General Instructions for students undergoing six months industrial training commencing from Jan 2016

Subject: Industry Oriented Hands-on Experience course (CST9401) for BE (CSE) Batch - 2012

This is to inform all the students of BE CSE Batch 2012 that it is mandatory for the BE students to undergo INDUSTRY ORIENTED HANDS ON EXPERIENCE (Course code CST9401) course for complete one semester starting from 1st January, 2016.

The recruiting organization may also call the placed students for the training and if the Office of external affairs gets any such information from the organizations, students will be duly informed and would be deputed to that particular organization.

Details and modus operandi for INDUSTRY ORIENTED HANDS ON EXPERIENCE (IOHE) course for the Students of BE CSE (Batch 2012) :

1. INDUSTRY ORIENTED HANDS ON EXPERIENCE (IOHE) course will be considered as a fully fledged course of 25 credits.
2. Students will have a choice to undergo IOHE in any Engineering related field of their interest at an industry/research lab/organization of repute.
3. As a first step, an individual student must apply in the Performa (draft provided in Annexure 1), where he/she would like to pursue his/her IOHE course.
4. Students must keep the following points in mind, while approaching any organization for pursuing their IOHE – Organization in principle should agree to engage students in a meaningful ‘Live Engineering Project’ for the full stipulated time duration as mentioned above and also facilitate the University in conduct of periodical evaluations of the student.
5. Based on the information provided by the student in the form about his/her likely IOHE organization, University would scrutinize the details of the organization and will give its approval within 7 days. Students in their own interest and to avoid rejection of their requests should approach only those organizations, which fulfill the criteria of selection laid down by
School of Computer Sciences. Process of providing details by the student about their prospective IOHE place and formal approval by University would be completed by 7th November, 2015.

6. A student may provide details in the Performa for maximum of three organizations. School of Computer Sciences would be at liberty to select all three or in worst case reject all the options provided by student, in case the choice of students about IOHE does not meet the guidelines of the university.

7. Student may collect the formal request letter for the approved organization (draft provided in Annexure 2) to be submitted to training in-charge and get a consent letter (draft provided in Annexure3). This process of issuing the request letters by University and collection of consent letters (issued by organizations) would be completed by 14th December, 2015.

8. Faculty members of the School would visit the students at their IOHE Centers at least once to monitor the progress of the student. Students will be called to the University campus for conduct of midterm evaluation component. Details of all the evaluations components and other modalities would be provided in due course.

9. On successful completion of INDUSTRY ORIENTED HANDS ON EXPERIENCE (IOHE) course, student will be required to submit a detailed Report at the end of the training with a certificate of successful completion of the IOHE by the host organization. Report will be evaluated by a core committee of faculty members of the School of Computer Sciences and industry representatives.

10. Work done by the student will be evaluated on the basis of the contents presented in the report and also through viva voce /seminar.

11. On successful presentation of the work, a valid grade will be awarded to the student, which will be a part of his/her final transcript.

12. In case, any campus-placement activity is scheduled during the IOHE, students would need to take leave from their respective organizations and be available in campus for their placements.

### Important dates for CSE BATCH 2012

<table>
<thead>
<tr>
<th>Sr. no.</th>
<th>Description of the task to be completed</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Start looking for prospective IOHE places</td>
<td>Now itself</td>
</tr>
</tbody>
</table>
2. Students submit the filled Performa as provided in Annexure 1 to respective in-charge | 7<sup>th</sup> November, 2015

3. Last date for approval /disapproval of IOHE places by University | 20<sup>th</sup> November, 2015

4. Collection of request letters by students from University to be submitted to IOHE places | 20<sup>th</sup> November, 2015 To 25<sup>th</sup> November, 2015

5. Last date for the submission of consent letters collected from IOHE place and submission of the same to university by students | 14<sup>th</sup> December, 2015

6. Start of IOHE | 1<sup>st</sup> January, 2016

7. Submission of report | Dates will be intimated in subsequent notices.
Evaluation of Industry Oriented Hands-on Experience (CST9401) of all B.E. IV year—CSE students (Batch 2012)

1. Students are required to **submit the progress report** (format provided in Annexure 4), of their project to their respective in-charge **according to dates specified below**.

2. There will be a **Mid Term Evaluation** of the project on the basis of the work done till date in the University Campus. Notice regarding details of all the midterm evaluations components and other modalities would be provided in due course of time.

