

**POLICY
ON
TRAINING AND PLACEMENT OF
STUDENTS**

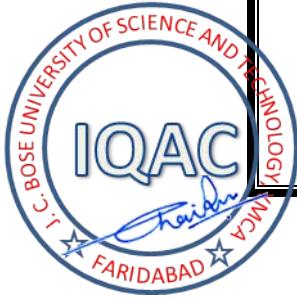


**J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY,
YMCA, FARIDABAD**

(Formerly YMCA University of Science and Technology)

NAAC 'A' Grade accredited State University

Sector-06, Delhi Mathura Road, Faridabad -121006 (Haryana)



Approved in 37th EC Meeting dated 22/04/2020



J.C. Bose University of Science & Technology, YMCA, Faridabad

Training & Placement Cell

PREFACE

Training and Placement is an important aspect of any professional university. JCB UST YMCA puts lots of effort and energy to make successful placement of its students. This is very well reflected from our previous placements records. However, the success in placement of individual depends on his/her ability to attract, engage and leave a mark on the recruiting companies with the right attitude, aptitude, knowledge, skills, motivation and energy. This policy is designed to ensure that the Students of our university will present their potential in front of the companies, engaging with them through proper attitude, and make an impact on them with their knowledge and skills.

In view of the above the JCB UST YMCA will conduct a number of activities prior to the placement, during the placement and after the placement. These activities will include pre-placement training sessions on aptitude, technical and communication skills, Talks and sessions by industry persons, web and other presentations, on different aspects of learning, coding and technologies. Participation in Such events and activities give an edge to student and prepares a student to face the recruitment process confidently as he/she has something to showcase in front of the recruiter which put him/her apart from others. A positive impression of student's engagement with the recruiting companies gives a favourable impression of our students and companies would like to engage with the University in the long term.



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Training & Placement Cell

VISION & MISSION OF TRAINING & PLACEMENT CELL

Vision

Increasing Placement by improving the employability of students and impart the necessary skills to meet the expectations of the Industry.

Mission

- To equip students with the skills necessary to face interviews confidently by giving sufficient training in aptitude and reasoning, communication, group discussion, presentations, preparing for technical and HR interviews through professional trainers thereby bringing a holistic transformation.
- To organize recruitment drives with renowned business organization from all over the country, within and outside the campus.
- To enhance career counselling by promoting expert lectures by experienced personnel from corporate sector and to arrange for industrial (in-plant) training for students with industries and reputed business houses from all over India.
- To collaborate with industry for live projects, research work, workshops or any academic alliance and industrial visits.





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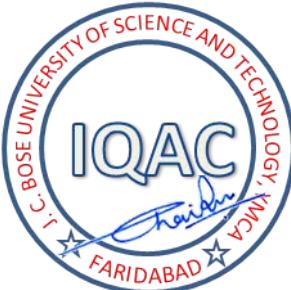
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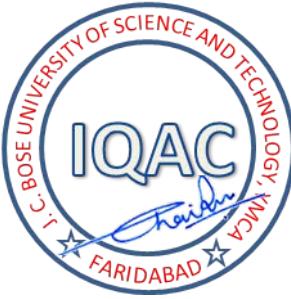
Forms (Placement): <ul style="list-style-type: none">○ Form P01: Undertaking○ Form P02: Industry expectation and Feedback form○ Form P03: Attendance○ Form P04: Placement Brochure	
Forms (Training) : <ul style="list-style-type: none">○ Form T01: Letter for 6-7 Months Project Training (ME, EL, ECE, EIC)○ Form T02: Letter to company for 6-7 Months Industrial Training (ME, EL, ECE, EIC)○ Form T03: Project Report of In-plant Trainees (For Industry) – First Assessment○ Form T04: First Training Attendance Record of 7th Semester Students (ME, EL, ECE, EIC)○ Form T05: Project Report of In-plant Trainees (For Industry) – Second Assessment○ Form T06: Second Training Attendance Record of 7th Semester Students (ME, EL, ECE, EIC)○ Form T07: Project Report of In-plant Trainees (From Faculty/Department)○ Form T08: Letter for 6 Months Project Training (CE, IT & MCA)○ Form T09: Letter to company for 6 Months Industrial Training (CE, IT & MCA)○ Form T10: Project Report of In-plant Trainees (For Industry) – First Assessment○ Form T11: First Training Attendance Record of 8th Semester Students (CE, IT & MCA)	





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- Form T12: Project Report of In-plant Trainees (For Industry) – Second Assessment
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- Form T16: Performa Industrial Training Impact
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- Form T23: Training Letter Format (10 – 12 weeks) – M.Sc (Env. Sci.)
- Form T24: Project Report Format - M.Sc (Env. Sci.)



