



ਪੰਜਾਬ ਰਾਜ ਤਕਨੀਕੀ ਸਿੱਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਬੋਰਡ
ਪਲਾਟ ਨੰ: 1, ਸੈਕਟਰ 36 ਏ, ਚੰਡੀਗੜ੍ਹ, ਫੋਨ: 0172 - 2615389, 2622584, 2622585

No. PSBTE&IT/DA/2025/Pbi/ 2416

Dated: 08-07-2025

ਸਰਕੂਲਰ

Guidelines for evaluation, monitoring and instructions of semester long Industrial Training in the Final Year of six Diploma level Courses- Regarding

ਬੋਰਡ ਦੁਆਰਾ ਜਾਰੀ ਸਰਕੂਲਰ ਨੰ. PSBTE&IT/DA/2025/2283 ਮਿਤੀ: 24-06-2025 ਦੀ ਲਗਾਤਾਰਤਾ ਵਿੱਚ ਮੌਜੂਦਾ ਅਕਾਦਮਿਕ ਸੈਸ਼ਨ 2025-26 ਤੋਂ ਸਾਰੇ ਸਰਕਾਰੀ ਅਤੇ ਪ੍ਰਾਈਵੇਟ ਬਹੁਤਕਨੀਕੀ ਸੰਸਥਾਵਾਂ ਵਿੱਚ ਹੇਠ ਦਰਸਾਏ 06 ਡਿਪਲੋਮਾ ਕੋਰਸਾਂ ਵਿੱਚ semester long Industrial Training ਨੂੰ ਲਾਗੂ ਕੀਤਾ ਗਿਆ ਹੈ:-

1. ਕੰਪਿਊਟਰ ਸਾਇੰਸ ਅਤੇ ਇੰਜੀਨੀਅਰਿੰਗ
2. ਇਲੈਕਟ੍ਰਾਨਿਕਸ ਅਤੇ ਕੰਮਨੀਕੇਸ਼ਨ ਇੰਜੀਨੀਅਰਿੰਗ
3. ਇੰਫੋਰਮੇਸ਼ਨ ਟੈਕਨੋਲੋਜੀ
4. ਮਕੈਨੀਕਲ ਇੰਜੀਨੀਅਰਿੰਗ
5. ਇਲੈਕਟ੍ਰੀਕਲ ਇੰਜੀਨੀਅਰਿੰਗ
6. ਸਿਵਲ ਇੰਜੀਨੀਅਰਿੰਗ

ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਜੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਅਨੁਸਾਰ semester long Industrial Training ਦੀ evaluation, monitoring and instructions ਸਬੰਧੀ Guidelines ਸਮੂਹ ਸੰਸਥਾਵਾਂ / Stakeholders ਦੀ ਜਾਣਕਾਰੀ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਨਾਲ ਨੱਥੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ।

ਇਸ ਦੀ ਇੰਨ ਬਿੰਨ ਪਾਲਣਾ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

ਸਹੀ/-

ਡਾਇਰੈਕਟਰ ਅਕਾਦਮਿਕ

ਵਾ. ਸਕੱਤਰ

ਪੀ.ਐਸ.ਬੀ.ਟੀ.ਈ ਅਤੇ ਆਈ.ਟੀ, ਚੰਡੀਗੜ੍ਹ

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਦਰਸਾਏ ਨੂੰ ਜਾਣਕਾਰੀ / ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ: -

1. ਰਜਿਸਟਰਾਰ, ਪੀਐਸਬੀਟੀਈ ਅਤੇ ਆਈਟੀ, ਚੰਡੀਗੜ੍ਹ
2. ਸਿਸਟਮ ਪ੍ਰਸ਼ਾਸਕ, ਕੰਪਿਊਟਰ ਸੈਕਸ਼ਨ, ਪੀਐਸਬੀਟੀਈ ਅਤੇ ਆਈਟੀ, ਚੰਡੀਗੜ੍ਹ
3. PA to Additional Director, DTE, Punjab., Chandigarh



**THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING**

PLOT NO. 1-A, SEC. 36-A, CHANDIGARH PH. : 615385, 622584-85 FAX : 660734

No. PSBTE&IT/DA/2025/2416

Dated: 08-07-2025

Circular

Guidelines for evaluation, monitoring and instructions of semester long Industrial Training in the Final Year of six Diploma level Courses- Regarding.

