



AMITY UNIVERSITY
UTTAR PRADESH

AMITY SCHOOL OF ENGINEERING & TECHNOLOGY

CORPORATE RESOURCE CENTRE

SUMMER INTERNSHIP for B.TECH(2015-19),B.TECH Dual Degree(2015-20), B.Tech Eve (2015-19) & M.Tech.(2017-19)- ALL BRANCHES

My Dear Amitian,

Summer Internship is an important part of your four year B.Tech Programme, five year Dual degree and two year M.Tech Programme at ASET, It is important that student secures a place in the industry for summer internship well in time. The students can take bonafide letter upon submission of proposal form duly filled for the company of their choice from Deputy Director CRC (Placements & Industry Relations), **Prof. (Dr.) Madhuri Kumari**, Deputy Director-Placement & Industry Relations in ASET, E-3, 3rd Floor, Room No.306.

The following Industry Internship guidelines are mandatory to follow.

1. Please ensure that you have gone through **Summer Internship Kit** contains the following.

- a) **Summer Internship Guidelines**
- b) **Proposal form**
- c) **Registration form**
- d) **Summer Internship Synopsis Form (SISF)**

The Synopsis gives a brief plan on how you are going to undertake the Summer Internship project(s) assigned to you. The filled form attached with this document would help the institute to understand your approach of functioning. **Further you may provide the official email id of your Industry Guide for electronic communication.**

e) **Coded Summer Trainee Evaluation Form (STEF) - Feedback**

This evaluation form is to be filled by your Industry Guide. Please ensure the form is sent to CRC -ASET in strict confidence so as to reach us latest by **July 13th, 2018**. Any late receipt will not be entertained. The form is available with this document.

f) **Summer Internship Weekly Progress Report Performa (SI WPR)**

While you are away from campus, we would like to know about your performance during Summer Internship. The **weekly progress Reports** are to be emailed to **faculty guide only through Amizone every Monday of the week before 1200 hrs.**

g) **Corporate Data Form**

- 1. 10 Companies excel data form in Excel format (**relevant to your Career opportunity pertaining to your stream**)
- 2. 5 Personal corporate contacts data(**Private/Government**)
Any irrelevant data will not be entertained.

2. Deadlines at ASET, AUUP

Deadlines are a part of corporate culture and this is the first step in preparing you for what lies ahead in your career path. **Registration in respective department for Summer Internship is mandatory before you proceed for your Summer Internship.**

3. You take the Industry Internship very seriously & understand the Summer Internship Project – its objectives, methodology, technology, future scope and the time frame in which it has to be completed.

4. Summer Internship Guides

During your summer internship you will work with two guides: Industry Guide & Faculty Guide. You are advised to ensure that you fix a meeting where the faculty guide and industry guide can interact and help you deliver good results.

5. Weekly Progress Report

Send the weekly Progress Report to faculty guides, through Amizone clearly mentioning **Summer Internship WPR – AUUP Roll Number, Name & Area of the Project:** (NECESSARILY IN THE SAME ORDER) in the subject header by 12:00 PM on every Monday of the week

6. Perform Good Quality Work , which would help you:

- a) In developing an understanding of the functional area.
 - b) In applying theoretical concepts learnt in the class room.
 - c) In evolving the new theories and concepts.
 - d) In gaining experience of working in the real life situation.
 - e) Building a rapport with the industry guide & other professional in the Organization & Industry
 - f) Establish a mutually beneficial relationship between ASET and your respective Summer Internship organizations.
7. This is an opportunity for you and at the same time a very important responsibility to build a close relationship between your institute and various members of your Summer Internship organization and all the other organization you come across during your Internship. The following would definitely help you to achieve the above.
- a) Be punctual in your office timing.
 - b) Understand your industry guide's expectations from you
 - c) Be sincere towards your Summer Internship.
 - d) Meet deadlines and targets given.
 - e) Offer your supporting hand to your industry guide for work of your Summer Internship Project.
 - f) Be ethical in your deals.
 - g) Build cordial relationship with all the industry professionals you come across during your Summer Internship.
 - h) Build good rapport between your industry guide and faculty guide.
 - i) With your hard work and dedication, you may get an opportunity for **pre- placement offer by the company.**

8. Summer Internship Facilitators at ASET , AUUP

During the Summer Internship, you may contact the following members in case of emergency & submit your Synopsis, WPR, CD (Industry Guide Photograph & Project Summary) to faculty guide and following Members:

Programme	Academic staff	Email Id	Telephone No.
1. CSE Department	Ms. Anu Sharma, AC	asharma98@amity.edu	9582121047
	Ms. Padmaja Sharma, AC	psharma14@amity.edu	9717426798
	Mr. Sanjeev Kumar, APO	skumar6@amity.edu	1506, 9210617314
	Mr. Harendra Singh, AAPO	hsingh3@amity.edu	1506, 9211819982
2. IT Department	Mr. Rohtash Kumar, Sr. AC	rkumar@amity.edu	4392996, 8505885040
3. Civil Department	Ms. Viji Aji, Office Asst.	viji@amity.edu	4392537, 9654319961/
	Ms. Anshu Bharti, Office Asst.	abharti@amity.edu	8882750278
4. MAE Department	Ms. Anu Kamal, AC	akamal@amity.edu	4392781, 9711018388
	Mr. Leeladhar Balodi, Office Asst.	ldbalodi@amity.edu	4392781, 8826011024
	Ms. Richa Rai, AC	srrai@amity.edu	8588826148
	Mr. Bhupendra Sharma, Office Asst.	bksharma2@amity.edu	4392781
5. ECE Department	Mr. Mohan C Balodi, Sr. APO	mcbalodi@amity.edu	4392517, 9871319342
	Mr. Khajan Singh, Sr. APO	ksingh1@amity.edu	4392636, 9953524409
6. E&I Department	Mr. Deepak Sharma, AC	dsharma1@amity.edu	4395617

All students should note that in no case Summer Internship duration will be extended beyond **July 6th, 2018**.