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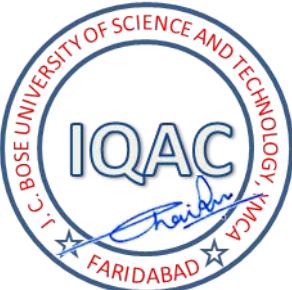
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PART 1 : Placement Rules & Regulations

The Training and Placement cell, J.C. Bose University of Science & Technology, YMCA Faridabad welcomes all eligible students to the placement season. We strive to extend all possible support to provide right career opportunities to our students to fruitfully pursue their career interests. The Training & placement cell endeavours to achieve the best possible placement outcomes. To meet the expectations of all the stakeholders, the placement policy has evolved over the years. In order to achieve the best possible results for all, J.C. Bose UST YMCA and recruiting organizations, all students are expected to understand the placement policy and follow it strictly. The placement policy is applicable to all students registered for campus placements and internships and is to be followed during the entire duration of the placement season. The Training & Placement Cell, only acts as the facilitator in calling companies to the campus for placements as well as internships. Registration for the campus placement or internship does not guarantee placement or an internship. Students not interested in placement are advised not to register for placement. No dues certificate from the institute will not be issued to placed (on/off campus) students unless the signed copy of the offer letter is submitted at Training & Placement cell.



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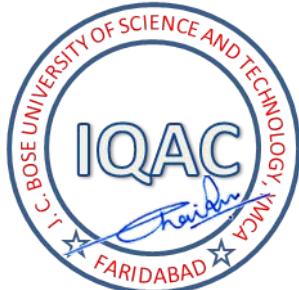
1.1 Registration Process for Students

1.1.1 Eligibility

All full time final year students of J.C. Bose University of Science & Technology, YMCA, Faridabad (University Teaching Departments) are eligible to participate in the recruitment process for placements through the Training and Placement Cell (T&P Cell).

1.1.2 Process

- The Students are advised to share their personal information on online platform provided by T&P cell. Personal information must contain updated CV (Calyxpod format), scanned copy of all certificates, Photograph and undertaking along with a signed declaration that student will abide by the rules and policy of T&P Cell.
- Undertaking must be signed by all students that he/she wants of opt for either Placement from University or interested for Govt. Job or interested for higher studies. Only those students, who have opted for placement, will be allowed to participate in recruitment process through T&P Cell.
- Undertaking by students along with the parents has to be submitted that they have read & accept Training and Placement Policy (Form P01).

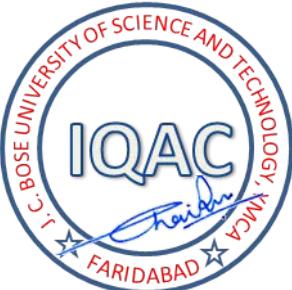




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1.2 Placement Policy for Company

1. The company should provide the relevant details to the Training & Placement Cell (T&P Cell) as an e-mail.
2. The relevant details shared by company are electronically broadcasted to all the students along with the other additional information furnished by the company.
3. The company can ask for the resumes of eligible and interested students and has the liberty to shortlist them before beginning of the placement process.
4. The company will be allotted slots and dates (Placement Calendar) for conducting Pre-Placement Talk (PPT)/Written Test/Online Test with a request to confirm the same by a specified date. On failing to do so, the allotted slot may be given to other companies on their request. Request for any change in the slot can be entertained subject to its availability.
5. Information about the company and the job profile for companies visiting J.C. Bose UST, YMCA for internships/placements would be provided to the students.
6. T&P Cell updates Placement Brochure every year and share the same with all recruiters along with campus invite through e-mail. (Format of Brochure – Form P04)
7. T&P Cell generally allots a date and a slot to the company for the final placement process based on the following criteria:
 - a. Job profile and growth prospects
 - b. CTC being offered by the company
 - c. Past records of recruitment
 - d. Internship offered for final year students.