In continuation to the circular issued by the Board vide No. PSBTE&IT/DA/2025/2283 Dated: 24-06-2025 regarding introduction of semester long Industrial Training in the Final Year of following six Diploma level Courses in the existing batches of all Govt. and Private polytechnic institutes from the current academic session (2025-26):-

1. Computer Science & Engineering
2. Electronics & Communication Engineering
3. Information Technology
4. Mechanical Engineering
5. Electrical Engineering
6. Civil Engineering

This is to inform you that as per the approval of the Competent authority, the **Guidelines for evaluation, monitoring and instruction of semester long Industrial Training** are attached herewith for implementation and information of all the stakeholders.

For Strict Compliance please.

**Sd/-
Director Academics
For Secretary,
PSBTE&IT, Chandigarh**

A copy is forwarded to following for further information / necessary action please: -

1. Registrar, PSBTE&IT, Chandigarh
2. System Administrator, Computer Section, PSBTE&IT, Chandigarh
3. PA to Additional Director, DTE, Punjab., Chandigarh

GENERAL GUIDELINES
FOR
SEMESTER INTERNSHIP/ TRAINING
Of Students studying in
Private & Government Polytechnic Colleges



THE PUNJAB STATE BOARD OF
TECHNICAL EDUCATION AND INDUSTRIAL TRAINING

A. Introduction

Industrial internship/ training is a structured and supervised training programme undertaken by a student in an industrial, manufacturing, engineering, technical or technology-driven organisation. The purpose is to provide practical exposure to industrial processes, systems, tools, and professional practices relevant to the student's field of study.

The internship/ training must:

1. Be conducted in an organisation engaged in production, manufacturing, engineering services, technology solutions, or technical operations.
2. Provide the student with opportunities to work on tasks or projects related to their diploma discipline (such as mechanical, electrical, electronics, civil, computer science, etc.).
3. Expose the student to industrial work culture, safety practices, teamwork, and problem-solving in a professional environment.
4. Be supervised by a designated organisation professional who will guide the student's learning and assess their performance.

The industrial internship/ training is an integral component of the three-year diploma curriculum across various engineering and non-engineering disciplines. Its purpose is to bridge the gap between theoretical knowledge and organisation practices by exposing students to real-time challenges, tools, and professional work environments.

This manual lays down the detailed guidelines, processes, responsibilities, evaluation methods, and compliance protocols for the conduct of semester long industrial training during the 6th semester of diploma programs offered by polytechnic institutions in Punjab.

B. Objectives of the Internship/ training

1. To remove inhibitions amongst the students by giving them exposure to real-world engineering and industrial environments.
2. Develop professional competencies including communication, teamwork, and workplace discipline.
3. Apply academic concepts to practical situations.
4. Enhance employability by facilitating organisation linkages and pre-placement opportunities.
5. Encourage self-learning, project-based execution, and problem-solving skills.
6. Explain the working of industrial environment and the work ethics.

C. Duration, Timing, and Credit Allocation

1. The internship/ training will be for a minimum duration of 16 weeks (full-time i.e. 8 hours per day), equivalent to one academic semester.
2. Internship/ training shall be undertaken during the final semester of the 3-year course.
3. The internship/ training shall carry academic weightage equivalent to one full-semester course (20 Credits).
4. Attendance: A minimum of 90% attendance is mandatory to qualify for evaluation. However, a relaxation of up to 20% may be granted on medical grounds.

D. Oversight of Internship/ training Implementation

The Additional Director (Polytechnic Wing), Department of Technical Education & Industrial Training, Punjab, shall (for Govt Polytechnic Colleges only):

1. Review monthly progress and implementation of internship/ training placements across all government polytechnic institutions based on reports submitted by the institutes.
2. Facilitate state-level or regional-level organisation partnerships and support institutes in initiating contact with companies, particularly in districts with limited industrial presence.
3. Serve as the final escalation authority in case of unresolved issues between students, faculty, and host organisation — but only in serious cases where the concerned institute has made reasonable efforts to resolve the matter at its level. Examples of such issues include:
 - i. The student not being assigned meaningful or relevant technical work as per the agreed project scope.
 - ii. The host organisation not providing adequate supervision, mentorship, or access to necessary resources/tools.
 - iii. Conflicts arising from disciplinary or behavioural concerns between the student and host organisation.
 - iv. Disputes regarding attendance, leave approvals, or work hours during the internship/ training period.
 - v. Cases where a student faces unsafe or inappropriate working conditions at the internship/ training site.
4. Organize workshops, webinars, or training sessions for Training & Placement Officers and faculty for capacity building for facilitation regarding internship/ training.
5. Maintain a central repository of internship/ training data and documentation, and promote the sharing of best practices among institutions.
6. Collect feedback from students and organisation partners to assess the quality of internship/ trainings and suggest systemic improvements.