The odd semester for final year will commence in **the second week of July, 2018**. Incase of any extension prior permission need to be taken from the Head of the department.

For any difficulty you may contact the following:

a) **CRC Dept**

Prof.(Dr.) Madhuri Kumari	Prof.& Dy Director(Placement & Industry Relations)	mkumari@amity.edu,	9891300776/4392660
Prof. P.K. Rohatgi	Prof. & HOD CRC	pkrohatgi@amity.edu	9810775132/4392660
Dr. Nitin Rakesh	Asst. Prof.& Dy. Head, CRC	nrakesh@amity.edu	7042936789/4392982
Mr. Arindam Dasgupta	Dy. Head CRC	adgupta1@amity.edu	9811106215/4392915
Mr. Amit Rana	Deputy Manager- CRC	asrana@amity.edu	8791011777
Ms. Anju Khanna	Asst. Manager-CRC	akhanna@amity.edu	9910102542/4392982
Mr. Justin Mathew	Executive	jmathew2@amity.edu	9818960809
Mr. Jitendra Mishra	Executive	jmishra2@amity.edu	9990128493

b) Programme Leaders VI SEM

Mr. Sunil Kumar	M.Tech ECE	skumar34@amity.edu	9958240590
Mr. Lala Bhaskar	B.Tech ECE	lbhaskar1@amity.edu	9268090810
Ms. Pallavi A. Choudekar	B.Tech (EEE)	pachoudekar@amity.edu	9891424508
Mr. Sumit Sehrawat	M.Tech (Control System)	ssehrawat@amity.edu	7838400005
Ms. Purushottam Sharma	B.TECH IT	psharma5@amity.edu	8010056655
Mr. N.B. Mishra	M.Tech (Civil)	nbmishra@amity.edu	9891300776
Mr. Ujjawal Bhardwaj	B.Tech (Civil)	ubhardwaj@amity.edu	8130059938
Mr. Raj Kumar Sagar	B.Tech (CSE)-EVE	rksagar@amity.edu	9999701094
Mr. Deepak Gaur	B.Tech (CSE)	dgaur@amity.edu	9873905675
Ms. Smriti Sehgal	B.Tech (CSE)	ssehgal@amity.edu	9911412333
Ms. Sangeeta Rani	B.Tech (CSE)+MBA	schugh@amity.edu	8130855155
Ms. Shanu Sharma	M.Tech CSE	ssharma6@amity.edu	8527509685
Ms. Mehtab Fatima	B.Tech (E&I)	mfatima@amity.edu	9910108357
Mr. K M Agarwal	B.Tech (MAE)	kmagarwal@amity.edu	9818085609
Mr. Sanjeev Kumar Sharma	B.Tech (MAE)	sksharma6@amity.edu	9971439721
Mr. Sumit Sharma	M.Tech (MAE)	ssharma03@amity.edu	9891621442

c) Faculty coordinators Placement

Ms. Seema Sharma	CSE	ssharma6@amity.edu	9811073641
Mr. Rishi Kumar	CSE	rkumar25@amity.edu	9650695588
Mr. Shyamal Samant	MAE	ssamant1@amity.edu	9717846362
Mr. Kamlesh Pandey	EEE & E&I	kpandey@amity.edu	8860559373
Dr. Saru Dhir	IT	sdhir@amity.edu	9350299047
Ms. Shalini Sah	ECE	sshah@amity.edu	9811696006
Mr. Devesh Kumar	ECE	dkumar6@amity.edu	837708858
Mr. Prakhar Duggal	CIVIL	pduggal@amity.edu	9971851042

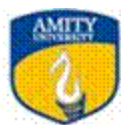
a) HOD's

Prof. (Dr.) Abhay Bansal	JOINT HEAD ASET, HOD CSE	abansal1@amity.edu	4392487
Prof. (Dr.) M.K. Dutta	JOINT HEAD ASET, HOD ECE	mkdutta@amity.edu	4392517
Dr. Madhuri Kumar	Deputy Director (Placement & Industry Relations)	mkumari@amity.edu	4392660
Ms. Nitasha Hasteer	Deputy Director, Academics	nhaster@amity.edu	
Prof. P.K. Rohatgi	Head, CRC & Placement	pkrohatgi@amity.edu	4392660
Prof. (Dr.) H.P. Singh	HOD EEE&ECE	hpsingh@amity.edu	4325617
Dr. Basant Singh Sikarwar	HOD, MAE	bssikarwar@amity.edu	4392640
Ms. Sai Sabitha,	HOD IT	assabitha@amity.edu	4392977
Dr. R.K. Tomar	HOD, CIVIL	rktomar@amity.edu	4392537
Dr. J.K. Rai	Deputy HOD, ECE	jkrai@amity.edu	43925517
Mr. Abhishek Singhal	Deputy HOD, CSE	asinghal1@amity.edu	4392487

You are advised to take alternative contact number from your faculty guide to be in touch with them during summer break.

