Science & Engineering (16 size)
MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY
GGSIPU, DELHI

DECLARATION (16 Times New **Roman)**

I hereby declare that the Training Report entitled ("Title of the training report") is an authentic record of my own work as requirements of (mention no. of weeks) weeks Training during the period from _____ to_____ for the award of degree of B.Tech. (Computer Science & Engineering), GGSIPU, under the guidance of (Name of Project Guide/trainer).
(12 size)

(Signature of student)
(Name of Student)
(University Roll No.)

Date: _____

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

Signatures

Examined by:

1.   2.

(Guide/Trainer)   **(Faculty Coordinator)**

Head of Department
(Signature and Seal)

CERTIFICATE

(16 Times New Roman, bold)

This is to certify that Mr. / Ms._____ has partially completed / completed / not
completed the 4-6 weeks Training during the period from_____to_____in our Organization /Industry
as a Partial Fulfillment of Degree of Bachelor of Technology in Computer Science & Engineering. He / She
was trained in the field of _____

Signature & Seal of Training Manager

Note: This certificate must be typed on the company letter head
In case of online course, attach the e-certificate copy

Week:

Description of activity, task, duty or responsibility	Performed with Team	Performed Alone	Time Spent

List one thing that went particularly well this week (area of improvement, new task, etc)

_____

List one thing that was the most challenging this week (issue, problem, difficulty, etc.)

_____

Self-Evalutaion: (Circle one)

A+ A A- B+ B B- C+ C C- D+ D D- F

List one way you can improve your performance _____