

INTERNSHIP
&
INDUSTRIAL
TRAINING POLICY

FOR

**GATEWAY INSTITUTE OF
ENGINEERING & TECHNOLOGY (GIET)**

**GATEWAY COLLEGE OF
ARCHITECTURE & DESIGN (GCAD)**

Campus Address : Sector-11, Sonipat-131001

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INTRODUCTION

The rise in global competition has prompted organizations to devise strategies to have a talented and innovative workforce to gain a competitive edge. Developing an internship policy is an impactful strategy for creating a future talent pool for the industry. The Internship program not only helps fresh pass-outs in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

OBJECTIVES

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Following are the intended objectives of internship training:

- Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job.

Internship / Industrial Training Policy B.Tech – CSE, CSE (AI/ML)

Year	Tentative Month	No. of days	Duration	Details
1 st	June- July	07-15 days	30 - 50 hrs (4 hrs per day)	<ul style="list-style-type: none"> ▪ Mini Project Approved by DIC / HOD. (30 hrs) ▪ Presentation on emerging / latest technologies along with 15-20 pages report. ▪ Literature Review (10 hrs) (Annexure – VI) ▪ MOOC's (10 hrs) (Annexure – VI)

Year	Tentative Month	No. of days	Duration	Details
2 nd *	June- July	30 - 35	150 - 180 hrs (5 hrs per day)	<ul style="list-style-type: none"> ▪ Professional / industrial Training opportunities to be provided by T&P Cell (150 hrs) ▪ Literature Review (20 hrs) (Annexure – VI) <li style="text-align: center;">OR ▪ Curriculum Based LinkedIn Courses (20 Hrs) ▪ MOOC's (10 hrs) (Annexure – VI)

Year	Tentative Month	No. of days / week	Duration	Details
3 rd *	June- July	04 weeks	150 - 180 hrs (5 hrs per day)	<ul style="list-style-type: none"> ▪ Professional / industrial Training opportunities to be provided by T&P Cell (150 hrs) ▪ MOOC's (10 hrs) (Annexure – VI) ▪ Finishing School (30 hrs) (Annexure – VII)

* (As per DCRUST, after completion of the 4th /6th semester examination, the students shall proceed for their Professional Training of at least 4 weeks from industry, institute, research lab, training centre etc.)

Year	4 th
1) After completion of the 7th semester examination, the students having CGPA of minimum 7.0 till 6 th semester with no backlog will only be eligible for Professional Training during complete 8 th semester. 2) Internal evaluation of Professional Training will be carried out 4 times in a semester at department level. 3) A supervisor/ DIC will be allotted from the department to monitor the progress of students during the training.	

Internship / Industrial Training Policy – Computer Applications (BCA & MCA)

Year	Tentative Month	No. of days	Duration	Details
BCA - 1 st	June- July	07-15 days	30 - 50 hrs (4 hrs per day)	<ul style="list-style-type: none"> ▪ Mini Project Approved by DIC / HOD. (30 hrs) ▪ Presentation on emerging / latest technologies along with 15-20 pages report. ▪ Literature Review (10 hrs) (Annexure – VI) ▪ MOOC's (10 hrs) (Annexure – VI)

Year	Tentative Month	No. of days	Duration	Details
BCA - 2 nd	June- July	30 - 35	150 - 180 hrs (5 hrs per day)	<ul style="list-style-type: none"> ▪ Extn. Of Mini Project as of 2ndsem (80 hrs) ▪ Finishing School (30 hrs)(Annexure – VII) ▪ Literature Review (20 hrs)(Annexure – VI) ▪ MOOC's (30 hrs) (Annexure – VI)

Year	BCA – 3 rd
<p>1) After completion of the 5th semester examination, the students having CGPA of minimum 6.0 till 4th semester with no backlog will only be eligible for Professional Training during complete 6th semester.</p> <p>2) Internal evaluation of Professional Training will be carried out 4 times in a semester at department level.</p> <p>3) A supervisor/ DIC will be allotted from the department to monitor the progress of students during the training.</p>	

Year	Tentative Month	No. of days	Duration	Details
MCA – 1 st	June- July	07-15 days	30 - 50 hrs (4 hrs per day)	<ul style="list-style-type: none"> ▪ Research Methodology Courses (Online platform like Linkedin, NPTEL, Coursera etc.) ▪ Literature Review of some recent technologies and publish review paper.