WISHING YOU VERY BEST FOR YOUR SUMMER INTERNSHIP 2018!!

Dr. Madhuri Kumari – Deputy Director (Placement & Industry Relations)
Prof. P.K. Rohtagi -Head CRC ASET



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SUMMER INTERNSHIP CALENDAR

6 to 8 week summer training period 2nd Week of May to 30th June, 2018

Expected Commencement of academic session; 1st week of July, 2018

1	Issuance of bonafide letters to student for industrial training	25/9/17 to 07/5/18
2	Registration (10 th to 17 th May in respective department) with confirmation letter	10 th -16 th May, 2018
3	Late registration (Rs. 500/-)late fee Late registration (Rs.1000/-) late fee	17/5/18 to 18/5/18 21/5/18 to 22/5/18
4	Commencement of Summer Training in Industry,/ Submission of Synopsis & Industry Guides Details to faculty assigned CRC (Within a week)	17/5/18
5	Weekly progress Report (6-8 reports depending on DOJ) to faculty guide, HOD	Every Monday by 12:00 PM
6	Submission of draft report to faculty guide for approval	11/7/18
7	Submission of final Report with soft copy (CD) to faculty guide, respective Departments	12/7/18
8	Industry Guide Feedback, Industry Guide's Photograph, List & Address of Industry Guests to be invited for the Corporate Meet'17 (as per the format given by CRC)	13/7/18
9	Submission of " Summary of Summer Internship Project" report for Publication Purpose through faculty Guide & HOD)- SOFT COPY and HARD COPY	16/7/18
10	Submission of continuous Assessment by faculty	20/7/18
11	Completion of continuous assessment & project report evaluation by Faculty Guide, HOD & CRC	23/7/18
12	Presentation & Viva through External Examiner	25/7/18
13	Thanks Letter to Industry Guide by CRC	03/8/18

Note: 1) Registration will not be done without confirmation letter from the Industry.

2) Student must maintain the daily diary which will be seen & signed by faculty Guide & will be part of continuous evaluation.

3) Student must ensure the Industry Guide sends the Industry Guide Evaluation feedback form as per the Institute requirement with his/her **Phone no & E-Mail id** (Online or through courier) in time.

4) In addition to the above calendar further details regarding internship activities schedule and person / department responsible to receive the documents have been spelled in separate chart enclosed.



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SUMMER INTERNSHIP GUIDELINES

**B.TECH (2015-19), B.TECH Dual Degree (2015-20),
B.Tech Eve (2015-19) & M.Tech (2017-19) ALL BRANCHES**

DETAILED SCHEDULE ACTIVITY CHART WITH SUBMISSION MODE

S.No.	Internship Activity	Schedule	Source of Availability & Submission Mode
1	Summer Internship Guidelines		Displayed on Amizone
2	Proposal Forms(B.Tech & M.Tech Summer Internship)	16/11/2017	Displayed on Amizone
3	Proposal Forms(M.Tech through HOD for Dissertation)	Jan, 2018	Displayed on Amizone
4	Registration form	4-16 May 2018	Download from Amizone and submit to nominated faculty guide/staff in respective department
5	Summer Internship Synopsis Form (within a week of commencement)	10-18May 2018	Online on Amizone
6	Weekly Progress Report		Every Monday to Faculty Guide Only on Amizone
7	i) Submission of Draft Report ii) Submission of Final Report (with softcopy)	July 11, 2018 July 12, 2018	To Faculty Guide Only To Faculty Guide
8	Coded Summer Trainee Evaluation Form (Feed Back Report)	Latest by July 12, 2018	Download from Amizone 1. To be filled by Industry Guide 2. Submit to Faculty Guide & CRC through post/Email by Industry Guide or through duly sealed envelope.
9	Corporate Data Project Summary With Industry Guide Faculty Guide and Student Photo	July 13, 2018	To CRC only Should be in MS word format in Times New Roman Font size 12, spacing 1, in 150 words only along with the stamp size photo of Industry Guide (left corner with Phone & E-Mail) Faculty Guide (other corner) Logo of the company middle and at the end of the project summary Name of Student, programme with branch and below it AUUP Enrollment No. & section right side with photo of the student. The title should be in 14 size font at top centre. It should be submitted by individual student through their CR duly approved section wise in a combined word doc file through mail or pen drive to CRC (PDF not acceptable) specimen enclosed. Please ensure that the correct designation of the faculty guide and other senior officials is correctly mentioned below the respective photo
10	Presentation-Viva through External Examiner & evaluation	July 25 , 2018	By respective HOD

SUMMER INTERNSHIP GUIDELINES

1. Introduction

The summer internship program can best be described as an attempt to institutionalize efforts to bridge the gap between the professional world and the academic institutions. Entire effort in summer internship is in terms of extending the program of education and evaluation beyond the classroom of a university or institution. The summer internship is of 6-8 weeks' duration and is implemented during the summer after the third year of the 4year B.Tech program. The summer internship program is exposure oriented and aims at initiating and orienting the students to the professional world. During the process it provides an opportunity for students to satisfy their inquisitiveness to know more details. This circumstance exposes them to new analytical and technical skills to communicate with and to seek information from the professional peoples. After they have been enriched with this kind of exposure, the students can participate more effectively in the professional courses that they will be studying in the subsequent year. The educational process in the internship course seeks out and focuses attention on many latent attributes, which do not surface in the normal classroom situations. These attributes are intellectual ability, professional judgment and decision-making ability, inter-disciplinary approach, skills for data handling, ability in written and oral presentation, sense of responsibility etc.

