

Global Institutes of Management & Emerging Technologies, Amritsar

(Department of Computer Sc & Engineering/Information Technology)

SUB: SIX MONTHS INDUSTRIAL TRAINING FOR B.TECH (7th /8TH SEM) MONITORING AND EVALUATION METHODOLOGY

Dear Student,

1. Your Six Months Industrial Training has been scheduled from 01 Jan 2013 to 15 May 2013 as per the PTU Academic Calendar. It is a great opportunity for you to have complete feel of corporate working environments. You should sincerely work hard to draw the optimum best and also learn about the interfacing problems from Classroom to Industry. In order to succeed in this mission, following instructions and norms will be followed:-
2. **Joining/Confirmation letter and Synopsis** You will be required to submit the Joining /Confirmation letter before starting of training along with training detail Performa as attached herewith.
3. **Monitoring and Evaluation of the Industrial training.**

This will be done as under:-

- (a) **Training Manager Report** Training manager will be required to make two reports on each student in the duration of Training on the Evaluation sheet attached with. It will be the responsibility of each student to submit the evaluation sheet duly signed and stamped by the training manager. Finally two reports will be taken into consideration for 100 marks evaluation.
- (b) **Monitoring by the Faculty Staff.** Faculty Staff will be detailed to carry out two surprise visits of each student during the working hours of Concern/firm/organization/Institute in which you will be undergoing the training. They will make the report on the progress of training of each student in writing and grade the student out of 100 marks for each visit.
- (c) **Project Report and Seminar(Report Presentation)** Seminar of 300 marks (as part of external marks) will be organized for all students between 16-18 May 2013 in the Conference Hall. The timing of the Seminar will be from 09:30 am-16:45 pm each day. Each student will be required to give presentation for 10-15 minutes on what has he done practically in the industry during the Six months training followed by Question/Answer session of 5-10 minutes. Students will prepare their seminar on CD to be presented on a multimedia projector. Students who are working on the live projects will have to show snap shots of the forms developed by him in training period. Three best students will be given the prizes after the seminar.
- (d) **External viva-Voce.** External viva of 300 marks will be As per the PTU norms .
- (e) Training report will carry 100 marks.

5. **Presentation and report of each student at every stage should be INDIVIDUAL even if they have worked in same industry and on same project.**
6. Training should be project oriented as far as possible.
7. Student is advised to ensure total sincerity, dedication and devotion towards the smooth and efficient conduct of his training.

HOD

Dr. Rajiv Mahajan
Vice-Principal

Training Coordinator
Ms. Mandeep Kaur
Assistant Professor,
Department of Information Technology



Global Institute of Management & Emerging Technologies

11th Km Stone, Amritsar-Batala Road, Sohian Khurd , Amritsar (Pb)

Tele No. – 0183-5029928, 5024149, [www. globalinstitutes.org](http://www.globalinstitutes.org)

E-mail: info@globalinstitutes.org

Dated: _____

DEPARTMENT OF INFORMATION TECHNOLOGY

Sub: Evaluation Sheet for Industrial Training of Students

By Faculty -I/II Visit

Total Marks: 100

Branch: IT

Year: IV

Duration: Jan 2013 to May 2013

Name	Attendance (25)	Practical Work (25)	Assessment By Visiting Teacher (50)	Total (100)

Name and Signature of Visiting Faculty

NB-This report is confidential and mandatory. The Visiting Teacher is required to submit it directly to coordinator training, within 3 days of Visit.



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DEPARTMENT OF INFORMATION TECHNOLOGY

Sub: Evaluation Sheet for Industrial Training of Students

By Authorized Person from Industry/Organization

Total Marks: 100

Branch: IT

Year: IV

Duration: Jan 2013 to May 2013

Name	Attendance 20	General Behaviour 20	Industrial Aptitude 20	Job Knowledge 40	Total (100 MKS)

Name and Signature of Training In-charge

Contact No: Training In-charge

Organization:

Seal:

NB-This report is confidential and mandatory. The Training In-charge/Manager is requested to send it in a sealed cover either through students or directly to Training In-Charge

