PERFORMANCE SHEET OF STUDENT

(To be filled by the Training Supervisor at the Training Centre)

PART A (TO BE FILLED IN BY STUDENT)

Name of Student: _____

University Roll No: _____

Name of Training Supervisor _____

Training Supervisor Designation: _____ _____

Name of Academic Supervisor (At KCCEIT): _____

Duration of Training: From _____ to _____

PART B – TO BE FILLED IN BY TRAINING SUPERVISOR

Sr. No.	EVALUATION CRITERIA	Description	Max. Marks	Marks assigned
1	Discipline & Punctuality	having self control mentally and physically including the willingness to follow rules & regulations, on time and promise, showing patience and presentable enough.	20	
2	Communication effectiveness	student's ability to deliver whatever meaning, ideas & opinion and so on clearly, orderly and effectively either in verbal/ oral or written form.	20	
3	Attitude & Aptitude to learn	Student's tendency and desire to get/ gain new knowledge and skills during training.	20	
4	Domain knowledge	Student's ability to carry out duty within that was prescribed (efficiency) and complement weekly report perfectly.	20	
5	Team working	Relationship bonding and cooperation – valued from the aspect of loyalty, politeness, gracious, respect and ability to creating cooperate spirit.	20	

Your Rating of Student:
 A = Excellent; B = Very Good; C = Good; D = Moderate; E = Weak

PART C - TO BE FILLED IN BY TRAINING SUPERVISOR

1. In your opinion, does this student has adequate academic background / domain knowledge that enable him/ her to benefit from this industrial training in your company?

_____
_____
_____
_____
_____

2. OVERALL COMMENT ON INDUSTRIAL TRAINING.

_____
_____
_____

DATE:_____   Signature of Training Supervisor

                                                                             Office Stamp:

General Instructions for Final Thesis Report

The training report must be submitted to the academic supervisor no later than 30th May 2014.

The report should comply totally with the requirements stated earlier in contents and formatting. The student has to present his/her report before a committee of two academic staff. The presentation must be made using Microsoft power point for **10 minutes including discussion and questions**. The presentation is mandatory for successful completion of the course. Attendance of all students during the presentation is mandatory, too.

Other Instructions:

➢ No. of Copies of Report: **3 Nos.**

[1st for Student (Original Copy), 2nd for Submission in College, 3rd for Training Supervisor]

➢ Font Type to be used in Report: **Times New Roman / Arial**.

➢ Font Size to be used in Report: **12**

➢ Line Spacing to be used in Report: **1.5**

➢ Type of Binding: **Hard Binding.**

➢ **Insert Page Numbers** (Start Page Numbering from Abstract)

TABLE OF CONTENTS

Guidelines for Preparing Six Months Industrial Training Report

COLLEGE LOGO

Department of Computer science & Engineering
KC COLLEGE OF ENGINEERING & IT, NAWANSHAHR
(**www.kcinstitutes.com**)

**K C   C O L L E G E   O F   E N G I N E E R I N G   &   I T ,
N A W A N S H A H R**

(NAME OF THE DEPARTMENT)
Format for Synopsis
Title page:
1. Name of Student and PTU registration No cum Roll No
2. Present official Address with E-mail, telephone No
3. Branch
4. Session
5. Name of Company
6. Proposed Project Topic:
7. Name of Department/College

Introduction to Company (may not exceed 3 pages including Figures.)

Brief Introduction to Project (may not exceed 3 pages)

Design of solution (may not exceed 3 pages)

Methodology/ Planning of work (may not exceed 4 pages)

Facilities provided for the proposed work.

K.C. College of Engineering & Information Technology, Nawanshahr

(NAME OF THE DEPARTMENT)

FORMAT & GUIDELINES FOR MIDTERM REPORT

(Size = 20, Times, Bold, Small Caps)

Contents of Midterm Report

(Size = 13, Times)

The midterm report must contain the elements given in the listing below:

1) Cover sheet
2) Title page
3) Abstract
4) Table of Contents
5) Introduction
6) Title of the project/Assignment
7) Objectives
8) Schedule of activities
9) Conclusions
10) Achievements till date.
11) Remaining Work.
12) Solution to problems (if any)

GUIDELINES FOR PREPARING MIDTERM REPORT:

1) Students may use descriptive, informative section and subsection titles for the body of midterm report. Use the appropriate tense to describe the activity: "past work was done;" & "future work will be done."

2) The midterm will include several body sections that include continuing work, so **each body section of the midterm, should be divided into** "Work Completed to Date", in which student will describe tasks, analyses, results and their significance, and Future Work, in which student will describe what remains to be done, how long they expect the tasks to take, and student's plan to overcome anticipated obstacles.