E. Monitoring and Evaluation

1. The institute shall request the organisation to allocate an organisation supervisor for each student. The details of the allocated organisation supervisor must be provided by the organisation within the first week of the student joining the internship/ training, along with the submission of the joining report to the institute.
2. Institute will also allocate faculty mentors for students.
3. The Institute shall maintain a database of all organisation supervisors and faculty mentors for all students.
4. The Government Polytechnic Institutes shall send information of all the faculty mentors with their complete details to the I/O Training & Placements at the Directorate.
5. Consolidated summary sheet of joining report from each department is to be collated by the Institute by first week of joining. (As per Annexure – II).
6. The faculty mentor will undertake continuous evaluation of the students and ensure 1 personal visit to the internship/ training location once in a month.
7. All visit / monitoring reports are to be submitted to the respective Head of departments by the faculty. (As per Annexure – III).
8. Consolidated Summary Sheet of each monitoring visit shall be submitted by each department in the Institute. (As per Annexure – IV)
9. All students would share monthly progress reports with the faculty mentor and faculty mentor would submit the same in the department. (As per Annexure – V)
10. Database regarding internship/ training semester will be maintained at institute.
11. The Punjab State Board of Technical Education and Industrial Training can check the above information anytime during the visits.

F. Preparation of Report

Every student shall prepare an internship/ training 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).

G. Feedback Form

The Faculty Mentor shall collect the feedback from the organisation (As per Annexure– X) and students (as per Annexure –XI) and maintain it at the institute level.

H. Role of the Principal/ TPO in Internship/ training Oversight

The Principal of the institute, supported by the Training and Placement Officer (TPO) and Heads of Departments (HoDs), shall be responsible for overseeing the smooth execution of the internship/ training placement process.

1. The internship/ training placement process must commence at the start of the fifth semester to ensure timely placements.
2. Students shall be encouraged to independently explore and finalize internship/ training opportunities.
3. The Principal, through the TPO and HoDs, shall proactively engage with organisation partners from the start of the fifth semester to arrange internship/ training placements.
4. The Principal should ensure that all students are covered under suitable insurance policies for accidental or medical emergencies during the internship/ training.
5. The Principal shall ensure regular review of the status of internship/ training placements. Students who have secured internship/ trainings shall be tracked for progress, and those yet to secure internship/ trainings shall be regularly guided.
6. In case of any conflict or concern escalated by the faculty mentor — such as the student not being assigned adequate technical work or other significant issues — the Principal shall promptly engage with the organisation to resolve the matter. The Principal should address such cases at the institute level first, and only in serious instances where resolution is not possible, escalate to the Additional Director (Polytechnic Wing). Examples of issues requiring intervention by the Principal include:
 - i. The student not being assigned meaningful or relevant technical work as per the agreed project scope.
 - ii. The host organisation not providing adequate supervision, mentorship, or access to necessary resources/tools.
 - iii. Persistent disciplinary or behavioural conflicts between the student and host organisation that affect the continuity of the internship/ training.
 - iv. Disputes regarding attendance, leave approvals, or working conditions that could jeopardize the completion of the internship/ training.
 - v. Failure of the host organisation to provide mandatory reports, feedback, or evaluations, despite repeated formal requests by the institute.
 - vi. Concerns regarding unsafe, unethical, or inappropriate working conditions that require institutional action.
7. The Principal shall ensure collection and review of feedback (as per annexure format) from students and organisation partners to assess the quality of internship/ trainings and suggest systemic improvements.

I. Expectations from the Organisation

1. The organisation is expected to release the list of selected candidates within two working days after the completion of the selection process through the Training and Placement Cell.