In order to achieve these objectives, a set of guidelines for conducting summer internship program and assessing the students' performance at various organizations has been given. These guidelines are prepared within the broad frame work of academic regulations applicable at ASET.

2. Registration

For summer internship, a student registers for the course “**summer internship**”. The registration takes place at the institute just after or during the End-Term examinations of the 6th SEMESTER. Please refer to the guidelines for registration given separately.

The students should reach the summer training organization on the first day of the start of the summer internship program. The CRC should have complete information of the students of ASET and the organizations where they are required to pursue the summer internship. This information should be furnished on a prescribed Performa, it is mandatory that all students register with CRC as per the date decided or before the students leave the campus for summer training.

The students who proceed for summer training without having submitted the duly completed registration form with CRC, will be declared fail in summer training. Also such students will not be allowed to register for Semester VII.

3.1 Orientation Program

The orientation program is in terms of know-your-organization for summer Internship. It is suggested that prior to joining the summer training the student should become familiar with the organization in all respects like historical developments, and future expansion programs of the organization by referring to various annual reports, manuals etc. The student should become familiar with the organization structure, processes involved by visiting various departments, shop floors, or inter with industry guide / other members of the departments, attending orientation lectures by the organizational experts. It is a good idea for the faculty guide to conduct a quiz and test as well as ask the students to submit an interim report before the students join their summer training organization.

3.2 Synopsis

Student must submit a one page synopsis as per the prescribed format duly approved by faculty and industry guides within a week of joining the summer internship. Students who are doing their internship outstation must send their synopsis to their faculty guide by email (and a copy of approved synopsis by courier) for approval.

3.3 Summer Internship Assignments and Open Ended Projects

After the completion of the orientation program, depending on the student's own interest and the opportunities available in the organization, a student may choose a particular department or activity or function or an ongoing project within the organization. This may be later converted into an open-ended project or assignment. The strength of the internship program and the latent abilities of the students can be effectively incorporated into the open-ended projects or assignments. **The faculty guide can play an effective role in chalking out this particular aspect of the internship program in consultation with the organizational experts.** If the opportunities are not available for the students to participate in the projects or assignments then they may be asked to make an in-depth study of the organization and a specific aspect of the management and technological developments in the organization and industry.

3.4 Gap Lectures

If there are specific areas of general interest to the students, which can help, in their educational process, it is good to arrange gap lectures for them, with the help of the organizational experts, these lectures covering different areas can be arranged at different time intervals of the internship. The faculty may chalk out (depending on the students' needs) the detailed program in this regard after identifying and consulting various professional experts in the organization. It is good idea to conduct quizzes and group discussions on the basis of these gap lectures.

3.5 Attendance

The students are required to follow the timings of the organization and to attend to the work daily except on holidays that are applicable to the organization. They should observe all the rules and regulations, which are applicable to the employees of the organization.

4. Summer Internship Guide-Student Interaction

The regular periodic interaction of the summer internship guide with the students is necessary. This interaction helps in continuous monitoring and guiding the students in his/her project and assignment work. In this meeting the summer internship guide will tell the students about their performance and progress in the project and assignment task undertaken by them.

Every student from time to time must ask the summer internship guide about his/her strong as well as weak points observed in various evaluation components and the ways to improve upon them. **Students must send weekly progress Report to faculty guide and academic department in the prescribed format. Students must maintain a daily activity Diary which will be part of the evaluation by faculty guide.**

5. Faculty Interaction with Industry Guide

The faculty guide will interact with the professional expert periodically (Industry Guide). In the beginning, this interaction helps the faculty to chalk out an effective orientation program and also the whole internship program. These meetings also help in letting the professional expert (Industry Guide) know about the progress of the projects and assignments. The faculty may invite the expert(s) to seminars, group discussions etc. At the end of the internship, the faculty seeks the industry guide's critical comments on reports submitted by the students with a view to receiving the much-needed feedback on the student's work. **It's the responsibility of student to ensure his/her faculty guide and industry guide interact.**

The students are required to interact with the professional experts periodically. These interactions help the students in letting the experts know about their progress in the assignment and also to get the directions and instructions for further study in regard to the assignment. In these meetings the students may clarify his/her doubts and discuss his/her assignment for better understanding and working on the assignment. When the assignments are in progress, the role sought from the experts is that of consultant. Normally the students are required to approach professional experts with prior appointment and after discussing with the faculty so that they go well prepared and benefit maximum from the expert. Every effort should be made to ensure that professional experts do not have to worry about routine details concerning the educational and administrative organization of the internship program.

6. Industry Guide Feedback

In order to keep track of the progress made at various internship organizations, the faculty guide will keep collecting various types of information from the students or the project coordinator at the organization at different points of time. Student must ensure that industry guide sends the feedback about summer training performance on last day of the summer training of the student. The feedback to be sent to CRC department.