[Signature]

Internship Policy

[Signature]

Internship / Industrial Training Policy – School of Business (BBA & MBA)

Year	Tentative Month	No. of days	Duration	Details
BBA - 1 st	June- July	07-15 days	30 - 50 hrs (4 hrs per day)	<ul style="list-style-type: none"> ▪ LinkedIn learning Courses Curriculum based Approved by DIC / HOD.(20 hrs) ▪ FLTP (20 hrs) or 3 Crash Courses (6hrs) (Annexure – VIII) ▪ Literature Review (10 hrs)(Annexure – VI) ▪ MOOC's (30 hrs) (Annexure – VI)

Year	Tentative Month	No. of days	Duration	Details
BBA - 2 nd *	June- July	06 - 08 week	220-250 hrs (4 hrs per day)	<ul style="list-style-type: none"> ▪ Industrial Training opportunities to be provided by T&P Cell (220 hrs) ▪ Literature Review (20 hrs)(Annexure – VI) ▪ Finishing School (30 hrs) (Annexure – VII)

*(As per DCRUST, after completion of the 4th semester examination, the students shall proceed for their Summer Internship of 6-8 weeks duration)

Year	Tentative Month	No. of days / week	Duration	Details
MBA - 1 st **	June- July	06 - 08 week	220-250 hrs (4 hrs per day)	<ul style="list-style-type: none"> ▪ Industrial Training opportunities to be provided by T&P Cell (220 hrs) ▪ Literature Review (10 hrs) (Annexure – VI) ▪ Finishing School (30 hrs) (Annexure – VII)

** (As per DCRUST, after completion of the second semester examination, the students shall proceed for their Summer Internship of 6-8 week duration.)

FLTP: Financial Literacy Training Program

DIC: Departmental Internship Coordinator

MOOC's: Massive Open Online Courses.

Internship / Industrial Training Policy

B.Arch (As Per COA & DCRUST Norms)

1. Training Schedule
2. Rules and Regulations
3. Mode of Submission and Allocation of Marks
4. Joining Report
5. Monthly Progress Reports

TRAINING SCHEDULE

GENERAL INFORMATION

Commencement of Practical Training:	Immediately after the university examination
Duration of Practical Training:	24 Weeks
Date of Submission of Portfolio:	To be finalized by the University.
Date of Viva-Voce:	As and when notified by the University.

SCHEDULE FOR PROGRESS (PERIODIC) REPORTS

A signed and stamped copy of Periodic reports in the prescribed pro-forma should be mailed by registered post/speed post by the dates mentioned below so as to reach the college office within a week of date of dispatch. Any dispute on account of postal delay will be considered only on the production of postal registration receipt by the student. The monthly report can be submitted by hand to the department office by 5:00 PM on the mentioned date.

S. No.	Submittals	Schedule of submission	Marks
1	Form 1: Parents' consent	On or before 26th June 2024	10
2	Form 2: Approval of Training Office	On or before 3rd July 2024	10
3	Form 3: Joining Report	Between 3rd July to 10th July 2024	10
4	Form 4a: Progress Report for July	Between 3rd Aug to 10th Aug 2024	10
5	Form 4b: Progress Report for August	Between 3rd Sep to 10th Sep 2024	10
6	Form 4c: Progress Report for September	Between 3rd Oct to 10th Oct 2024	10
7	Form 4d: Progress Report for October	Between 3rd Nov to 10th Nov 2024	10
8	Form 4e: Progress Report for November	Between 3rd Dec to 10th Dec 2024	10
9	Form 4f: Progress Report for December/January	Between 3rd Jan to 10th Jan 2025	-
10	Experience letter	Prior to Practical Examination	

NOTE:

1. Reports complete in all respect and received by the prescribed last date of receipt in the college will get full credit
2. Reports received after the prescribed date will not be given any credit.

RULES AND REGULATIONS

Every student after appearing in the sixth semester B Arch examination is required to undergo practical training for a period of 24 weeks or one complete Semester.

CHOICE OF FIRM

- a) Architects under whom the training is to be undertaken shall be registered with Council of Architecture and the minimum experience of the said Architect should be no less than 10 years on the basis of CoA registration.

- b) Students should intimate to the college office and obtain approval of the Principal, GCAD within one week of joining.
- c) The Principal, GCAD reserves the right to ask the student to change the office if deemed necessary.