3. Suggested Standards for Project Report

1 Paper Size = A4

2 Spacing between Lines = 1.5 inch

3 Font Size = 13

4 Fonts = Times/ Garmond or any compatible font in case of unavailability of recommended fonts.

5 Left Margin = 1.5 inch

6 Right Margin = 0.5 inch

7 Top Margin = 1.25 inch

8 Bottom Margin = 1.25 inch

9 Hard Bound File

10 Header Contents: Report Title

11 Footer Contents: College name and page number

Sample Report

A sample report follows on the next page.

Title of Training Report
(Size = 20, Times, Bold)
Six Months Industrial Training Report
at

Company/Organization Name
(Size = 14, Times, Bold)
Submitted in partial fulfillment of the requirements for the award of
degree of
(Size = 13, Times)

BACHELOR OF TECHNOLOGY
IN
COMPUTER SCIENCE & ENGINEERING
(Size = 13, Times, Subtitle cover, Bold)

COLLEGE LOGO

Submitted By:
(Size = 13, Times)
STUDENT NAME
(Size = 14, Times, Bold)
Uni Roll No: 12345678
(Size 12, Times)
DEPARTMENT NAME
(Size = 14, Times New Roman, Bold)
COLLEGE NAME
(Size = 16, Times, Bold)
July 2004 – Jan 2005
(Size = 15, Times New Roman)
Project/ Training Completion/ Joining Certificate from
Company/Organization

SUBMITTED TO:	SUBMITTED BY:
Er.Rohini Mahajan	**Name of the student –**
HOD CSE	**Univ. Roll No.**

DECLARATION

(Size = 20, Times, Bold, Small Caps)
Contents of Declaration
(Size = 13, Times New Roman)

Signature of Candidate
(Name of Candidate)
(Size = 13, Font:Times New Roman)

ACKNOWLEDGMENT
(Size = 20, Times, Bold, Small Caps)
Contents of Acknowledgment
(Size = 13, Times)
Name of Candidate
(Size = 13, Times)

SAMPLE ACKNOWLEDGEMENT

I am highly grateful to the _____, HOD CSE, KC College of Engineering & Information Technology, Nawanshahr, for providing this opportunity to carry out the six month industrial training at _____.

I would like to expresses my gratitude to other faculty members of Computer Science & Engineering department of KCCEIT, Nawanshahr for providing academic inputs, guidance & encouragement throughout the training period.

The author would like to express a deep sense of gratitude and thank _____Director/CEO of Company, without whose permission, wise counsel and able guidance, it would have not been possible to pursue my training in this manner.

The help rendered by Mr/Ms _____, Supervisor (_____) for experimentation is greatly acknowledged.

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my industrial training.

Name of Candidate
(Size = 13, Times)

NOTE: Students may modify the sample acknowledgement mentioned above to meet his/her requirements.

CERTIFICATE

(Size = 20, Times, Bold, Small Caps)

TO WHOM IT MAY CONCERN

I hereby certify that _____(Name of the student),Roll No _____
of KC College of Engineering & Information Technology, Nawanshahr, has
undergone six months industrial training from _____ to _____at
our organization to fulfill the requirements for the award of degree of B.Tech.
(Branch).He/She worked on _____ project during the training under the
supervision of _____. During his/her tenure with us we found
him/her sincere and hard working. We wish him/her a great success in the future.

Dated: Training In-charge:
                                                                         (Name of Trg Incharge)

                                                                         Countersigned by
                                                                         (Head of Department)
                                                                          Stamp

ABSTRACT

(Size = 20, Times, Bold, Small Caps)
Contents of Abstract
(Size = 13, Times)
(200- 250 Words)

TABLE OF CONTENTS
(Size = 20, Times, Bold, Small Caps)

Contents	Page No.
(Size = 14, Times, Bold)	

LIST OF FIGURES

(Size = 20, Times, Bold, Small Caps)

Contents   Page No.

(Size = 14, Times, Bold)

(Size = 13, Times)

SAMPLE Table of Contents:

CHAPTER 1

(Size = 21, Times, Bold, Shadow, Small Caps)

Sample Chapter Title

(Size = 18, Times, Bold, Shadow, Small Caps)

1.1 Section Subtitle

(Size = 13, Times, Bold)

Write something about the chapter. There is a figure named Figure 2.1.

Figure 2.1: Some Diagram of an equipment.

1.1.1 Sub-Subtitle

This work has been carried out at xyz corp., as the project work for six months training.

1.1.2 Another Sub-Title

This is another subtitle [1]. Here [1] means we are referring from a document/ Paper/ book/ website mentioned in the references section at serial number.

REFERENCES

(Size = 20, Times, Bold, Small Caps)

[1] http://www.kcinstitutes.com

[Ref. No.] Authors, *Book / Research Paper Name,* Publisher/ Journal Name, Volume, Page no., Year.