7. Format and Guidelines for Internship Report

The **Internship Report** is the research report that the student has to prepare on the project assigned by the organization. (Incase a student is not assigned a specific research project in the organization, he/she has to selected any one aspect of the organization and prepare a research report on it). The layout of the report should be as per the standard layout prescribed by the organization wherein the student undertakes the Internship. In case, there is no layout prescribed by the organization the following components should be included in the report:

➤ Title or Cover Page

The title page should contain Project Title, Student's Name, Programme, Year and Semester and Name of the Faculty Guide.

➤ Acknowledgements

Acknowledgement to any advisory or financial assistance received in the course of work may be given. It is incomplete without student's signature.

➤ Abstract

A good "Abstract" should be straight to the point, not too descriptive but fully informative, First paragraph should state what was accomplished with regard to the objectives. The abstract does not have to be an entire summary of the project, but rather a concise summary of the scope and results of the project. It should not exceed more than 1000 words.

➤ **Table of Contents**

Titles and subtitles are to correspond exactly with those in the text.

➤ **Introduction**

Here a brief introduction to the problem that is central to the project and an outline of the structure of the rest of the report should be provided. The introduction should aim to catch the imagination of the reader, so excessive details should be avoided.

➤ **Materials and Methods**

This section should aim at experimental designs, materials used (wherever applicable). Methodology should be mentioned in details including modifications undertaken, if any. It includes organization site(s), sample, instruments used within its validation, procedures followed and precautions.

➤ **Results and Discussion**

Present results, discuss and compare these with those from other workers, etc. in writing this section, emphasis should be laid on what has been performed and achieved in the course of the work, rather than discuss in detail what is readily available in text books. Avoid abrupt changes in contents from section to section and maintain a lucid flow throughout the thesis. An opening and closing paragraph in every chapter could be included to aid in smooth flow.

Note that in writing the various sections, all figures and tables should as far as possible be next to the associated text, in the same orientation as the main text, numbered, and given appropriate titles or captions. All major equations should also be numbered and unless it is really necessary, do not write in “point” form.

While presenting the results, write at length about the various statistical tools used in the data interpretation. The result interpretation should be simple but full of data and statistical analysis. This data interpretation should be congruence with the written objectives and the inferences should be drawn on data and not on impression. Avoid writing straight forward conclusion rather; it should lead to generalization of data on the chosen sample.

Results and its discussion should be supporting/contradicting with the previous research work in the given area. Usually one should not use more than two researches in either case of supporting contradicting the present case of research.

➤ **Conclusion(s) & Recommendations**

A conclusion should be the final section in which the outcome of the work is mentioned briefly.

Check that your work answers the following questions:

- Did the research project meet its aims (check back to introduction for stated aims)?
- What are the main findings of the research?
- Are there any recommendations?

- Do you have any conclusion on the research process itself?

➤ **Implications for Future Research**

This should bring out further prospects for the study either thrown open by the present work or with the purpose of making it more comprehensive.

➤ **Appendices**

The Appendices contain material which is of interest to the reader but not an integral part of the thesis and any problem that have arisen may be useful to document for future reference.

➤ **References**

References should include papers, books etc. referred to in the body of the report. These should be written in the alphabetical order of the author's surname. The titles of journals preferably should not be abbreviated; if they are, abbreviations must comply with an internationally recognized system.

The Layout Guidelines for the Internship Report:

- A4 Size Paper
- Font: Arial (10 Points) or Times New Roman (12).
- Line spacing: 1.5
- Top and bottom margins: 1 inch/2.5 cm; Left and right margins: 1.25 inches/3 cm

9. Assessment and Grading

9.1 Introduction

The internship method of education is a vehicle through which one can effect meaningful innovations in methods of student education and evaluation to bring them closer to real-life situations. In summer internship course, the concept of continuous evaluation is followed and at the end of it the students are awarded letter grades based on their performance. These grades are to be incorporated in their grade sheet directly.

As mentioned earlier, the educational process in the internship course seeks out and focuses attention on many latent attributes that do not surface in the normal classroom situations. These are intellectual ability, professional judgment and decision-making ability, inter-disciplinary approach, skills for data handling, ability in written and oral presentation, sense of responsibility etc. are judged by the faculty through various instruments of evaluation, namely, quiz, seminar, viva, project report, observation of the student's performance, and project diary.

9.2 Assessment Scheme

In order to bring uniformity in evaluation at each of the organizations level and minimize subjectivity in evaluating the students, the following scheme has been found well tested. More-over it has been prepared within the broad framework of Academic Regulations.

The instruments used will help judge the students on various characteristics, which are; Knowledge of concepts, application of principles, intellectual ability, creativity and originality, professional judgment and decision making ability, interdisciplinary approach, skills for data handling, documentation, initiative, self-reliance, self-expression, co-operation, leadership, industry, sense of responsibility, and social sense. It needs to be emphasized here that the assessment scheme as suggested would provide objectivity to the process through well-defined objectives in terms of what to look for in these instruments and therefore students develop themselves accordingly.