CHANGE OF OFFICE AND ADDRESS

- a) Students should not change the office they have joined. Any change, if totally unavoidable shall be made only with prior permission of the college authorities and the earlier office.
- b) Any Change of address/communication details should be intimated to the college authorities.

LEAVE RULES

- a) Leave up to a total of 6 days only can be allowed (subject to the approval of the Firm) in addition to the Gazetted Holidays of the organization concerned. All leaves taken during the training period have to be notified in the monthly reports and a proper leave account shall be made available to the College.

PROGRESS REPORTS & VIVA-VOCE

- a) Regular progress reports are to be submitted to the college office every month as stipulated in the schedule of submissions. (Refer Form 4).
- b) The submission is to be made as mentioned in detail in the "Mode of submission".
- c) The system of marking the reports and other submission has been elaborated in the "Allocation of Marks".

IMPORTANT

1. All correspondences should be done through registered/speed post. The envelope shall be marked as "training information".
2. Students are advised to select office/firm carefully keeping the instructions issued during the practical training orientation session.
3. Students are advised to avoid offices working on outsourcing projects.
4. In case any student fails to complete his/her training or in university exam, he/she will not be allowed to do his/her dissertation in the next semester
5. Email based communications shall be done strictly within the deadlines mentioned.
6. Students are expected to behave like professionals. The college will take strong action against the student if any official complaint from the firm related to inappropriate or unprofessional behavior is received.
7. The institute will keep the internal viva dates close to external viva dates, it is mandatory to attend both the viva's.
8. In regard to student's excellent performance and professional conduct, students can seek letter of recommendation (optional) from architect's office.
9. Maintaining communication with the training coordinator is essential.
10. All correspondence should be addressed to the principal, Gateway College of architecture and design, gateway campus, sector 11, Sonipat. 131001

PRACTICAL TRAINING SCHEDULE

MODE OF SUBMISSIONS & ALLOCATION OF MARKS

The total marks assigned to the Practical Training in the Scheme of examination are 300 of which 150 are sessional marks. These shall be distributed as detailed below:

A. PERIODIC REPORTS & SUBMISSION (Sessional Assessment)

150

1. Undertaking by parent (Form 1)	10
2. Approval of Training Office (Form 2)	10
3. Joining Report (Marks awarded to reports submitted in time) (Form 3)	10
4. Monthly Progress Reports 10 marks each (Form 4)	50
5. Training Experience Certificate	5
6. Training Portfolio	20
7. Building Report	15
8. Building Material Report	15
9. Detailing Report	15

B. WORK TO BE PRESENTED FOR THE VIVA-VOCE150

The following work done by the student during the office hours must be submitted.

- a) All drawings, Presentation Drawings, Models, Submission drawings , Working Drawings, Base drawings and details
- b) Building study, Building material study, detailing study

NOTE

The Maximum number of prints to be submitted at the time of viva-voce is restricted to 25 prints for Final A3 Portfolio and 20 prints for each A4 Building study, building material study, detailing study Report which shall be attested by the employer. The Portfolio prints should cover the important projects the student has worked on during the training and should be representative of the work done by the student during the training period.

C. BUILDING STUDY

- a. The building study shall be a critical appraisal of one of the noted buildings/major projects designed and supervised by the Firm in which the candidate has undertaken training.
- b. This report is to be submitted on a standard A-4 size with hard cover binding on the longer side.
- c. This study and analysis shall be put under following heads: a) Context, b) Space analysis, c) Circulation, Form, d) Built in furniture, e) Services, f) Constructional Techniques g) Construction technologies used any other specific features. The selection of the building must be made within a fortnight of joining the office.

D. BUILDING MATERIAL STUDY

The Building Material study shall include pertinent data characteristics and rational application of the contemporary building materials in any project done by your office.

E. DETAILING STUDY

The detailing study shall deal with the various aspect of an interesting details done by the firm where the candidate has done the training. You may include details of another project also.

The monthly report should carry details of the study done each fortnight failing which the marks for this section will be affected. Photocopy of a certificate from the employer after the completion of the training shall be submitted along with the Final Progress Report at the time of Viva-voce.