SPECIFICATIONS FOR TRAINING REPORT

Final Report will be covering the period from Jan 2013 May 2013. It will be of 80-100 typed pages. Final Report will also carry a certificate from the training manager covering the period of training. The format of the report along with the layout of cover page will be as below

1. Report shall be computer typed (English- British, Font -Times Roman, Size-12 point) and printed on A4 size paper.
2. The Report shall be hard bound with cover page in black color. The name of the candidate, degree (specifying the branch), roll no, session, year of submission, name of the University including college name shall be printed in golden on the cover [**Refer sample sheet (outer cover)**]
3. The report shall be typed on one side only with double space 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.
4. In the report, the title page [**Refer sample sheet (inner cover)**] should be given first then the Certificate by the candidate and the supervisor(s) in sequence, followed by an abstract of the report (not exceeding 150 words). This should be followed by the acknowledgment, list of figures/list of tables, notations/nomenclature, and then contents with page no.s.
5. References and Bibliography should be included in report.
6. The diagrams should be printed on a light/white background; Tabular matter should be clearly arranged. Decimal point may be indicated by full stop (.)The caption for Figure must be given at the BOTTOM of the Fig. and Caption for the Table must be given at the TOP of the Table.
7. The graphs should be combined for the same parameters for proper comparison. Single graph should be avoided as far as possible.
8. Conclusions must not exceed more than two pages.
- 9 The report may consist of following chapters
Chapter 1- Introduction to organization
Chapter 2- Project Review
Chapter 3- Project work
(It can span in two to three sub chapters) Chapter 4- Results and Discussion Chapter 5-
Conclusions and future scope References
Appendix (if any)
Annexures-I, II,III
11. There should be 2 copies of Final Report.

SIX MONTH INDUSTRIAL TRAINING

(24 pt.)

REPORT (14pt.)

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR
Six Month Industrial Training

at

PTL, Mohali
(From.....to.....)

SUBMITTED BY
Abhinav (14pt)
Branch Roll No.
Univ. Roll No.

GIMET Logo

Information Technology Department
GLOBAL INSTITUTES OF MANAGEMENT & EMERGING
TECHNOLOGIES, AMRITSAR AMRITSAR, INDIA (14pt.)

(Sample sheet (inner title page))

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Sample sheet -Certificate

Name of organization

TO WHOM IT MAY CONCERN

I hereby certify that "NAME OF THE STUDENT A" Roll No.....of Global Institutes of Management and Emerging Technology, Amritsar has undergone six month industrial training from.....To.....at (name of organization) to fulfill the requirements for the award of degree of B.Tech. (Branch). He works on.....project during the training under the supervision of.....-During his tenure with us we found him sincere and hard working. Wishing him a great success in the future.

Signature of the Student

Signature of the SUPERVISOR (S)

(Seal of Organization)

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**GLOBAL INSTITUTE OF MANAGEMENT AND EMERGING
TECHNOLOGIES AMRITSAR**

(DEPARTMENT OF INFORMATION TECHNOLOGY.)

TRAINING DETAIL PERFORMA

University Roll No.....

College Roll.....

Mobile No. during Training.....

Email address.....

Name of the organization in which training is planned:

Option 1....."

Option2.....
.....

Option 3

(Mention city and address)

Arrangement for training Self / College

Students will be required to give confirmation letter with in one week of joining the
training.....

.....

(Signature of students)

Important Dates

Sr. No	Type of Report	Date of Submission	Mode
1.	Synopsis	18 Feb, 2013	E-mail/Spiral Binding e-mal Id : gimetI4@gmail.com 01 Copy/Group
2.	Mid Term Report	15 Mar, 2013	Spiral Binding 01 Copy/Group
3.	Mid Term Presentations	18-19 Mar, 2013 (Details will be Provided by Training Coordinator)	Time: 15-20 Min Discussion 5-10 Min
4.	Pre submission	30 Apr, 2013	Spiral Binding
5.	Final Report	15 May, 2013* or as per PTU Direction	Hard Binding in Above Mention Guidelines (Maroon Shade) No of Copies:02/Group for Institute 01-Copy for Individual
6.	Internal/External Viva	As per the Direction of PTU	-----

- For Clarification or any other Information Contact Training Coordinator