

GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
A Grade, NAAC Accredited State Govt. University



Acad./AC-III/Fac-1/2022/ 346-354
Dated: 20/1/22

To

1. The Chairpersons,
Deptt. of Civil Engg., Electronics & Communication Engg.,
Computer Science & Engg., Electrical Engg., Printing Tech.,
Mech. Engg., Food Tech. and Emerging Tech., GJUS&T, Hisar.
2. Director-Principal, Manav Institute of Technology & Management, Jevra (Hisar)

Sub: To continue the provision of full one semester Industry Internship/training for B.Tech. 8th semester students of all specialization of batch 2018 and onwards batches and approval of modified scheme and revised Evaluation Guidelines for Training/Internship on the pattern of B.Tech. 2016-20 and 2017-21 batches.

Sir/Madam,

It is to inform you that the Vice-Chancellor, in anticipation of the approval of the Academic Council, using his powers vested in him under Section 11(5) of the University Act, 1995, has approved the recommendations of the Faculty of Engineering & Technology made vide resolution no. 2, of its meeting held on 17.12.2021, to include the provision of full semester Industry Internship/training for B.Tech. 8th semester students of all specialization of batch 2018 and onwards batches on the pattern of B.Tech. 2016-20 and 2017-21 batches, including the modified policy and revised evaluation guidelines. The modified policy and revised evaluation guidelines are enclosed as Annexure-I and Annexure-II respectively.

This is for further necessary action please.

Encls: As above

Assistant Registrar (Academic)
for Registrar

Endst. No. Acad./AC-III/Fac. 1/2022/ 355-57

Dated: 20/1/22

A copy of the above alongwith modified policy and revised evaluation guidelines is forwarded to the following for information and necessary action:-

1. Dean, Faculty of Engg. & Tech., GJUS&T, Hisar. Further, she is requested to get upload the modified Policy and revised evaluation guidelines on University website.
2. Controller of Examinations, GJUS&T, Hisar.
3. Director, Placement, GJUS&T, Hisar.

Assistant Registrar (Academic)

Policy

The B.Tech. Students under 2018 and onwards scheme will be allowed to join industrial training/internship in their 8th semester under following condition.

1. If the student gets selected for the job through campus placements (permitted/coordinated by T&P Cell) and the employer is willing to take the student for the training/internship for a period of full one semester (for 8th Semester)

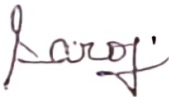
or

2. If the student (who is not having any pending (uncleared) backlog up to 6th Semester and minimum CGPA of 6.0) gets offer of one semester (for 8th Semester) training/internship (permitted/coordinated by T&P Cell) with minimum stipend/fellowship of Rs. 10000/- per month from any of the following:

- Reputed research organization
- Govt. sponsored project
- Govt. research Institution
- Multi-National company (MNC)
- Very reputed company (Registered with Ministry of Corporate Affairs with minimum 5 years of existence)
- Public Sector undertaking
- 250 bed reputed hospital (for BME)

In case result of 6th Semester has not been declared then there should be no pending (uncleared) Backlog up to 5th Semester.

To fulfil either of the above two conditions, under any circumstances the student will not make any payment (directly/indirectly) to the respective company/organization. Student will apply to T&P Cell at least days before the commencement of 8th Semester along with offer letter on prescribed format. T&P Cell will verify (as per above conditions) and recommend his/her application and send the same to Dean FET for approval through respective Chairperson. Student will proceed on training/internship only with approval of Dean FET. Evaluation of said internship will be done in accordance with guidelines framed by university.



Dean,
Faculty of Engg. & Technology

**EVALUATION GUIDELINES FOR
TRAINING/INTERNSHIP during 8th SEMESTER**

(under B.Tech. 2018 and onward Schemes)

**FACULTY OF ENGINEERING & TECHNOLOGY
GURU JAMBHESHWAR UNIVERSITY OF
SCIENCE & TECHNOLOGY, HISAR**



GUIDELINES FOR 8TH SEMESTER TRAINING/INTERNSHIP

(A) Duration:

A Minimum 16 weeks, which should start latest by Registration Date of 8th Semester or as per the special provision made for short duration in exceptional circumstances as in the case of Covid-19 pandemic (if any).