9.3 Weight age of Instruments

It is recommended as follows:

B.Tech Students

Instrument	Weightage
A. Continuous Evaluation (15%) <i>By the Respective Department</i>	
1. Observation, Weekly Progress Report, Attendance	10%
2. Project Diary	5%
B. (<i>By the Respective Department/External Examiner</i>)	
1. Industry Guide Feedback	15%
2. Project Report	25%
3. Viva & Presentation	35%
C. CRC Evaluation	10%*

*Feedback and completion certificate from industry guide – 2marks, project summary-2marks, industry guide confirmation regarding employability / attending event/ seminar- 2, corporate data relevant to carrier opportunity/ placement in their core stream of 10 companies (Either Government or Private) along with visiting cards- 2marks and timely submission of all documents by 16th July 2018- 2 marks

M.Tech Students

Instrument	Weightage
A. Continuous Evaluation (30%) <i>By the Respective Department</i>	
1. Observation, Weekly Progress Report, Attendance	25%
2. Project Diary	05%
1. Project Report	20%
2. Viva & Presentation	40%
C. CRC Evaluation	10%*

*Feedback from industry guide – 3marks, project summary (soft & hard copy-2marks, Industry guide confirmation regarding employability event/seminar- 3 marks, corporate data regarding career growth/ placement of 10 companies, visiting cards and timely submission by 16th July, 2018-2 marks

However, if a faculty wishes to deviate from the suggested evaluation scheme given above due to any special reasons, may do so with the prior approval of the HOD and HOI.

The evaluations of the summer internship should be submitted by the faculty to the Exams Department as per dates indicated in the academic diary along with project reports. The starting and the closing dates of the program are also given in the academic diary and should be adhered to strictly.

9.4 Points Judged Through Each Instrument

This component is evaluated by observing the students for the following points:

- Regularity and ability to meet deadlines
- Sense of responsibility
- Initiative and leadership
- Industry knowledge.
- Social sense and adaptability to practical situation
- Self reliance and co-operation

Project Diary

The project diary written by the students is judged for the following three points:

- Data handling, procurement, calculation and presentation
- Thought Process
- Regularity

CRC Assessment and Feedback

All the students during summer training will continuously interact with faculty guide and provide inputs as required:-

- Initiative and Leadership
- Industrial Feedback
- Recruitment survey
- Networking and Relationship Building
- Reporting and Regularity

Project Report

The project report, which is a written component of evaluation, has the maximum weight age. It is judged for the following points:

- Introducing the problem and setting the objectives of the project
- Knowledge and Comprehension of the problem
- Ability to analyze the problem
- Logical path followed
- Concluding remarks in terms of the objectives set earlier and the future scope of the problem
- Presentation of the abstract with precision
- Organization of the matter

- Data Handling

Seminar / Viva

The seminar/ viva tests, the students are judged in terms of the following:

- Knowledge of basic concepts and principles
- Additional knowledge acquired
- Ability to apply the knowledge of basic concepts and principles
- Ability to analyze a given problem or situation.
- Logical path followed in problem-solving effort
- Effective oral communication
- Self-reliance and co-operation
- Moderation

Operation of various instruments

The faculty guide keeping in mind the continuity of evaluation of the summer internship will schedule the various instruments.

Project Report

Project Report should be submitted on the last day of the internship program at the station. The report is a written presentation of the work done by the students on a given assignment. Two spiral bound copies of summer internship report must be submitted along with other documents as per following:

- **Faculty guide** – Project report, daily activity diary, copies of weekly progress report
- **Academic Department** – project report, copies of weekly progress report, student feedback
- **CRC Department** –Synopsis, Industry guide feedback, Recruitment survey forms, summary of summer project report and Industry guide's photograph and Pre-Placement Offer (PPO), if any.

Each assignment should have a separate report. In the case of group work, the leader has the total responsibility of planning, scheduling, and implementing. The work of the group in a given assignment is documented in a joint report.

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 culmination of continuous efforts in the form of interim report, student participation in seminars and the proceedings of group discussions which are evenly distributed over the entire period of the assignment. Therefore, the various components of the project report should be evaluated on a continuous basis. Continuous faculty interaction with students provides powerful channels to the faculty to clearly discriminate between the competence levels of different group members. Indeed, from the point of view of new educational pedagogy, the challenge of summer internship evaluation is the challenge of evaluating an individual's performance within the framework of cooperative endeavor. In other words, every member of the group should get his due credit in terms of his total contribution to the collective effort. In view

of this, there is no basis for giving the same marks to each of the group members for their joint project report.

Observation

Observation in this context, is a channel for the evaluation of student performance at the internship organization by the faculty on the basis of their day-to-day interaction with the faculty and the organization personnel, indeed. It is one of the best methods of continuous evaluation. However, care should be taken to see that observations are related some way with the various facets of internship program. The marks allocated for this continuous evaluation is given at the end of the program.

Project Diary

The diary maintained by a student enables the faculty to judge the points mentioned earlier. This also provides a wonderful opportunity for the faculty to study and evaluate the student's ability to collect and employ information analysis techniques. Writing a diary has to be periodical, preferable a daily affair. Both the faculty and student should understand the philosophy behind recording in a diary. It is an attempt to cultivate the habit of documentation and to encourage him/her to search for details. It may include the student's own thought processes and reasoning abilities. The faculty member should check and sign the diary periodically.

Feedback to Students

The aim of these evaluation instruments is not only to evaluate students for various characteristics as mentioned earlier but also to impart education and train them to improve upon their deficiencies in those characteristics. In order to achieve this objective, the faculty should tell students, within 2 to 3 days of holding a component of evaluation the marks obtained, the students' good points and also their deficiencies. He/She should also tell them the ways to improve upon their performance.