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1.3 Recruitment / Selection Process

1.3.1 Rules

1.3.1.1 On-Campus Placement Rules

- The T&P Cell will notify through group mail, online portal, whatsapp group and on the Placement Notice Board all recruitment requests received from the companies with as much of details as made available. Applications will be invited from interested and eligible (as per the criteria, if any, specified by the recruiting company) students. It is the duty of every student to regularly see the Group messages, mails, online portal & Placement Notice Board and comply with the same through CRs (Class Representatives).
- All applications to the companies are to be made only through T&P Cell. If a student does not apply through proper system in coordination with their respective CRs, he/she will not be allowed to participate in the selection process of that company.
- The student can withdraw his/her application to a company ONLY if the last date of application to that particular company is NOT over. There can be no withdrawals after this date.
- After the last date of application all rules and regulations (including absenteeism penalty) will be applicable.
- The decision to apply or not by eligible students will purely be their own.
- 100% attendance is required in the pre placement talks/ presentation. Student absent in placement talks/ presentation will not be allowed to participate in future placement. Students are responsible for their attendance during any activity.
- In case of a large response to a recruitment opportunity either exceeding the maximum number of applications required by the recruiter or deemed fit by the T&P

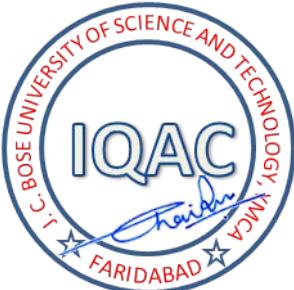




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Cell, selection of number of resumes to be sent will be based on CGPA, Employability Assessment rating / grade, attendance in pre-placement talks and personality development & preparatory classes (including mock interviews), and / or any other criteria decided by the T&P cell. The decision of the T&P cell will be final and binding on all the students.

- It will be mandatory for all short-listed students to appear for the selection process / interview. Any withdrawal / no-show will debar/blacklist them from placement assistance of the University. Show cause notice will be issued against such students. Once show cause notice is issued, students have to come along with their parents in T&P Cell.
- One student is allowed to secure only two jobs i.e Dream Job/ Non Dream Job. Border line between Dream and Non Dream Jobs is the salary package of five lakhs. However difference of at least one lakh must be there in two jobs. (If first offer is 4.8 LPA then next offer should be more than 5.8 LPA.)
- Fifteen numbers of maximum attempts will be given to a single student to participate in campus drives. If student is not selected by any company even after fifteen attempts then they will not be able to participate / apply in any further campus drives.
- If any student gets placement offer from the company where he / she did internship after getting selected in another company through campus placement then student will be allowed to decline lower package offer only when the minimum difference between two offers is 5 LPA.
- Students have to join the company who declares their result first, irrespective of package or number of interviews given by students.
- If student is selected in any company having bond / agreement, then he/she will not be able to apply in any other company irrespective of salary package (Dream / Non – Dream).





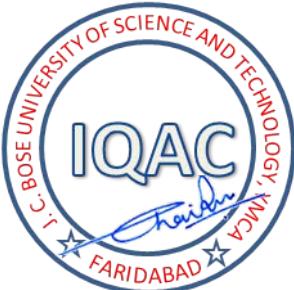
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- If a company is not having bond but if they still want their selected students, not to apply in any other company then students have to follow rules / regulations of the company.
- In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected.
- Students are advised not to sign offer letters under any company's pressure before consulting the T&P office.
- Once student accept offer of any company then it will be duty of the student to remain committed with their decision. Any change in the decision is not allowed after that. So all students are advised to take their decision after proper discussion with their parents or other family members.
- Provisional certificates of students selected through recruitment process will be issued by COE office through T & P Cell only.
- COE office will mention name of company for which provisional certificate is being issued.
- CRs may be given attendance for the day, for which they are busy in Training and Placement activities on the recommendation of T&P office.