(B) General Guidelines:

- i) Eligible students will apply to T&P Cell at least 15 days before the commencement of 8th Semester along with offer letter on prescribed format. T&P Cell will recommend the application for approval of Dean FET (GJUST, Hisar) through Chairperson of respective Department/Principal (as per prescribed format available on website/T&P cell of University). Chairperson/Principal will suggest name of Faculty Mentor before forwarding application to Dean FET for approval. Student will then proceed on training / internship after obtaining approval letter from T&P Cell. Principal will submit application to Dean FET through T&P Cell of University.
- ii) The students going for internships are required to get themselves registered in respective department at GJUS&T (for Semester registration), before leaving for training. This must be done latest by the date specified for the normal 8th semester registration.
- iii) The students opting for the industry internship will have to pass two courses, each of 3 credits, from MOOCs through NPTEL/SWAYAM platforms or from core/elective courses offered in 8th semester by their respective departments.
- iv) The Chairpersons will notify the list of MOOCs/core/elective courses to be opted by the students who go out for full semester internship before the end of the seventh semester and much in advance before the commencement of the 8th semester in line with the date of registration for the notified MOOCs.
- v) The students who opt for MOOCs as advised and under the intimation to the Chairperson will have to submit the proof of passing the MOOCs to their respective departments so that the same can be forwarded to the COE for credit transfer to their transcripts.
- vi) In case a student, who opted for full semester internship is not able to pass the MOOC(s) through NPTEL/SWAYAM the student will have to apply for the conduct of re-appear examination of the MOOCs in their departments. The question papers of these re-appear examinations will be got set by Controller of Examination (COE), GJUS&T, Hisar through Chairperson of the respective departments from the syllabus prescribed for the particular MOOCs.
- vii) In case, the departments offers core/elective courses, it will facilitate online classes/tutorials/study material for these courses for the students who have proceeded for the industry training/internship. Such students will have to appear in examinations conducted by the university along with other students who did not opt for the internship. The internal examinations for these students can be conducted online/offline mode.
- viii) The proposed number of credits of the industry Internship will be computed by subtracting 6 credits earned through MOOC/core/elective courses from the total credit of the 8th semester of the respective department.

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- ix) The training and placement cell ensure the credentials of the companies offering the internship before permitting the students to go for the full semester internship. Under no circumstances, the students should be permitted to join any superfluous company. The Chairperson and Dean can also keep a check for the same in the application processing channel.
 - x) These rules must be strictly adhered to and should not be violated in any circumstances at any level.

(C) Monitoring:

- i) Students are to ensure that their Joining reports are received by the T&P Cell within 15 days of joining. Joining report should also contain name of Industry Mentor during Internship. (As per Annexure – I)
- ii) The T&P Cell shall maintain a database of Industry and Faculty mentors.
- iii) Faculty Mentor of GJUST (or affiliated Colleges) will be allowed to add workload of 1 Hr per week per student (subject to maximum to 2 Hr per week) for this mentoring purpose.
- iv) Consolidated summary sheet of joining report will be submitted to each department by the T&P Cell within 21 days of joining. (As per Annexure – II).
- v) Faculty Mentors will regularly monitor activities/performance of student undergoing internship. Email/Skype/ facetime/Video Conferencing interactions shall be done by the faculty with the students and industry mentors.
- vi) The faculty mentor can visit the companies/institutes if interested. They shall be required to interact with the management/senior officials of the companies/institutes in addition to interacting with the student and his mentors. On return the faculty mentor will submit a report to the Chairperson of the Department. The faculty mentor must be provided duty leave and TA/DA as per the university rules for the industry visit.
- vii) Faculty-Industry Interaction: In addition to making evaluations based on email/Skype/facetime/ Video Conferencing interactions with the students or based on visits to the industry, the faculty mentor will contact the industry mentor fortnightly via e-mail/phone, to keep a close watch on the students' progress.
- viii) All visit / monitoring reports are to be submitted to the respective departments by the faculty mentor and industry mentor. A Minimum of 2 monitoring reports shall be submitted. (As per Annexure – III & IV).
- ix) Consolidated Summary Sheet of each visit/monitoring shall be maintained by each faculty mentor. (As per Annexure – V)

(D) Preparation of Report:

- i) Every student shall prepare a Training/Internship semester report as per the specified guideline (Annexure -VI). A standard cover page has to be used (As per Annexure VII). The report shall contain a declaration (As per Annexure VIII).