3. Detailed schedule and criteria of the evaluation is:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Component</th>
<th>Weightage</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Project Training Incharge (Industrial)</td>
<td>20%</td>
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</tr>
</tbody>
</table>
| 2.    | Progress Reports (02)                         | 10%       | As notified earlier students are required to send (mail) the progress report to their respective in-charge.  
**Deadline for submission**  
**First Progress Report:** 4th March 2016  
(Tenure covered 1Jan- 2 Mar 16)  
**Second Progress Report:** 29th April 2016  
(Tenure covered 3 Mar- 28 Apr 16) |
| 3.    | Mid Term Evaluation*                          | 30%       | Tentative date - 3rd week of March, 2015                               |
| 4.    | Final Evaluation*                             | 40%       | Dates will be intimated in subsequent notices.                         |
**Instructions for the registration for the final round of evaluation:**

All the students are required to register themselves for the final evaluation of their IOHE course latest by first week of May, 2016. For registration they should email their project details in the form of excel sheet to respective training in-charge in the format given below –

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Project Title</th>
<th>IDs of the Students (in a group)</th>
<th>Name of the Students</th>
<th>Name of the Organization</th>
<th>Technology worked upon</th>
</tr>
</thead>
</table>

**Important Points:**

1) Students should strictly follow the given format for sending their details.

2) Students, who fail to submit the details latest by first week of May, 2016 will not be allowed to appear for the final evaluation and will be awarded with ‘E’ grade in the IOHE Course.

3) Students working in a group need to submit only single excel sheet with the details of all members.
Instructions for the final round of evaluation:

1. All students must be physically present in University Campus on final viva date.

2. All the students must submit the detailed training report at the time of evaluation. The details of the report format etc. are mentioned in Annexure 5. All students to read these details very carefully as exceptions to the report format will be seriously dealt with.
   a. Hard copy of Project Report should not contain the actual code.
   b. Report should not contain the theoretical part of software engineering concepts or any other subject but should include the actual implementation of concepts related to the project.

3. All students to submit a certificate of completion of training with the specified period of 6 months from their respective organizations. The format for the same has specified in Annexure 7.

4. All the students will have to make group wise presentations (A group containing maximum of four members) of the project work done during the training. The presentation will be followed by a Viva Voce round.

5. All students must bring Training Report in Hard copy and soft copy of all Project related files including the executables in the form of a CD.

Annexure 4: Format of Progress Report
Annexure 5: Format of Training Report
Annexure 6: Format of Front Page of Training Report
Annexure 7: Format of Certificate of Completion of Training
Annexure - 1

To
The Coordinator,
IOHE course,
BE CSE, Batch 2012

Dear Ma’am,

I……………………………………….. Name, ID no. …………………….would like to pursue my Industry Oriented Hands On Experience (IOHE) Course at either of the organizations listed below:

Organization choice No. 1
  a. Name of the Organization :
  b. Website of the organization :
     (Write very legibly and neatly
  c. No. of years of existence of organization :

Organization choice No. 2
  a. Name of the Organization :
  b. Website of the organization :
     (Write very legibly and neatly
  c. No. of years of existence of organization :

Organization choice No. 3
  a. Name of the Organization :
  b. Website of the organization :
     (Write very legibly and neatly
  c. No. of years of existence of organization:

I request you to accord your kind approval to enable me to pursue my IOHE.

Yours sincerely,

Name and signature of student

To be filled in by the faculty member responsible for authenticating and approving one of the choices of IOHE centers as requested by student

Choice of organization provided at Sr. No. …………………………….. Satisfies the guidelines of the University and ()is approved.

Name and signature

Training in-charge

Date
Subject: Request to Allow our student (s) to Pursue Industry Oriented Hands on Experience (IOHE) Course at Your Esteemed Organization

Dear Sir / Madam,

It is a matter of great pride for us that our batch of engineering students of Chitkara University are ready to pursue their six months’ internship program named ‘Industry Oriented Hands on Experience (IOHE)’ course starting from 1st January, 2016.

It is our earnest desire that our students be associated with a highly professional and committed company like yours for gaining practical experience. We, therefore, request you to kindly accommodate him/her in your training programme to get an adequate exposure in engineering practices. Your cooperation will go a long way in grooming the student professionally.

IOHE is a credit course, where a student is expected to work on a live engineering project. The project being pursued by the student is to be jointly evaluated by the host organization of the Industry and the University. The mode for evaluation could be mutually decided by University and host organization.

I am sure you will find our students extremely productive for your organization.

Through this letter, I would request you to enroll our student(s) in your esteemed organization for a six months’ IOHE, with their detail (s) as mentioned below:

Name of student --------------------------

Id No. ----------------------------------

I would request you to kindly fill in the attached Consent letter and handover to the student in a sealed envelope.

Training In-charge
Annexure – 3

Draft letter to be obtained from IOHE center on its letter head, where the student intends pursuing his / her IOHE course
(Above lines to be removed in the actual print)

To

The In-charge,
Training programs,
School of Computer Sciences,
Chitkara University, Punjab.