1.3.1.2 Off-Campus Placement Rules

- Students are strictly prohibited from making any contact with organizations that are likely to visit or have visited the campus for placement in the past 3 years.
- Students found promoting or applying to companies identified as non-on-campus by T&P Cell, would be debarred from applying through T&P Cell and may face strict disciplinary action.

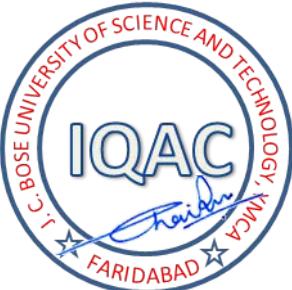




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1.3.2 Student Conduct and Disciplinary Policy

- **Absenteeism rules and policy**
 - Student must submit cause of absenteeism in any test, interview or any selection process which he/she has to attend as part of a company's recruiting procedure.
 - In case of absenteeism, T & P Cell may apply following penalty actions:
 - Absence of first time – Student has to submit logical reason to the T & P cell. If reason is not found suitable then warning letter may be issued. Student has to come along with their parents to justify his/her reason.
 - Absence of second time – Student will be fined Rs. 5000 and will be debarred from on-campus placement/off-campus placement organized by University.
 - If for whatever reasons the student withdraws his nomination in middle of recruitment process he/she would be immediately de-registered from T&P office.
- Impersonation in tests or any kind of malpractice is a serious offence. Such students would be deregistered immediately and also will be referred to the concerned authorities for disciplinary action.
- Students must refrain from contacting personnel of such companies when they are on-campus. Violation of this will attract deregistration and suitable disciplinary action.
- In case, student declines offer of company , after getting selected through camps recruitment process then his/her certificate will be put on hold for one year and his/her case will be forwarded to disciplinary committee for further action.



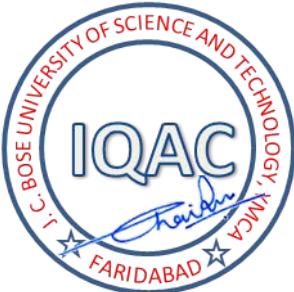


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1.3.3 Guidelines for Students

- The students should continually check the T&P notice board, online portal, mails, WhatsApp group and any other medium identified by T&P cell for update.
- A Strict action may be taken against a student supplying wrong information.
- The students should submit their applications within the deadline announced by CR. Late submissions may not be entertained.
- One should apply to an organization/company only if he/she is eligible and interested in taking up a job in the organization.
- The students are advised to go through the company website to get more insight about the company and judge their suitability for the job. Any queries must be clarified with the company officials during the company presentation only.
- The students can clarify their doubts with either the CR or through T&P cell.
- The students are advised to report in time for PPT, written test and interview. Any late entry may not be allowed.
- Students must carry their I-cards at all times during presentation, interviews & screening tests. No one would be allowed to enter the test/interview venue without the I-card.
- The students must carry their certificate file along with passport size photographs and copies of their resume (Calyxpod format) for the interview.
- Students are required to follow a formal dress code at the time of placement selection process. In case any of students fails to follow the code s/he may not be allowed to appear for the process.
- Every student appearing for the written test will have to compulsorily sign the attendance sheet. Short listing of candidates after the test will be done on the basis of attendance record. Also, the attendance benefit will be provided in accordance with the attendance record.



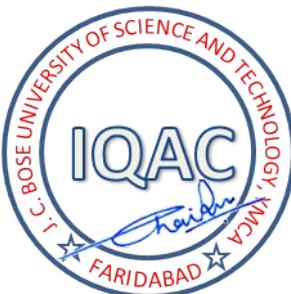


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- During the interview, no students except those shortlisted for the interview and CRs put on duty, are allowed to be present in the T&P cel.
- Any student found to have indulged in any kind of indiscipline during placement procedure may be debarred from the future placement.
- The students should maintain silence in and around the T&P cell.
- The students should maintain decorum and their activities should not disturb the functioning of various offices in the University.
- The students should not argue with company officials; any complaint by company officials will be taken very seriously.
- The date/time/venue of the interviews will be subject to changes which, at times, may be at a short notice. Students must keep themselves well informed by visiting the T&P cell.
- Communication with company officials is to be done through T&P cell only. If student takes any decision without informing T&P cell then he/she will be blacklisted with immediate effect.
- Once student is blacklisted, it means that they are not allowed to take part in any Training and Placement activity and all their certificates will be on hold for at least one year.