(E) Guidelines for Evaluation:

- i) The industry training/internship will be evaluated for the marks equivalent to the total credits of the 8th semester minus 6 credits for the two MOOC/core/elective courses.
- ii) The distribution of Marks for finalizing the evaluation for Training/Internship semester is as follows:-

| S. No. | Subject | Marks | Remarks |
|--------|--|-------|---|
| 1. | Evaluation by Industry Mentor | 30% | Two evaluations. Marks for each evaluation will be 15% of total semester marks. |
| 2. | Evaluation by Faculty Mentor | 30% | Two evaluations. Marks for each evaluation will be 15% of total semester marks. |
| 3. | Evaluation by Deptt. including <ul style="list-style-type: none"> Report Presentation Viva Voce | 40% | The final Presentations/ evaluations will be made before a Committee of 3 members which shall include following : <ol style="list-style-type: none"> 1. Chairperson of Department or nominee 2. One external expert to be appointed by Examination branch. 3. Faculty Mentor 4. Director(Placement) or his nominee Committee will evaluate maximum of 15 reports in a day. Renumeration to external experts of the committee will be given as per university rules at par with M.Tech. thesis evaluation) |
| 4. | Total Marks | 100% | To be displayed on notice board. |

- Controller of Examination in consultation with Dean FET will prepare the format of DMC for the above

(F) Calendar for Training/Internship Semester (8th semester) is as given below:

| S. No. | Activity | Schedule |
|--------|--|--|
| 1. | Apply to T&P Cell along with Confirmed offer letter from Company / Organization for Training/Internship. | Minimum 15 days before the semester registration date of 8 th Semester |
| 2. | Approval by Dean FET and issuance of approval letter by T&P Cell. | Before the semester registration date of 8 th Semester |
| 3. | Registration for Training/Internship Semester at respective department. | By the normal specified date of semester registration of 8 th semester. |
| 4. | Joining report along with name of Industry Mentor. | Within 15 days of start of Training/Internship semester |
| 5. | Consolidated Summary Sheet of Joining report from T&P Cell to department. | Within 21 days of start of Training/Internship semester |
| 6. | First Monitoring | Within six weeks of joining |

| | | |
|-----|---|--------------------------------------|
| 7. | Consolidated Summary Sheet of first monitoring report including marks. | Within one week of first monitoring |
| 8. | Second Monitoring | Within three months of Joining |
| 9. | Consolidated Summary Sheet of second monitoring report including marks. | Within one week of second monitoring |
| 10. | Submission of Final Training / Internship report to Department | By First Week of June |
| 11. | Final Evaluation at University Department, GJUS&T, Hisar (for affiliated college students also) # For Agricultural Engg & Aeronautical Engg evaluation will be done at Mechanical Engg Deptt | Within June every year |

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ANNEXURE-I

JOINING REPORT

(To be sent by student within a week of joining by Registered Post/Email to Training & Placement Cell, Guru Jambheshwar University of Science & Technology, Hisar (or affiliated college).

1. Student Roll No. _____
2. Name _____
3. Branch _____
Name of the Project /Assignment _____
during Training _____
4. Name & Address of the Organization _____
Telephone No. _____
E-mail : _____
5. Address of the actual Site of Training _____
Telephone No. _____
E-mail : _____
6. Residential Address of the Student _____
Telephone No. & Mobile _____
E-mail : _____

I hereby inform that I have joined the organization on _____ for the 8th Semester Training/Internship Semester in the industry.

Dated:

Signature of the Student

CERTIFICATE BY THE CO-ORDINATOR/MENTOR IN THE INDUSTRY

Certified that the above mentioned student has joined our organization for the Training/Internship semester under my mentorship.