Final Grading

At the end of internship program when all the marks obtained by a student on various evaluation instruments described above are added. It will give the total marks earned by the student out of 100 marks. If more than one faculty member is involved in evaluation, the faculty guide is expected to consult his colleagues and the evaluation should be done through collective effort. Even though from time to time the faculty may be taking help from experts and consultants, it is to be borne in mind that the entire responsibility of evaluation rests with the faculty only. **The summer internship has a weightage of 3 credit units for B.Tech and 3 credits for M.Tech.**



AMITY UNIVERSITY
UTTAR PRADESH

AMITY SCHOOL OF ENGINEERING & TECHNOLOGY

Department of Training & Placement

Registration Form for Summer Internship Project **B.TECH (2015-19), B.TECH Dual Degree(2015-20), B.Tech Eve(2015-19) & M.Tech.(2017-19) (ALL BRANCHES)**

Date of Submission: _____ Late Fee if any _____

Student's Name (Mr./Ms.) _____ Programme _____

Enrollment No. _____ Roll No. _____ Section _____

Contact Address _____

Phone No. _____ Email _____

Company's Name and Address _____

Industry Guide Name _____ Designation _____

Contact Number (O) _____ (R) _____

Mobile _____ Fax _____

Email _____

Project Duration _____ Weeks (Minimum 6 Weeks)

Date of Commencement _____ Date of Completion _____

*Topic _____

Project Objective _____

*Methodology to be adopted _____

*Brief Summary of the project

Student Signature

Checked by

* To be duly certified by the Industry Guide (with visiting card) & Faculty guide within a week of commencement of Summer Internship

** Attached a copy of confirmation letter from the respective industry/organization



AMITY UNIVERSITY

UTTAR PRADESH

AMITY SCHOOL OF ENGINEERING & TECHNOLOGY

CORPORATE RESOURCE CENTRE

Synopsis of Summer Internship Project

All the students are required to provide the following information to Academic and CRC Department at the time of registration or within a week of joining their Summer Training in the industry.

Student's Name _____ Enrol. No. _____ Programme _____ Batch _____

Company's Name and Address _____

Industry Guide _____

Name: _____

Designation: _____

Contact Number: Ph. (O) _____ (R) _____

Mobile: _____

Fax: _____

E-mail: _____

Date of Birth (DD/MM/YY): _____

Project Information:

- i) Project Duration : (.....Weeks)
 - a) Date of Summer Internship commencement (_ _ / _ _ / 18)
 - b) Date of Summer Internship Completion (_ _ / _ _ / 18)

- ii) Topic _____

[illegible]

Signature
(Faculty Guide)



AMITY UNIVERSITY

UTTAR PRADESH

AMITY SCHOOL OF ENGINEERING & TECHNOLOGY
CORPORATE RESOURCE CENTRE
SUMMER INTERNSHIP

WEEKLY PROGRESS REPORT (WPR)

For the week commencing: _____

WPR (i.e. 1,2,3 etc.)

Enrollment Number: _____

Program: _____

Student Name : _____

Company Name: _____

Industry Guide's Name: _____

Faculty Guide's Name: _____

Project Title: _____

TARGETS SET FOR THE

WEEK _____

ACHIEVEMENTS FOR THE

WEEK _____

FUTURE WORK PLANS-

_____.

Every Monday of the week

Total Six Reports
May to July 2018



AMITY UNIVERSITY

UTTAR PRADESH

AMITY SCHOOL OF ENGINEERING & TECHNOLOGY

CORPORATE RESOURCE CENTRE

WPR of Week 1st

WPR's Remaining.....

Enrollment Number.....

Programme.....

Summer Internship Subject Area.....

Week's Summary

<u>Days/Time</u>	
<u>Monday</u>	
<u>Tuesday</u>	
<u>Wednesday</u>	
<u>Thursday</u>	
<u>Friday</u>	

Every Monday of the week

Total Eight Reports
May to July 2018



AMITY UNIVERSITY

UTTAR PRADESH

AMITY SCHOOL OF ENGINEERING & TECHNOLOGY

CORPORATE RESOURCE CENTRE

DATABASE OF THE CORPORATE PROFESSIONALS (Excel Format Only)

S.No.	Name of the Person	Designation	Name of the Company	Address	Telephone No.	Mobile No.	Fax No.	Email

Date

Signature of Student

FOR PUBLICATION PURPOSE ONLY
(PROJECT TITLE, TNR-14, BOLD)
(COMPANY NAME TNR-14, BOLD)

(stamp size photograph-scanned)
(if available)

Company
Logo

(stamp size photograph scanned)
(Photograph- compulsory)

INDUSTRY GUIDE

Name & Designation, Phone, Email

FACULTY GUIDE

Name & Designation

PROJECT SUMMARY

TNR-12(Times New Roman-12)-----

-----Not beyond this

Student Name
B.Tech Branch Name
Enrollment No

(Student's stamp size photograph- scanned)

EXAMPLE

***HUMAN RESOURCE MANAGEMENT SYSTEM
AND INVENTORY MANAGEMENT SYSTEM***
DEFENCE RESEACH & DEVELOPMENT ORGANIZATION

Photo

Company Logo

Photo

INDUSTRY GUIDE

**Name & Designation,
Phone, E-Mail**

FACULTY GUIDE

Name & Designation

PROJECT SUMMARY

The Employee segment of any organization has always found itself constrained may be because each functional area is working in isolation with other and causes confusion and other adverse effects on growth and development of the organization. The *CEP BUDGET SYSTEM*, which is maintained by the HUMAN RESOURCE Department, is an organization wide single application consists of solutions for all functional areas of a HR Department and is meant to securely automate the entire process of management of Human Resources with user-friendly interface.