1.4 Feedback from Company

1. Feedback from recruiters regarding the performance will be taken at the time of selection process (Form P02).
2. Analysis of feedback will be done by the T&P Cell.
3. Detailed report of feedback Analysis will be sent to respective departments for further improvement.





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1.5 Grievance Committee (T&P Cell)

Committee:

- Placement Officer
- Assistant Training & Placement Officer
- Respective Departmental Faculty Placement Coordinator

Duties:

To handle problems of students related to placement.

1.6 Duties of CR (Class Representative)

- Each class have four CRs (two boys and two girls). These CRs are nominated / elected by class students on the basis of voting. Responsibility of forwarding the names of the CRs to T&P Cell will be of Departmental Faculty Placement Coordinators.

Their Duties are as follows:

- To educate 3rd year and final year students about rules and regulations governing training and placement process.
- To help in preparing student database of final year students for training/placement purpose.
- To create final year group for quick information spread related to training and placement activities.
- To suggest companies to which invitation needs to be sent for training and placement purpose.
- To take good care of company officials by arranging boarding and lodging facility in the University.
- Do venue management for PPT/online test/written test/GD/interview.
- To ensure attendance of all the registered/shortlisted students in PPT, test, GD and interview.



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- To provide list of students appearing for placement for a company to T&P cell for attendance benefit.
- To ensure smooth conduct of PPTs, online/written tests.
- To ensure that the students come in formal dress on day of company visit.
- To maintain decorum in and around T&P cell and Report matters of indiscipline to T&P cell.
- Any deviation by CR from the process and policies governing training and placement shall invite strict disciplinary action.

1.7 Duties of Departmental Faculty Placement Coordinators

- Departmental Faculty Placement Coordinators are nominated by Chairperson of all Departments and appointed in T&P Cell after approval of Hon'ble Vice Chancellor.

Their Duties are as follows:

- To coordinate for all Training & Placement activities.
- To arrange data of new companies through reference or personal network.
- To motivate students for active participation in all activities initiated by T&P cell.
- To coordinate for CR selection process for respective departments.
- To ensure timely availability as per duties assigned during campus drive, till the time it gets over.
- To inform in advance in case of non-availability for any reasons and to provide substitute in coordination with Department chairman's approval.
- To maintain the discipline of students during pre-placement talks/GD/interview etc.

1.8 Duties of Teachers during Campus Drive

- Names of Teachers for duty for campus drives are nominated by Chairperson of Departments.
- All Teachers have to follow instructions mentioned below while performing duty during campus drive.
- To ensure availability as per schedule / circular issued from T&P cell.





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- All teachers have to mark attendance of students in prescribed format during campus drive (Form P03).
- To prepare hard copy of attendance of all the registered/short listed students in PPT, test, GD and interview with the help of CRs.
- To ensure smooth conduct of PPTs, online/written tests, GD and Interview.
- To maintain decorum in and around PPT Room, online/written test rooms and T&P Cell, and Report matters of indiscipline to TPO if any.
- To be on duty even before or after working hours till company officials are present in the campus. If you may want to leave in between due to any reasons, permission to be taken from TPO.
- To mark in time and out time in the attendance register at T&P cell for records.

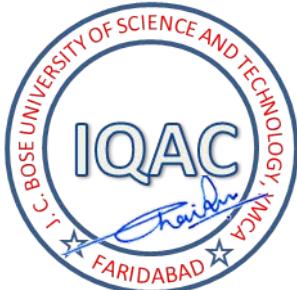
1.9 Disciplinary Committee and Duties

- A committee is constituted having following members:
 - Dean Student Welfare
 - Dean Academic Affairs
 - Controller of Examination
 - Proctor
 - T&P officer

Duties

- To provide solution in cases where any student is breaking rules.
- If students get selected through on campus drives but accept other offer off campus.
- If student hides any important information.
- If student take any decision which may affect image of university.

Any case or situation of a student(s) or company(s) that needs consideration and then decisions accordingly can be forwarded to this committee by the T&P cell. All communications must be done on prescribed email id.