2. It is expected that the organisation should allot a well-defined project and a clearly stated objectives for the student.
3. An organisation must share all details in the joining report within one week of the student joining. (As per Annexure- I)
4. Since internship/ trainings involve academic credits, the organisation will have to allot a supervisor for each students, called organisation supervisor.
5. The institute places the primary responsibility for progress tracking on the student and the faculty mentor. The organisation supervisor is kindly expected to support this process by providing brief feedback or observations, particularly through the student's monthly report. This input will help the faculty mentor guide the student effectively and ensure the internship/ training stays aligned with academic objectives.
6. The organisation is suggested to keep a waitlist of students. In case a student fails to sign up for the internship/ training, the offer will automatically be apprised to the next student in the wait list.
7. In case of pre-placement offers (PPO), the organisation is expected to inform PPO through the placement cell only.
8. At the end of the internship/ training, the organisation supervisor shall fill out an evaluation form for each students, which will include both the assessment of the student's performance and feedback about the overall internship/ training process. The information received through this form will be used for grading purposes and to improve the internship/ training program.

J. Guidelines to the Students

1. All students should ensure that they should undergo this mandatory semester long internship/ training in industries as part of their academic course.
2. A student needs to apply for an internship/ training (in case internship/ training opportunity not secured individually) via the training & placements cell and he/she has to appear in all selection processes set out by the organisation.
3. If a student finds an internship/ training on his own, or a faculty member finds an internship/ training for students, the student will inform the training and placement cell immediately about such internship/ trainings.
4. The training and placement cell would issue an internship/ training letter addressing the HR of the organisation and the student is required to submit the same to the organisation.
5. All students undertaking the semester-long internship/ training shall attend a mandatory preparatory workshop on professional conduct, workplace discipline, and the dos and don'ts of industrial internship/ trainings. This workshop will be organized by the institute prior to the commencement of the internship/ training.
6. For each student, a faculty member will be assigned as a faculty mentor. The details of the assigned faculty mentor must be communicated to the student no later than

one week before the internship/ training begins. If this does not happen, the student should immediately contact the Training and Placement Officer (TPO) for updates.

7. The student would maintain a daily log/diary during the period of internship/ training and get it regularly checked by the organisation supervisor. (As per Annexure - IX). The diary be submitted in the Institute at the end of the semester.
8. In case of any unprofessional behaviour or misconduct by the student during the internship/ training — such as violation of organisation policies, breach of discipline, unethical practices, or inappropriate conduct — it will result in a deduction of marks for the internship/ training. The extent of the deduction will be determined by the institute based on the nature and severity of the misconduct, following a proper review by the Principal.
9. The students cannot leave the internship/ training without informing the faculty mentor. If a student finds any difficulty in the organisation, he/she needs to inform the faculty mentor immediately. The faculty mentor will help the student to find an appropriate solution within a week.
10. At the end of the semester, each student is expected to submit a project report, and basis this, a viva voce would be conducted by the evaluation committee. The committee will comprise the Head of Department (HoD), concerned faculty mentor, and another faculty member of the concerned department.
11. Leave Policy of the Organisation: In case the organisation does not have a defined leave policy for students, students may be allowed to avail up to 2 days of leave per month during the internship/ training period, excluding government holidays and weekly offs.
12. Students should inform the faculty mentor as well as the organisation supervisor at least one day prior to availing leave by in-person conversation/email/phone.
13. Upon completion of the internship/ training, each student must submit the internship/ training feedback form online. The form records the student's learning experience and suggestions, and will help improve future internship/ training programs.

K. Role of the Faculty Mentor

1. The Head of Department (HOD) will nominate a faculty member of the department as a faculty mentor for each student.
2. It is advisable that the student should be allocated with the faculty mentor from the nearest Polytechnic (For Govt. Polytechnic Colleges only).
3. It is advisable to allocate a faculty mentor with an expertise in a particular domain that is related to the interning organisation.
4. The faculty mentor is responsible for providing overall guidance and mentorship to the student throughout the internship/ training period. This includes supporting the student in defining clear and realistic objectives for the internship/ training, helping

them align these objectives with their academic background and the nature of work assigned by the organisation, and offering continuous academic and professional support as needed.