**PRACTICAL TRAINING PROGRAMME
UNDERTAKING**

Name of Student

To:
The Principal
Gateway College of Architecture and Design,
Sonipat. 131001

Dear Sir/Madam

I,, father/mother of student of Gateway College of Architecture and Design (GCAD) will ensure that my ward will undertake the training/ internship at my risk:

- a) I undertake to indemnify the college or the University and shall not hold them responsible for any untoward incidents as a result of our decisions.
- b) Should there be a change in situation due to pandemic or other circumstances, we will observe the guidance issued from the University/College from time to time as the case may be

Name of the Student. _____

Name of Father/ Mother _____

University Roll Number

Mobile _____

Mobile

E mail id _____

E mail id

Signature of the student.

Signature of Father/ Mother

.....

.....

Date

Date



To:
The Principal
Gateway College of Architecture and Design,
Sonipat. 131001

Approval of offer of Internship

Ma'am,

I have received an offer to work as a student trainee in the office of/architectural firm: _____

and would like to seek your approval for apprenticeship.

1. Period of Internship _____

2. Emoluments fixed _____

The above-mentioned firm has been in existence for _____ years.

The principal architect possesses a professional experience of _____ years.

Yours faithfully,

Name _____
(Signature) Mobile _____

Roll No. _____

E Mail _____

Place _____

Date _____


Certified that the information given above is correct.

(Employer's Name with office stamp).
Mobile _____

(Employer's Signature)
E Mail _____

Council of Architecture
Registration No. _____

Employers Educational
Qualification _____



GATEWAY COLLEGE OF ARCHITECTURE AND DESIGN, SONIPAT
PRACTICAL TRAINING PROGRAMME
JOINING REPORT

- 1. Name of student _____ Roll No. _____
- 2. Address during training _____

- 3. Contact No. during training _____
- 4. E-mail ID of student _____
- 5. Name of Office _____
- 6. Address of Office _____

- 7. Name of Principal Architect _____
- 8. Office Phone Numbers _____
- 9. Office E-mail ID _____
- 10. Joining Date _____
- 11. Stipend Fixed _____

Dated _____

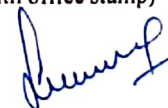
(Trainee's Signature)

OFFICE CERTIFICATE

I hereby certify that Mr. / Miss has joined my office/this firm as a student trainee and that the information supplied by him/her is correct.

Dated _____

(Employer's Name and Signature with office stamp)



**GATEWAY COLLEGE OF ARCHITECTURE AND DESIGN SONIPAT
PRACTICAL TRAINING PROGRAMME**

PROGRESS REPORT: Month _____

NAME OF STUDENT: _____ ROLL NO. _____

Details of the project handled in this period:

Name of project: _____

Details about of the project undertaken (Project location, Stage of construction and your specific involvement)

Titles of drawings handled: _____

Your contribution in in the above-mentioned drawings: _____

Site(s) visited by you and your key learning: _____

Date: _____

Signature of trainee

1. I hereby certify that the information given by Mr./Ms. _____
_____ is correct.
2. I hereby certify that Mr./Ms. _____
was on leave for _____ days during this period.

Employer's Signature _____

Office Stamp

Photocopy of a certificate from the employer after the completion of the training shall be submitted along with the Final Progress Report at the time of Viva-voce.



Responsibilities of the Training & Placement (T&P) Cell for Industrial Relationship

Training and Placement Cell of GIET is a nodal point of contact for companies seeking to establish a meaningful relationship with the Institute. Training & Placement cell shall also design and implement internal curriculum, take classes, arrange experts, arrange agency for student's Personality Development, Improve Communication Skills, Vocabulary, prepare students for Resume Preparation & Email Writing, Group Discussion, Interview Skills, Aptitude Training & Practice Tests, Technical report writing, presentation skills, Foreign Languages proficiency etc. The placement team consists of Professor In-charge, Faculty In-charge, Training and Placement officer, Student coordinators and the secretariat.

The T&P cell will actively implement following roles and responsibilities for Internship:

- The cell ensures that top notch opportunities to students where internship and Industrial trainings can be offered.
- The cell will invite Industries/Organization for Internship and Industrial trainings for a period of minimum 4 to maximum 6 weeks or more. During their visit, the cell will be managing all relations between the visiting companies and the Institute and will provide all the possible assistance to the recruiters for Pre- Placement Talks, Conducting Tests and Interviews to the company personnel.
- The cell will do collaborations or sign MoU with the required Industries/organization/Platforms for availing internship and Industrial trainings opportunities for the students.
- For building relationship and understanding industry needs, the T&P cell officials will also visit organizations. (In some cases visits can be planned with faculty mentors through one faculty one industry scheme)