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PART – 2 : Training Rules & Regulations

2.1 Eligibility Criteria

All full time final year students of J C Bose University of Science & Technology, YMCA, Faridabad are eligible to go for internship of six to seven months as a part of, their curriculum through the Training and Placement (T&P) Cell.

2.2 Registration Procedure

- The Students are advised to share their personal information on online platform provided by T&P cell. Personal information must contain updated CV, scanned copy of all certificates and Photograph along with a signed declaration that student will abide by the rules and policy of T&P cell.
- If any student is not looking for training assistance through University, then he/she must give the same in writing with proper reason as undertaking and his/her name will be removed from eligible students list.

2.3 Training Duration and Place of Training

- 6-7 months internship is imparted to B.Tech. (Mechanical, Electrical, Electronics Engg.) Students during seventh semester i.e. from 1st June to 31st December every year. Six months project training to B.Tech. (Computer Engg. and Information Technology) students during eighth semester and MCA, Students during sixth semester are imparted from 1st January to 30th June every year.
- MBA student undergo six weeks project training in June-July every year. During the course of training, the organization (where the student is undergoing training) will assign a problem/project to the student. After completion of training, the student will submit a report in the university, which will form the part of third semester examination.





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- As a part of curriculum of M.Sc Environmental Sciences, Industrial Training (4-6 weeks) to be undertaken in industries, institutes, organizations, etc. or field work to be done at the end of IIInd Semester(summer vacations) and is evaluated in IIIrd Semester.
- The students have to undergo Industrial Training/ Project Work (Dissertation) for about 10-12 weeks during IVth semester (February onwards).
- Internships are permitted in industry, research laboratories involved in research, development and/or technology transfer. Training in any institute or academy is not allowed. Also Paid trainings where a student is paying any amount, is not allowed. All internships must be approved by the T&P cell in advance.

2.4 Documents submission before Commencement of training

- Student is required to submit a training file to T&P Cell bearing following documents before proceeding to training:
 - Training letter issued by T & P Cell
 - Training offer letter issued by the industry
 - No dues certificate
 - Photocopies of semester wise DMC
 - Photocopies of Matriculation and Senior Secondary school certificate
 - Personal data form
 - CV (Calyxpod format)
 - Formal dress Passport size photo (5 Nos.)
 - Feedback Form
 - Undertaking regarding training
 - Format of Report to be submitted at the end of Training
 - Soft Copy (pdf file) of all above documents (submit through prescribed emails)





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2.5 Switching from one organisation to other

- A trainee can switch from one company to another during his/her training only after having prior permission from T&P cell during first month of the training. This is allowed only in case of any logical reason which must be discussed in T&P cell personally.
- After approval if any student wishes to switch his/her training from a company in which he/she is already pursuing training then, it is required to submit following documents before start of second training:
 - No Objection Certificate
 - Training Completion certificate
 - Assessment from Mentor
 - Attendance from Mentor

2.6 General Rules

- In case any student does not qualify training interview and he/she is not able to arrange training then he/she will complete his/her training in the University. Attendance of the student will be marked in the respective department. It will be submitted to T&P cell and assessment will also be carried out by the respective department.
- A committee is constituted for any case or situation of a student(s) or company(s) that needs consideration This committee is having following members:
 - Dean Student Welfare
 - Dean Academic Affairs
 - Controller of Examination
 - Proctor
 - Respective Departmental Chairperson
 - TPO



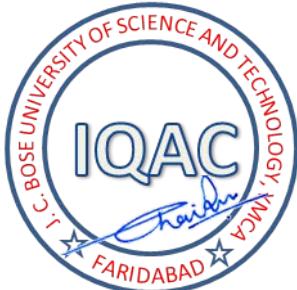


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- All applications to the companies for training are to be made only through T&P Cell. If a student does not apply through proper system, he/she will not be allowed to do training even after his/her selection.
- All communications must be done at prescribed email ids.