5. The faculty mentor must conduct periodic evaluations (once a fortnight) of the students' progress, and stay in touch with the organisation supervisor appointed by the organisation.
6. At the end of every calendar month, the faculty mentor will collect a monthly interim progress report from the students.
7. In case a student has technical/non-technical issues during the internship/ training, the faculty mentor will immediately talk to the student and the organisation supervisor to work out a solution.
8. If such a solution is not possible, the advisor will notify the Principal of the same.
9. Faculty mentor of the student will make surprise visits to the internship/ training site once in 2 weeks to observe the student, understand the work, check their daily log/diary and interact with the industries.
10. If a student is not assigned sufficient technical work during the internship/ training, the faculty mentor shall first make efforts to resolve the issue directly by engaging with the organisation supervisor. In case the matter remains unresolved or is of a serious nature, the faculty mentor will escalate the issue to the Principal for appropriate action.
11. During surprise visits, if the student is found absent without prior intimation to the faculty mentor and the organisation supervisor, it will result in a deduction of marks for the internship/ training. The extent of the deduction will depend on the frequency and seriousness of such instances, as determined by the institute after review.
12. Faculty mentors will be responsible to provide the grading policy to the organisation supervisor at the start of the Internship/ training.
13. The faculty mentor will ensure a continuous mentoring as well as monitoring of student's Internship/ training programme.
14. Faculty-Organisation Interaction: In addition to evaluations of students, the faculty mentor will contact the organisation supervisor frequently via e-mail/phone, to keep a close watch on the project & performance of the student. It is expected that this interaction should be used as an opportunity to initiate closer association with Organisation and to develop long term relation to beneficate research and collaboration of institute.

L. Internship/ training selection process

1. While the training & placement cell may provide necessary guidance, it is the responsibility of students to secure an internship/ training position in any one of the organisation.
2. **Step 1:** The student applies for internship/ training opportunities and, upon receiving a positive response from an organisation, shares the Internship/ training Guidelines document, which outlines the objectives, expectations, and procedures of the internship/ training.
3. **Step 2:** If the organisation has its own selection process, the student must follow that process and participate as required.
4. **Step 3:** The institute will allocate one faculty mentor to each student and share internship/ training.
5. **Step 4:** Within one week of joining, the faculty mentor shall collect information regarding the industry/ organisation and details of the project in the joining report.

M. Outreach to Organisation for Internship/ training

1. The Institute will contact organisation for internship/ trainings. In this case, the opening will be announced for all eligible students, and the due selection process happens as prescribed by the organisation.
2. All faculty members of the department, through his/her organisation contacts, will support in finding internship/ trainings for students.
3. The Principal of the institute, will oversee the entire process of organisation connect and motivate faculty to identify industries related to their respective domains.
4. Additionally, the Project Management Unit (PMU) under the Department of Technical Education and Industrial Training (DTE&IT) will support institutes by initiating contact with industries and helping establish partnerships for student internship/ trainings.

N. Student Evaluation

1. The industrial training of the students will be evaluated in two stages:
 - i. **Evaluation by Organisation (200 Marks)**

Parameter	Marks	Expectation from Student	Rubric / Marking Guidance
Completion & Quality of Tasks Assigned	100	Completes assigned tasks properly and on time.	81-100: All tasks completed properly, accurate, neat work. 61-80: Most tasks completed, some errors/rework needed. 41-60: Incomplete or careless work, reminders required. 20-40: Rarely completes tasks, work rejected/redone.

Parameter	Marks	Expectation from Student	Rubric / Marking Guidance
Following Instructions / Responsiveness to Feedback	20	Listens, follows instructions, acts on feedback.	16-20: Listens well, responds to feedback, minimal reminders. 11-15: Usually listens, sometimes misses points. 6-10: Often ignores instructions, limited response to feedback. 1-5: Rejects feedback, does not follow instructions.
Teamwork & Behaviour at Workplace	20	Cooperates with team, maintains discipline and good behaviour.	16-20: Works well in team, good behaviour. 11-15: Generally cooperative, minor issues. 6-10: Needs reminders to cooperate/behave. 1-5: Creates friction, uncooperative.
Punctuality & Attendance	20	Regular in attendance, punctual in reporting to duty.	16-20: Always punctual, full attendance. 11-15: Mostly punctual, minor delays, few absences. 6-10: Frequently late or absent. 1-5: Poor attendance, often late.
Initiative / Problem-Solving	20	Takes initiative, tries to solve practical problems independently.	16-20: Proactively helps, suggests solutions. 11-15: Sometimes takes initiative. 6-10: Rarely takes initiative. 1-5: No initiative shown.
Learning & Adaptability	20	Willingness to learn, adapt to organisation tools/processes.	16-20: Learns/adapts quickly. 11-15: Moderate effort to learn. 6-10: Little effort to learn. 1-5: No effort to learn.

ii. **Evaluation through regularly progress and presentation/viva-voce at the Institute (300 Marks)**

Component	Marks	Expectation from Student	Rubric/Marking Guidance
Monthly Progress (Reports + Mentor Interaction)	120	Submits reports on time, reports show effort and learning, interacts meaningfully with mentor.	96-120: All reports on time, good quality, reflects learning, active in discussions. 81-95: Reports mostly on time, decent quality, some learning visible. 61-80: Reports irregular or basic, limited learning shown. 50-60: Rarely submits reports, poor effort, little engagement.