Roles and Responsibilities of the Industry / Organization

After the allocation of internship slots by the industry to the institute, the students have to be allocated to the industry. In case the industry wants to select the students based on their requirements, the industry can conduct an interaction/ interview with the students and select the students. Industry will be monitoring and evaluating interns/industrial training as per their standard criteria. Still the organizations/Industry should maintain the basic guidelines discussed as follows:

- The industry/organization will allot at least one mentor, who will be mentoring the interns in the internship/industrial training tenure.
- Assigned Industrial mentor will monitor and evaluate the interns and also will share the assessment form with the faculty mentor on completion of internship/industrial training, so that students can be groomed in right direction.
- The industry/organization policies and job description should be clearly shared with the interns.
- Industry/organization must maintain the attendance record of the interns.
- To evaluate the student's performance based on their experience with the students.
- To assist the faculty mentor/T&P cell officials in their visit to your organization, as this is part of internship evaluation process.
- To issues an Internship/Industrial training/Project work completion certificate to the students.



Roles and Responsibilities of the Department

The active involvement of concerned departments along with their internship committee and Department Internship Coordinator (DIC) / faculty mentor will add value to Internship. The departments will make arrangements for all those UG students who do not get any opportunity for industrial training/Internship/Project work through T&P cell and assign Department Internship Coordinator (DIC) / facultymentor to assist them for In-house training/internship program.

- Head of concerned departments will be monitoring Internship.
- Department Internship Coordinator (DIC) / Faculty mentor will be allotted to each student before commencing of their internship. The mentors, who will visit the industry, guide and evaluate them during their internship tenure.
- For effective intern supervision, the Department Internship Coordinator (DIC) / faculties mentors are expected to have discussion (Online) with the intern store view their progress on projects, and provide them feedback.
- For conducting student's Final assessment, the HoD will constitute different faculty groups (3 faculty members recommended in each group), to evaluate the internship report/presentation of all the students.
- In case faculty mentor/HoD gets any disciplinary issue report/feedback from the industrial mentor, it may be shared with T&P office.

Guidelines for Students

Internship/Industrial training offer great opportunities for them to learn in industrial environment without being an employee of the company. Following are the guidelines for the students:

- Students should register themselves for participating in the internship drive through Google form provided by T&P cell.
- Selected students may collect their confirmation letter from the T&P cell (Refer Annexure -I)
- Before starting their internship or Industrial training, every student should coordinate with their department for assigning a faculty mentor to monitor and guide them, during their internship/industrial training tenure.
- Students on joining internship/industrial training at the concerned Industry / Organization should submit the Joining letters to their respective supervising faculty mentor and T&P cell with the contact details of their internship supervisor. (Refer Annexure-II)
- The training and Placement Cell will monitoring the internship and Industrial training process.
- The T&P cell guidelines will be applicable on the students throughout the process. Hence, they must go through these guidelines before participating in Internship drive.
- Students may submit their Internship experience through the Student Feedback form (Annexure-IV) to T&P cell for future reference.
- Switching from one internship to another type of internship is strictly not allowed.
- Each student has to fill Daily-Log (Annexure-V) mandatorily and the regular monitoring of internship would be done through this daily log.
- Each student has to produce a report (soft copy in MS Word Format), along with power point

- Each student has to produce a report (soft copy in MS Word Format), along with power point presentation during final evaluation of internship scheduled in semester by respective department.
- Producing Fake certificates of online internship in industry will not be considered during evaluation and strict action as per institute discipline policy may be taken.
- Regular feedback will be taken from owner of the companies.

Evaluation

Evaluation process in interns provides the feedback about the students performance is meeting or exceeding employer standards, and in which areas they need to work harder or make adjustments (as well as suggestions for what those adjustments might be). While it is up to organization which way they want go, we recommend the below mentioned evaluations process (**Annexure-III**) to be par to find us try feedback mechanism. It is also important for students to be in touch with the Internship Head, for consultation and any specific individual issues.



CONFIRMATION LETTER

To

.....
.....**Subject: Confirmation letter of students for an internship - Reg**

Dear Sir / Madam,

With reference to your letter/e-mail dated..... on the above mentioned subject. As permitted by your good self the following students will undergoweeks to weeks Internship in your esteemed organization under your guidance & directions.