Subject : Consent for Enrolling Student of Your University at Our Organization

Dear Sir/Mam,

I hereby state that, Student ID …………………….Mr. / Ms. ____________________________, student of your University has approached our organization for pursuing his / her Industry Oriented Hands on Experience (IOHE) Course. As per the requirement of your University, I on behalf of my organization agree to the following conditions –

a. Student would be deputed to work on a live Engineering project during his full period of IOHE course at our organization.

b. I would be helping Chitkara University in conduct of necessary evaluation components.

We are glad to inform you that our organization has agreed to pay INR ……………. per month as stipend to the student. (Delete it, if not applicable).

The Student is expected to follow the rules and regulations of our organization during his / her period of stay. (Please attach a sheet containing the specific rules and regulations, if any, which you expect the student to follow).

-----------------------------------

Yours Sincerely,

Name :
Designation :
Email ID(Mandatory):
Seal of the organization (Mandatory):
Contact No. (Mandatory):
Annexure – 4
Progress Report

To be submitted to the respective training in-charge on or before designated dates

<table>
<thead>
<tr>
<th>Student ID:</th>
<th>Student Name:</th>
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<table>
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<tr>
<th>Name &amp; Address of Training Organization:</th>
<th>Name of Training Manager:</th>
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Contact Details of Training Manager:

<table>
<thead>
<tr>
<th>Mobile No.:</th>
<th>Email id:</th>
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Period of Report:

<table>
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<th>Date From:</th>
<th>Date To:</th>
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</table>

Work Done during specified period (write in points):

Stamp & Signature of Project Manager
Guidelines for Training Report

Order of the pages:
- Front Page (Format of front page is available in Annexure 6)
- Acknowledgement
- Certificate
- Preface
- Contents (With page numbers)
- Project undertaken (Complete Objective, Need to choose the project, Industry Application)
- Introduction to Assigned Job.
- Feasibility Study
- Requirement Analysis
- Modular description of the Job
- Detailed Analysis of individual module
- Design (DFD/FLOWCHART/CONTEXT DIAGRAM, DATA DICTIONARY(IF ANY))
- Coding
- Testing (Test Cases)
- Future Enhancements
- Conclusion
- Data Sheets (If Any)
- Bibliography and References
  - Journals (Title, Author, Year of publication, Pg. no.)
  - Books (Title, author, Publication, edition)
  - Websites (Website complete link)

Note: Job refers to the work assigned by the Industry/Training Institute, may be any course/testing/debugging/software development/live project/study of working project.

Scheme to be followed:

<table>
<thead>
<tr>
<th>Order</th>
<th>Font</th>
<th>Numbering</th>
<th>Size</th>
<th>B</th>
<th>I</th>
<th>U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Heading</td>
<td>Times New Roman</td>
<td>X</td>
<td>16</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Sub Headings</td>
<td>Times New Roman</td>
<td>X.1</td>
<td>14</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Sub Points</td>
<td>Times New Roman</td>
<td>X.1.1</td>
<td>12</td>
<td>✓</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Numbering of the Figures: X.1, X.2, X.3,.......so on.

X – Order of the Topic as listed in the Content (from I to VIII)
Paragraphs: Justified.
Paper: A4 size & white in color.
No. of Pages: File must have Minimum of 60-70 Pages.
No. of Copies: 2

Binding: Hard Binding (white color).
TRAINING REPORT
(“Bookman old style”, “28”, “Bold”)

*OF

*SIX MONTHS INDUSTRIAL TRAINING, UNDERTAKEN

*AT

“INDUSTRY NAME”
(“Times New Roman”, “18”, “Bold”)

*IN

*“DEPARTMENT”

*ON

*“PROJECT/WORK ASSIGNED”

*SUBMITTED IN PARTIAL FULFILLMENT OF THE DEGREE

*OF

*BE(CSE)

(*“Times New Roman”, “14”, “Bold”)

Under the Guidance of:
Name:
Designation:
Department:
(“Times New Roman”, “12”, “Bold”)

Submitted By:
Name:
University ID No.:
(“Times New Roman”, “12”, “Bold”)

Chitkara University, Punjab, India.
CERTIFICATE OF COMPLETION OF TRAINING

This is to certify that Mr./Ms. “Name of student” student of B. E. (specify branch) of Chitkara University, Punjab has successfully completed one semester industrial training from “Date” to “Date”. During this training, he/she worked on “Assigned Job” in “Department” under the guidance of “Name of the guide”. His/Her overall performance during the training period was “Comments”.

(Signature)

Name

Designation

Department

(Authorized Signatory with company seal)