Dated:

Signature of the Industry Mentor
Name :
Designation :
Phone No.:
Official E-mail:

Verification by HR Manager :

Signature with Seal :
Name & Designation :
Phone No.:
Official E-mail:

Summary sheet of JOINING REPORT

ANNEXURE-II

| Sr.No. | Roll No | NAME | Company | Name of the Department | | | Address & Contact details of Company | Email Id. of Company / Company Mentor | (ANNEXURE-II) | | |
|--------|---------|------|---------|------------------------|----------------|----------------|--------------------------------------|---------------------------------------|-----------------|---------------------------------|--------------------|
| | | | | Location | Faculty Mentor | Company Mentor | | | Date of Joining | Duration of Training/Internship | Stipend (Rs/Month) |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |

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Director T&P/Principal

Department of _____ Engineering

TRAINING/INTERNSHIP SEMESTER Session 20__

I/II MONITORING REPORT by FACULTY MENTOR

Date of VISIT/E-MAIL/SKYPE INTERACTION.....

Student Roll No. & Name:

Name of Organization & address:.....

Phone No: E-mail.....

Site Address

Phone Nos: E-mail

Name of Industry Coordinator/Mentor.....

Designation Phone No. E-mail

BRIEF PROGRESS REPORT

Stipend (if any) Accommodation/Meals

Topic/of the Project/Assignment.....

Details of Training/Internship Semester Assignment (attach separate sheet).....

Assistance required from the University (if any).....

Response from the Industry/Remarks of Industry Mentor

Possibility of consultancy, if any

Remarks of the Faculty Mentor.....

Progress

Marks* awarded by faculty mentor (Max Marks - 15% of total Semester Marks)

Max Marks : _____ Marks Awarded : _____

*In case marks awarded are more then 80% then mention special achievement / performance
(in minimum 100 words on separate sheet)

(Signature of Faculty Mentor)

Name

Designation

Department of _____ Engineering

TRAINING/INTERNSHIP SEMESTER Session 20____
I/II MONITORING REPORT by INDUSTRY MENTOR

Date of VISIT/E-MAIL/SKYPE INTERACTION.....
 Student Roll No. & Name:
 Name of Organization & address:
 Phone No: E-mail.....
 Site Address
 Phone Nos: E-mail
 Name of Industry Coordinator/Mentor.....
 Designation Phone No. E-mail

BRIEF PROGRESS REPORT

Stipend (if any) Accommodation/Meals
 Topic of the Project/Assignment.....
 Details of Training/Internship Semester Assignment (attached separate sheet).....

Assistance required from the University (if any).....

Response from the Industry/Remarks of Industry Mentor

Possibility of consultancy, if any

Remarks of the Industry Mentor.....

Progress

Marks* awarded by industry mentor (Max Marks - 15% of total Semester Marks)

Max Marks : _____ Marks Awarded : _____

*In case marks awarded are more then 80% then mention special achievement / performance
 (in minimum 100 words on separate sheet)

(Signature of Industry Mentor)

Name

Designation

Department of _____ Engineering

TRAINING/INTERNSHIP SEMESTER

Session 20 -

Consolidated Summary Sheet of III VISIT/ MONITORING Report to be prepared by Faculty Mentor[illegible]

(Faculty Mentor)

(Chairperson of the Department)

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CONTENTS OF THE REPORT (Hard Bound)

1. Cover page – on hard paper
2. Inner page – same as cover page but on the soft paper
3. Certificate from Industry (on its letter head)
4. Declaration
5. Acknowledgement (if any)
6. Contents
 - Summary
 - Introduction
 - Industry profile (Max. 5 Pages)
 - Details of the work done including work programme & results
 - Conclusions and Future Scope of Work
 - References (if any)
7. Impediments/difficulties faced during Training/Internship semester on Training/Internship work; Suggestions related to work/Training/Internship semester.

Please note the case of letters in the cover page. The 3rd line is 16 pt bold and other lines are 12 pt. The page is centered. Department and Institute names are bold.

The matter contained in the report should be typed in MS word (1.5 spacing) Times New Roman, 12 pt or equivalent with other software.

Figures and tables may be inserted in the text as they appear or may be appended in order. List of references shall be appended at the end.

Subject matter should be typed on both sides.

A total of 4 copies may be prepared – one for the student, second for the Teaching Department, third for industry mentor and fourth for the Faculty mentor.

Student will add plagiarism report (Turnitin) as per rules of University for B.Tech Project

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ANNEXURE - VII

TRAINING/INTERNSHIP REPORT

(Training/Internship Semester January-June 20)

(TITLE OF THE PROJECT/ASSIGNMENT)

DURING TRAINING

Submitted by

(Name of student)

Student Roll No.....