S. No	Name of student	Roll. No.	Branch	Name of Faculty Mentor	Faculty Mentor EmailID
1.					
2.					
3.					

This internship being a mandatory part of the curriculum, the following guidelines have been prescribed in the curriculum for the internship. You are therefore, requested to please issue the following guidelines to the concerned manager/Industrial Mentor.

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Issue instruction regarding working hours during training and maintenance of the attendance record.
3. The faculty mentor may connect industrial mentor for Industrial visit to evaluate student's performance.
4. Each student is required to prepare Internship report under the supervision of industrial mentor.
5. On completion of internship, the assessment report may please be forwarded to the undersigned in scanned copy to faculty mentor mail ID.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of your organization and will maintain a proper discipline with keen interest during their Internship.

Yours sincerely,

Training & Placement Officer

Date:




JOINING REPORT

(Scanned copy of the Report to be sent by the student within a week by email to the faculty mentor)

1. Roll. No. : _____

2. Student Name : _____

3. Name & Address of the Organization : _____

Telephone No. : _____

E-mail (Concerned HR Officer) : _____

4. Residential Address of the Student : _____

Contact / Mobile No. : _____

E-mail : _____

Stipend (If any) : _____

Any Other Facility provided : _____
 (Like Accommodation / meals /Conveyance etc.)

I hereby inform that I have joined the organization on _____ for the _____ Semester.

Date: _____ Signature of the Student _____

CERTIFICATE BY THE INDUSTRIAL MENTOR/CO-ORDINATOR

Certified that Mr. / Ms. _____ have joined our organization for Internship/Industrial Training.

Date: _____

Signature of the Coordinator
(With Seal)

1. Name of the Ind. Coordinator : _____

2. Designation : _____

3. Phone No. : _____

4. E-mail : _____

[Handwritten Signature]

[Handwritten Signature]

Gateway Institute of Engineering & Technology
Sector 11, Sonipat – 131001 Haryana

Intern Performance Review / Employer assessment of Intern

We appreciate your contribution to the professional growth and development of our students. In order for us to best assess the experience, we request you to complete this form and return it to us at the end of the internship period. We believe that your comments will help the student to build his career.

Student Information

Intern's Name		Department	
Semester		Type: Paid/Unpaid	
Period of Internship	From:	To:	

Please rate the intern in each area using the following criteria and score:

Not Applicable-0; Not acceptable-1; Needs improvement-2; Meets Requirements-3; Above Average-4 ; Exceptional-5.

1. Technical competencies

Meets attendance and punctuality expectations; completes assigned tasks in time; keeps commitments and takes responsibility for own actions.

<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Above Average
<input type="checkbox"/> Exceptional	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Not acceptable

2. Team Player

Consistently demonstrates proactive nature takes independent action and calculated risks; knows when to seek prior approval.

<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Above Average
<input type="checkbox"/> Exceptional	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Not acceptable

3. Communication Skills

Exhibits good listening and comprehension; Interacts well with others and resolves conflicts.

<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Above Average
<input type="checkbox"/> Exceptional	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Not acceptable

4. Learning Curve

Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; requires minimal supervision ability to apply creative solutions to problems.

<input type="checkbox"/> Meets Requirements	<input type="checkbox"/> Needs improvement	<input type="checkbox"/> Above Average
<input type="checkbox"/> Exceptional	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> Not acceptable

5. Decision making

Accepts criticism and constructive feedback applies skills appropriate for carrying tasks and solving problems; makes sound decisions.

- Meets Requirements Needs improvement Above Average
- Exceptional Not Applicable Not acceptable

6. Responsibility and Reliability

Demonstrates accuracy and thoroughness; work reflects compliance to standards, commitment to excellence and attention to detail; strives to increase productivity.

- Meets Requirements Needs improvement Above Average
- Exceptional Not Applicable Not acceptable

7. Employment Skills

Willingness to learn new skills which are job-specific or more general.

- Meets Requirements Needs improvement Above Average
- Exceptional Not Applicable Not acceptable

OVERALL EVALUATION:

What would you grade this student?

A (25-35) - Excellent; B (15-24) - Good; C (10-14) - Average; D (0-9) - Poor

Please give in written form of assessment of the student's performance.

Is the student better prepared for the industry? What is the possibility of being hired as a permanent employee in your concern?

What is your suggestion for improvement of the intern?