(Size = 13, Times)

Guide Lines for 6-month Training Report.

Please Note : The font details of the Project Report is as under:
Paper Size : A-4
Text –Style: Times New Roman
Font Size: Title : 14 pt. bold, Abstract : 10 pt.
Heading : 12 pt.
Bold , Text : 12 pt.
Margin : Left Margin : 1.5" , Top, Bottom,& Right : 1"
Line Spacing : 1.5"
Single side printing

The 6-Month Training Report must contain the following:

1. Cover page information on the hard bound and as first page in the report as per Annexure 1.
2. Table of Contents as per Annexure 2.
3. Acknowledgement
4. Attested photocopy of certificate from the organization.
5. Declaration by the student.
6. Abstract
7. Introduction of the organization :
(i) Brief introduction of the Organization
(ii) Organization Chart
(iii) Brief introduction of the department under which the project was undertaken.
(iv) Details of the Project Guide.
8. Introduction of the Project:
(i) General introduction
(ii) Project Initiation Note as per Annexure 3.
9. Project Plan as per Annexure 4.
(i) Output , or Deliverables for project.
(ii) Run Time Environment Requirements (specifications):

Hardware:
Software:
(iii) Inputs for project.
(iv) Training , knowledge , & Skills needed.
(v) Procedures.
(vi) Performance standards
(a) Quality
(b) Cost(investments,expenses,costs)
(c) Schedule
(d) Team

(e) Improvement Initiatives

(f) Client's Responsibilities

(vii) Software Model Used.

10. Your individual role in the project with the project schedule as per Annexure 5.

11. Project Phased documentation :

(i) Pre construction documentation :

(a)A software project plan

(b) Standard Documentation specifying Data Dictionary.

©Algorithms / Flowcharts

(2) Construction phased documentation as per Annexure 6 in addition to customization as per the project

(3) End Project Documentation containing

(a) Acceptance test report.

(b) Defect Report

© Final inspection report

(d) Configuration

(e) Naming Conventions

(f)Suggested Enhancements

(g) Conclusions

11. Bibliography.

Annexure I

The cover page must contain the following :

6 -Month Industrial Training
Report

On
<Topic>

At
<Organisation Name and address>
<College LOGO>
Submitted in partial fulfillment of the requirements for the award of degree of

Bachelor Of Technology
In
Name of the Branch
Of Punjab Technical University , Jalandhar.

Submitted To: Submitted by:
<Lecturer's Name>   <Student Name >
Name of the Department   <Roll No>
KCCEIT, Nawanshahr   Name of the Department
                                                          KCCEIT, Nawanshahr

Annexure 2

TABLE OF CONTENTS

PREFACE

(i) Acknowledgement

(ii) Attested copy of Certificate from Organization.

(iii) Declaration by the student.

Annexure 3

Project Initiation Note

Client: **Project Name:**

Duration (Calendar):

Efforts (Man-days):

Quality Reviewer:

Internal Auditor:

Team Member(s):

Initiated by:

Date:

Annexure 4

PROJECT PLAN

a) Title & Scope of Project

Title :
Project Code:
Initial Activity:
Final Activity:
Reference to contract :_____ Dated:_____
(mention confidential wherever applicable)

b) Project Coordinator

Designation
Address
Phone

c) Run Time Environment Requirements(specifications)

Hardware
Software

d) Training , Knowledge , & Skills needed:

e) Procedures:

#	Procedure for	Who defines	Requirements	Responsibility	Planned Date	Actual date	Remarks

f) Cost:
Development Cost

g) Schedule : Gantt. Chart / PERT.
h) Team

#	Responsibility Area	Names	From	To

Annexure 5

INDIVIDUAL PROJECT SCHEDULE

S.no.	Activity Description	Planned Date	Actual Date	Status	Remark

Annexure 6

1. Problem Report

   Project Name:
   Initiated by:
   Date:

List of problems reported during project
Action Taken
Closure time

2. Inspection Test Report

   Developer :
   Date:

Test Area	Remarks	Actions	By Date	Responsibilty
Fault Tolerance				
Decision Logic				
Input/Output statements				
Comments				
Data Flow				

Industrial training grade distribution.
(E v a l u a t i o n   s c h e m e)
(u p t o - 2 0 1 0   b a t c h)

MARKS ALLOTMENT:		INTERNAL (By committee)		EXTERNAL (By Ext. Examiner)
1. LOG BOOK	-	100 marks	-	100
2. PERFORMANCE REPORT	-	100 marks	-	100
(From Industry. See page 1.)				
3. PRESENTATION	-	100 marks	-	100
4. VIVA VOCE EXAM	-	50 marks	-	50
5. PROJECT REPORT	-	150 marks	-	150
Total	**-**	**500 marks**		**500 marks**