Under the Guidance of

(Name of Faculty Mentor
with designation)

(Name of Industry Mentor
with designation)

Department of Engineering
Guru Jambheshwar University Of Science & Technology, Hisar

_____ to _____
(Start Month) (End Month) (Year)



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ANNEXURE - VIII

DECLARATION

I hereby declare that the Training/Internship work entitled ("Topic of the Training/Internship") is an authentic record of my own work carried out at (Place of work) as requirements of Training/Internship semester for the award of degree of B. Tech, (Relevant Engineering) Guru Jambheshwar University of Science & Technology, Hisar, under the guidance of (Name of Industry Mentor) and (Name of Faculty Mentor), during__to__, 20).

(Signature of student)

Name of Student:

Student Roll No.:

Date: _____

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

(Name & Designation)
Faculty Mentor

(Name & Designation)
Industry Mentor





GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &
TECHNOLOGY, HISAR
(Established by State Legislature Act 17 of 1995)
A' Grade, NAAC Accredited State Govt. University

Acad./AC-III/Fac.-1/2022/ 3056
Dated. 26/8/22

To

The Controller of Examinations
GJUS&T, Hisar.

Sub: Approval of paper code for B.Tech. stream-8th semester (only for students who opted Training/Internship) of batch 2018 and onwards batches as minor modification.

Sir,

I am directed to inform you that the Vice-Chancellor, on the recommendations of Dean, Faculty of Engineering and Technology, is pleased to approve the paper codes for B.Tech.-8th semester (only for students who opted Training/Internship) of the following Engineering Departments for batch 2018 onwards as minor modification.

| Name of Programme | Total No. of credits of VIII th sem. | Nomenclature/ Course Introduced | No. of credits for two courses | Number of Credits allotted to Training/ Internship | Paper code |
|---|--------------------------------------|---------------------------------|--------------------------------|--|---------------|
| B.Tech. (Computer Science & Engg.) | 17 | Training/ Internship | 6 | 11 | INT-CSE-403 |
| B.Tech. (Information Technology) | 17.5 | Training/ Internship | 6 | 11.5 | INT-IT-403 |
| B.Tech. (Electronics & Communication Engg.) | 16 | Training/ Internship | 6 | 10 | ECE-452-P |
| B.Tech. (Mech. Engg.) w.e.f. 2018-19 to 2020-21 | 19 | Training/ Internship | 6 | 13 | INT-ME-405 |
| B.Tech. (Mech. Engg.) w.e.f. 2021-22 | 18 | Training/ Internship | 6 | 12 | |
| B.Tech. (Electrical Engineering) | 17 | Training/ Internship | 6 | 11 | INT-EE-424-P |
| B.Tech. (Printing Technology) | 22.5 | Training/ Internship | 9.5 | 13 | PROJ-PTG442-F |
| B.Tech. (Packaging Technology) | 22.5 | Training/ Internship | 7.5 | 15 | PROJ-PKG442-P |
| B.Tech. (Civil Engineering) | 18 | Training/ Internship | 6 | 12 | INT-CVE402 |
| B.Tech. (Food Technology) | 16 | Training/ Internship | 6 | 10 | FITI-3 |

(2)

You are therefore, requested to take further necessary action accordingly.

Yours faithfully


Assistant Registrar (Academic)
for Registrar

Endst. No. Acad./AC-III/ Fac.-1/2022/ 3057-63 Dated: 26/8/22

A copy of the above is forwarded to the following for information and necessary action:-

1. Dean, Faculty of Engineering & Technology, GJUS&T, Hisar.
2. Chairperson, Department of Computer Science & Engg., GJUS&T, Hisar
3. Chairperson, Department of Electronics & Communication Engg., GJUS&T, Hisar
4. Chairperson, Department of Mechanical Engg., GJUS&T, Hisar
5. Chairperson, Department of Electrical Engg., GJUS&T, Hisar
6. Chairperson, Department of Printing Technology, GJUS&T, Hisar
7. Chairperson, Department of Civil Engg., GJUS&T, Hisar
8. Chairperson, Department of Food Technology, GJUS&T, Hisar


Assistant Registrar (Academic)