Employer Information:

Name and Signature of the Reviewer	
Designation & email	
Name of the Company	
Address	
Date of Evaluation	

STUDENT FEEDBACK FORM
(After completion of internship)

Name of Student: _____ Branch: _____ Roll No: _____

Title: _____

Organization Name & City: _____

Supervisor Email: _____ Internship was: Paid ___ Unpaid ___

Faculty Mentor: _____

Dates of Internship: From _____ To _____

1. Was the work a valuable experience in relation to your academic studies?

Yes No

2. Were you given responsibilities that enabled you to apply the knowledge and skills you are learning through university course work?

Yes No

3. Were you allowed to take the initiative to work beyond the basic requirements of the job?

Yes No

4. Did the organization and/or supervisor work with you regularly?

Yes No

5. Were they available to answer questions when necessary?

Yes No

6. Briefly note new skills, techniques and knowledge gained in this position.

7. What was your best experience of the internship?

8. Is there anything that was not covered that should have been covered in the internship program?

9. How would you describe the overall internship experience?

10. Would you recommend this internship to other students?

Yes No

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Format of student's Daily Diary/Daily Log

(The daily log/diary may be maintained through a Google form/Github)

Name of Student	
Roll No.	
Name of Course	
Date of Commencement of Internship/Industrial Training:	
Date of Completion of Internship/Industrial Training:	

Sr. No.	Please specify the learning of the day	Date	Supervisor's Sign
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 Internship Policy

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Reference Links for Online Courses / MOOCs.

- <https://www.coursera.org/in>
- <https://neat.aicte-india.org/>
- <https://free.aicte-india.org/>
- Harvard University (Link: <https://online-learning.harvard.edu/catalog/free>)
- Microsoft Academy (Link: <https://academy.microsoft.com>)
- <https://learning.tesionhub.in/iDH/India/>
- <https://www.udemy.com/>
- LinkedIn Learning

Note

Minimum 5 & upto 10 Research Papers will be required to be downloaded by the students and they need to write literature review report of 5-6 pages from these papers.

Literature Review Platforms

- Google Scholar
- IEEE
- Sciencedirect.com
- Elsevier
- Springer
- Emerald
- Taylor & Francis

Finishing School - Soft Skills Training

Introduction

The objective of the Soft Skills is to groom students as per company standards and to help them to become employable in the placement drives to achieve better professional opportunities.

Soft Skills Training will include the following training module:

Soft Skills :- Communication, Mock Interviews

Particulars	Duration	Training Details
Soft Skills	Finishing School (For Pre-Final year) (30Hours)	Employability Skills: Resume Writing (4 Hours) Cover Letters (2 Hours) Mock Interviews (10 Hours) Group Discussion (5 Hours) Business Etiquettes (9 Hours)

Crash Courses

I. Sales & Marketing (6 Hours)

1. Marketing Fundamental.
2. Market Research, Segmentation, Targeting and Positioning.
3. Digital Marketing Basics.
4. SEO, SEM, Social Media Marketing and Content Marketing.
5. Sales Techniques and Management.
6. The Sales Process, Relationship Building and Sales Strategy Planning.
7. Brand Management.
8. Building and Managing Brand Equity, Brand Positioning.

II. Finance (6 Hours)

1. Introduction to Financial Statements.
2. Understanding Balance Sheet, Income Statements, and Cash Flow Statements.
3. Fundamentals of Corporate Finance.
4. Basic of Valuation, Capital Budgeting and Financial Ratios.
5. Financial Planning and Analysis.
6. Budgeting, Forecasting and Managing Financial Health.
7. Investment Principles.
8. Introduction to stock Markets, Bonds and Investment Strategies.

III. Human Resources (HR)(6 Hours)

1. Fundamental of HR Management.
2. Recruitment Selection on On-boarding Processes.
3. Training & Development.
4. Designing Effect Training Programs, Method of Employee Development.
5. Performance Management.
6. Setting Objectives, Performance Reviews, Feedback Mechanisms.
7. Employee Relations and Legal Aspects.