Component	Marks	Expectation from Student	Rubric/Marking Guidance
Viva Voce	180	Shows understanding of industrial work, processes, problem-solving ability, and can reflect on learning.	96-180: Strong understanding, confident answers, clear reflections. 81-95: Good understanding, answers most questions well. 61-80: Basic understanding, struggles with details or reflections. 50-60: Weak understanding, unable to explain or reflect.

Following are the conditions of minimum marks for passing industrial training: -

A student shall not be declared pass in industrial training unless he/ she secures atleast 40% marks separately in the external evaluation (at industry level-200 Max Marks) as well as internal evaluation (at institute level- 300 Max Marks). The attendance of the students should be atleast 90% during his/ her training in the industry/ organisation.

2. The final evaluation will be conducted in the last week of June. The faculty mentor will organise the evaluation and further communicate the scores obtained by the student to the institute.
3. The organisation will evaluate the students based on the criteria defined in the evaluation criteria.
4. During surprise visits, the faculty mentor would assess the student's punctuality, discipline, engagement in tasks, alignment of work with approved project scope, and maintenance of the daily diary. Informal feedback from the organisation supervisor and the quality of technical exposure would also be reviewed.
5. The student will present the internship/ training report before an evaluation committee constituted by the concerned department and a viva voce conducted basis the internship/ training report.

- O.** All feedback forms, joining details, visit reports, and any other required documentation mentioned in these guidelines shall be submitted through online forms or digital portal as notified by The Punjab State Board of Technical Education and Industrial Training. Physical submission of forms will not be accepted.

ANNEXURE-I

JOINING REPORT

(To be sent by student within a week of joining to Principal/ TPO of the Institution.)

1. Student Registration Number _____
2. Student Name _____
3. Assigned Project/Work _____
4. Name & Address of the Organisation _____
Telephone No. E-mail _____
5. Address of the Site _____
(at which student is physically deputed) _____
Telephone No. E mail _____
6. Residential Address of the Student _____
Telephone No. E-mail: _____
7. Organisation Supervisor assigned
Name _____
Designation _____
Contact (Email/ telephone) _____

I hereby inform that I have joined the organisation on _____ for the Internship/
training Semester with information above.

Dated:

Signature of the Student

CERTIFICATE BY THE ORGANISATION SUPERVISOR

Certified that the above-mentioned student has joined our organisation for the
internship/ training semester under my supervision.

Dated:

Signature of the Organisation Supervisor
(With Organisation Stamp)

ANNEXURE-II

[illegible]

ANNEXURE-III

All field are mandatory

_____ (Name of the Institute)

INTERNSHIP/ TRAINING SEMESTER Session _____ FACULTY MENTOR'S VISIT REPORT

Date of Visit

Student Registration No. and Name :

Name of Organisation :

Address (Site/Office) :

Phone No. : E-mail:

Brief Progress Report

Title of Project/Work:

Assistance Required from the Institute:

Response from the Organisation:

Remarks of Organisation Supervisor:

Any significant change with respect to the plan of project/work:

.....

Observations about the Student *(at least 100 words)*

.....

Feedback shared with the Student *(at least 100 words)*

.....

(Signature of Faculty Mentor)

(Signature of Organisation Supervisor)

Name:

Name:

Designation:

Designation:

ANNEXURE-IV

_____ (name of Institute) INTERNSHIP/ TRAINING SEMESTER SESSION 20__

Name of Faculty Mentor: _____

Consolidated Summary Sheet of VISIT/ INTERACTION Report

S. No.	Student Registrati on No.	Student Name	Organis ation Name	Work Place/ Site address	Date of joining	Organisation Supervisor (Name, PhoneNo., Email)	Date of Visit	Project/Wor k Topic	Faculty Observation	Organisation Feedback

(Department Faculty Mentor)

(Head of the Department)

ANNEXURE – V

Monthly Progress Report | _____ (month)/(Year)

Student Name		Registration No.	
Branch		Name of Institute	
Name of Organisation		Supervisor Name	
Name of Faculty Mentor			

Summary of Activities

Describe the main tasks, assignments, or projects handled this month

Reflections on Learning

What practical knowledge did you learn and map it with the theoretical concepts?