Student Name
B.Tech (Branch)
Enrollment No.

Photo

NOTE: Covering not more than half page i.e two summaries in one page.



AMITY UNIVERSITY

UTTAR PRADESH

AMITY SCHOOL OF ENGINEERING & TECHNOLOGY

CORPORATE RESOURCE CENTRE

SUMMER TRAINEE EVALUATION FORM
(Industry Guide Feedback)

Dear Sir / Madam,

Our Student _____ Enroll. No. _____ Class of **B. Tech** (_____)
2019 has undergone __ weeks summer Internship under your able guidance in your esteemed organization. We would request you to evaluate the student on a number of attributes, which will help us in developing the concerned student into an effective and efficient engineer as per the industry needs. Further, your valuable feedback would also help us make the necessary improvement in the Program.

The evaluation will be on a scale of 10 points, 10 being highest and 1 being lowest.

<u>10</u>	<u>9</u>	<u>8</u>	<u>7</u>	<u>6</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
Outstanding	Excellent	Very Good	Good	Above Avg.	Avg	Below Avg	Needs Improvement	Poor	very poor

Project Title: _____

Date of Commencement: _____ Date of Completion: _____

Name of Industry Guide: _____

Designation: _____

Company's Name and Address : _____

Part I : Project Evaluation

Scale 1 to 10

A. Understanding of the Project Objectives

- Theoretical Knowledge needed to do the project.
Effort made in applying his/her knowledge

B. Problem Definition

- Understanding the scope and limitation of the Project

C. Planning Ability

- Ability to plan, research schedules and resources

D. Execution Ability

E. Use of tools and techniques

F. Presentation ability

G. Initiative

H. Resourcefulness

I. Quality of work

J. Result Orientation

K. Creativity and Innovation

L. Technical knowledge related to the Project

M. Keeping deadlines

N. Overall evaluation of Project

Part II : Personality Evaluation

O. Intelligence & Comprehension

P. Diligence & Perseverance

Q. Co-operation (Ability to work with others)

R. Leadership (Mobilize Support)

S. Communication

• Oral

• Written

T. Integrity and Loyalty

U. Punctuality

V. Decorum

W. Overall Personality

Part III: Over All Evaluation

Please give strengths of the trainee, if any.

1. _____ 2. _____

Please give weakness of the trainee, if any.

1. _____ 2. _____

Given a chance would you like to recruit him / her as a part of your team/ Organization

1. _____

Please advice the critical areas where we should focus for his / her further development.

1. _____ 2. _____ 3. _____

How the interaction between institute and industry can be made more effective?

Date: _____

Place: _____

Signature of the Industry Guide

Company's Stamp: _____

(Please attach your visiting Card)

For ASET, AUUP Use Only

TOTAL: _____

CHECKED BY: _____

GRADE: _____

DATA ENTERED BY: _____

1. Please feel free to attach another sheet(S), if required.

2. Please send the Feedback Form & Completion Certificate directly to the following so as to reach us latest by 12th July 2018 (through email, courier, sealed envelope, speed post etc.)

Prof.(Dr.) Abhay Bansal
Joint Head
Amity School of Engineering and Technology
Amity University Campus
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Ph:+91-120-4392487
Mob:+91-9810600460
Fax: +91-120-2433234
Email Id: abansal1@amity.edu

Prof.(Dr.) M.K. Dutta
Joint Head
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Amity University Campus
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Ph:+91-120-4392517
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Fax: +91-120-2433234
Email Id: mkdutta@amity.edu

AMITY SCHOOL OF ENGINEERING & TECHNOLOGY
Corporate Resource Centre (CRC)

SUMMER INTERNSHIP PROPOSAL FORM

Date

Prof. P.K. Rohatgi
Head – CRC (E-3, ROOM NO. 306)
Sr. Vice President (RBEF)

Sub.: Summer Training: B.Tech, M.Tech & Dual degree

Branch: _____ Duration _____

Dear Sir,

I am giving my particulars for summer internship as follows:

Name of the Students (Mr./Ms.) : _____ Section _____

Branch _____ Enrollment No. _____ Roll No. _____

Phone(s) Land Line _____ Mobile no. _____

E-mail _____, Father's Name _____, Company Name _____,

Fathers Mobile _____ Residential/Permanent Address _____

Full address of the Organization, Name and designation of the concerned official/department to whom the BONAFIDE LETTER is to be issued:

Name (Mr./ Ms.) _____

Designation _____

Company Name & Address: _____

Mobile no./ Landline no. _____ Email _____

SOURCE OF CONTACT

Name of official (Mr./Ms.): _____ Designation _____

Company Name & Address: _____

Phone No(s): Landline _____ Mob. _____

E-mail: _____

I further declare that all the information given above is true for best of my knowledge.

NOTE: For dissertation, M.Tech student should get it recommend through their HOD specifically mentioning dissertation period with start and end date, title of the project and name of proposed company.

Yours faithfully

Name & Signature of Student