List of Contact Persons						
S No.	Internship Activity	Name	Designation/ Coordinator	Dept.	Email Id	Contact Number
1.	Mini Project & Presentation Topic	Mr. Anil Arora	HOD	CSE	hodcs@gateway.edu.in	8708016158
2.	FLTP Module & Crash Courses	Dr.Mamta Arora	HOD	Management	mamta.arora@gateway.edu.in	9034539358
3.	FSSST	Ms. Chetna Kapoor	PDP Trainer	PDP Cell	chetna.kapoor@gateway.edu.in	7206743823
4.	Industrial Training Opportunities	Mr. Mandan Mishra	HOD	T&P Cell	head.hr@gateway.edu.in	746999707
5.		Ms. GeetaKukreja	Head Internship	T&P Cell	geeta.kukreja@gateway.edu.in	9999574806
6.	Literature Review & MOOC's	Ms. Neha Kalia	Assistant Professor & DIC	B. Tech (CS) & B.Tech (AI-ML)	neha.kalia@gateway.edu.in	9034465696
7.	Literature Review & MOOC's	Ms. Namrata	Assistant Professor & DIC	BCA	namrata.gaur@gateway.edu.in	7988599207
8.	Literature Review & MOOC's	Ms. Shakuntla	Assistant Professor & DIC	BBA	shakuntla.kumari@gateway.edu.in	9467277778
9.	Literature Review & MOOC's	Dr. Sunita Saini	Assistant Professor & DIC	MBA	sunita.saini@gatewav.edu.in	9896313278
10.	Training Coordinator	Mr. ShahzadAhmed	Associate Professor	Architecture	shahzad.ahmed@gateway.edu.in	9953937439

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Frequently Asked Questions

Q1. If we have animations or any video content that we worked on during the internship, is there any provision for showing it in viva?

Ans- Yes, you can show it on your laptop.

Q2. In building study, we need to study our whole site, or we pick just one block from the site and study it.

Ans- It depends on the size and scale of the project. However, in most cases complete study of any one of the buildings can suffice.

Q3. Regarding building study. Amongst the completed projects of the firm, is it alright to choose an interior project?

Ans- No, this exercise aims to understand the building design and construction as a whole. So, selecting any civil work project is recommended. For any Special case please discuss with the training co-ordinator.

Q4. Monthly Report has to be attached in the document and submitted to the juror or have to be submitted to coordinator?

Ans.- Your Training joining letter, Training completion letter and all the monthly reports need to be submitted in original. You can keep them together in one file which can be presented to jury aswell.

Q5. Is it necessary to bind the reports and portfolio, or can they be submitted as loose sheets?

Ans- Portfolio should be spiral bound with proper cover page and the report can be in a single file or spiral bound with proper cover page followed by separators. You have to mention topic name, project name, location, client, project site area, built-up area and project cost on each separator sheet. for example: Building Study, project name- IGI airport, New Delhi, Client- Airport authority of India, Site Area- 1,000 Sqm. Project cost- 1000 Cr. Etc.

Q6. Probable dates of the jury taking place?

Ans. Date of the external jury is subjected to University Rules and time schedule.

Q7. What do we need from the firm besides the experience letter?

Ans- Your Training joining letter, Training completion letter and all the monthly reports need to be submitted in original (which are stamped and signed by the principal architect). Additionally, portfolio which includes drawing that you have worked on, Building study report, Building material study report and Detailing study report. All the pages should be stamped, and cover pages should be signed by the principal architect

Q8. Internship period is of 24 weeks or 6 months? if its 24 weeks then what do we have to do for form f?

Ans- At the end of 24th week you must fill in form F and upload the same whenever drive link is shared with you. Original copy of the same is required to be attached in the file as mentioned above.

Q9 - Will we have to compile our portfolio for the jury (month-wise or project-wise) ?

Ans- You can compile your portfolio based on the sequence of your best work.

Q10. Where exactly is stamps and signatures required?

Ans- Please refer to the Answer no 7.

Q11. What specific elements need to be included in the portfolio and report? For instance, does the portfolio comprise our best work from the internship, while the report highlights the firm's best projects?

Ans- Yes, portfolio should show your best work and reports should showcase your study, analysis and understanding of firm's best work.

Q12. Will there be some kind of internal jury?

Ans- Yes, schedule of both internal and external jury will be informed to you soon.

Q14. Do we need to get extra copies of Portfolio and reports for university and college library?

Ans- One copy of all the submittals mentioned above are required for the record purpose.

Q15. Regarding the composition, is the layout Seal required, or do we compose it for presenting purpose?

Ans- you can compose it in your way. However, Seal is required on certain drawings such as working drawing or submission drawing.

Q16. What exactly is required in the Building Material Study? Is it to be of a specific project? What all contents are needed regarding this?

Ans- All the details pertaining to the building material study report are mentioned in the training manual, please refer the same. For this study, you can choose any best project completed by your office till date.

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