Challenges Faced

What challenges did you face and how did you try to overcome them?

Plan for Next Month

What will you focus on in the next month/work planned for the next month?

Faculty Mentor Signature with Date	
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ANNEXURE – VI

CONTENTS OF THE REPORT

1. Cover page
 2. Inner page – same as cover page
 3. Declaration
 4. Acknowledgement (if any)
 5. Contents
 - Introduction
 - Objective
 - About the Organisation
 - Project/Work
 - Achievement of Work
 - Conclusions and Future Scope of Work
 - References (if any)
 6. Impediments/difficulties faced during internship/ training semester on project work; Reflection on the learning and value addition of semester internship/ training; Suggestions related to work/project.
- 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.
 - Under the section “Achievement of Work”, detail out the work in minimum 1000 words.
 - The matter contained in the report should be typed in MS word (single spacing) Times New Roman, 12 pt or equivalent with other software. The heading should be 14pt Bold.
 - Figures and tables may be inserted in the text as they appear or may be appended in order.
 - Subject matter should be typed on both sides.
 - A total of THREE copies may be prepared – one for the student, second for the organisation supervisor and third for the institute.

ANNEXURE – VII

PROJECT REPORT

(Internship/ training Semester January-June 20__)

(TITLE OF THE PROJECT/Work)

(14 pt, Bold, Times New Roman)

Submitted by

Name of Student

Student Registration Number

(12 pt, Bold, Times New Roman)

Under the Guidance of

**(Name of Faculty Mentor
coordinator with designation)**

(12 pt, Bold, Times New Roman)

**(Name of Organisation Supervisor
with designation)**

Name of the Institute

Punjab State Board of Technical Education & Industrial Training, Chandigarh

(12 pt, Bold, Times New Roman)

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

ANNEXURE – VIII

DECLARATION

I hereby declare that the project work entitled ("Title of the project/work") is an authentic record of my own work carried out at (Place of work) as requirements of semester long industrial training for the award of diploma of _____, _____ (*Name of the College*), under the guidance of (Name of Organisation Supervisor) and (Name of Faculty Mentor), during _____ to _____, 20).

(Signature of student)
Name of Student
Student Registration 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)

Organisation Supervisor

ANNEXURE – IX

Student Diary/Daily Log (*student to maintain a notebook for this*)

Day ____		Date	
Arrival Time		Departure Time	
Department		Finished Task	
Main points of the Day			
Supervisor Name		Signature	

Annexure X

Organisation Feedback *(to be shared alongside the student evaluation process)*

Organisation Name:

Organisation Supervisor Name & Designation:

Department Hosting Interns:

Internship/ training Period:

Total Number of students Hosted:

Institute(s) Affiliated:

1. How would you rate your overall experience of hosting diploma students from polytechnic institutes?

☐ Excellent ☐ Good ☐ Average ☐ Below Average

2. Were the students adequately prepared with the required technical and soft skills?

☐ Yes ☐ Partially ☐ No

Comments (if any):

.....

3. Did the students contribute meaningfully to your projects/tasks?

☐ Yes ☐ To some extent ☐ Not significantly

4. Were the students punctual, disciplined, and eager to learn?

☐ Yes ☐ Mixed ☐ No

5. Was the coordination with the institute (TPO/Faculty Mentor) satisfactory?

☐ Excellent ☐ Good ☐ Needs Improvement

6. Would your organisation be open to offering internship/ trainings again in the future?

☐ Yes ☐ Maybe ☐ No

7. Suggestions to improve the internship/ training process or student preparedness:

.....

.....

Date:

Name:

Annexure XI

Student Feedback

Student Name:

Registration Number:

Institute Name:

Branch/Specialization:

Organisation Name:

Internship/ training Duration:

Please rate the following on a scale of 1 (Poor) to 5 (Excellent):

1. Quality of Technical Exposure:
2. Relevance to Course/Branch:
3. Support from Organisation Supervisor:
4. Availability of Resources/Tools:
5. Learning Outcomes Achieved:
6. Overall Satisfaction with Internship/ training:

Did the internship/ training meet your expectations?

☐ Fully ☐ Partially ☐ Not at all

What were your key learnings?

.....
.....

What were major challenges faced?

.....
.....

Would you recommend this organisation for future internship/ trainings?

☐ Yes ☐ No