2.7 Selection Process & Reporting Rules

- In case of a large response to a training opportunity either exceeding the maximum number of applications required by the recruiter or deemed fit by the T&P Cell, selection of number of resumes to be sent will be based on CGPA, Employability Assessment rating / grade, attendance in pre-placement talks and personality development & preparatory classes (including mock interviews), and / or any other criteria decided by the T&P cell. The decision of the T&P cell will be final and binding on all the students.
- It will be mandatory for all short-listed students to appear for the selection process / interview. Any withdrawal / no-show will lead to debar/blacklist from placement assistance of the University.
- There will be one person - one offer policy, irrespective of status of company. If a student secures his/her training, he/she would be automatically deregistered from that day onwards for any further on campus drive for internship.
- In case a company does not give its final selection list on the same day it visits the campus, then the students will be allowed to appear in other companies visiting on subsequent days till they finally get selected.
- Students are advised not to sign offer letters under any company's pressure before consulting the T&P cell.
- Once student accept offer of any company then it will be duty of the student to remain committed with their decision. Any change in the decision is not allowed





J.C. Bose University of Science & Technology, YMCA, Faridabad **Training & Placement Cell**

after that. Therefore, all students are advised to take their decision after proper discussion with their parents or other family members.

- Any communication with company officials is to be done through T&P Cell only. If student takes any decision without informing T&P cell then student will be blacklisted for training with immediate effect.

2.8 Attendance, Monitoring & Assessment Rules

- Every trainee may be attached to the project manager of the company in which he/she is doing training. First attendance and assessment of the trainee may be sent to the T&P cell in the prescribed form (provided by T&P cell). The form is attached as annexure-I.
 - First attendance and assessment of student of CE/IT/MCA should be submitted latest by 15th April, for a period up to 31st March. Second attendance and assessment may be handed over to trainee in a Confidential Cover on the last day of his/her training.
 - First attendance and assessment of student of ME/ECE/EE/EL should be submitted latest by 15th September, for a period up to 31st August. Second attendance and assessment may be handed over to trainee in a Confidential Cover on the last day of his/her training.
 - Attendance and assessment of student of MBA may be handed over to trainee in a Confidential Cover on the last day of his/her training.
- During training the students will be governed by the leave rules of company. If a student keeps himself/herself absent without any prior permission, then the same may be brought in the knowledge of the T&P cell.
- As per curriculum it is mandatory to assess the trainee during the tenure of training, for the same one/two faculty members, be deputed by the Faculty Departmental T&P Coordinator to assess the progress of Trainee. 1st Assessment will be done from





J.C. Bose University of Science & Technology, YMCA, Faridabad

Training & Placement Cell

1st August-31st August or 1st March -31st March and 2nd assessment will be done from 1st November-30th November or 1st May-31st May every year.

- It is requested that the faculty members may be allowed to meet the trainees during their visit. Faculty members are requested not to disclose their date and time of visit to students. They can contact to their mentor for his/her availability.
- Every student is required to maintain a diary of records for the work being completed in the company. When the faculty member will be visiting the company then it must be signed by faculty member so that presence on both sides may be maintained.
- The faculty members deputed for assessing student training should submit assessment report completed in all respects including remarks to the Faculty Departmental T & P Co-ordinator within one week of assessment.
- If student performs any action in company which will harm the dignity of the company or University, then disciplinary action may be taken against the student by the University.
- If student is found absent all the times during faculty visit then he or she will not be considered for the evaluation at the end of semester.
- All students are required to submit training completion certificate and training report in prescribed format provided by T&P cell before proceeding for Training Viva. T&P cell will not forward training marks of students who do not submit their training completion certificate.
- Minimum 75% attendance is required for a student to appear for end term examination.
- Faculty Departmental T&P coordinators are required to assign groups of students to faculty members for mentoring and training assessment purpose with the consent of respective chairpersons before or at the start of training.
- Faculty Departmental T & P coordinators are required to collect assessment of students from faculty members and submit them to T&P cell in prescribed format.



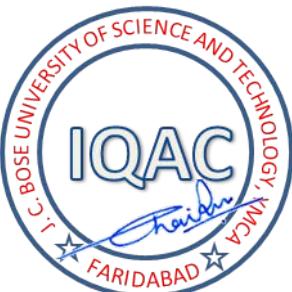


J.C. Bose University of Science & Technology, YMCA, Faridabad **Training & Placement Cell**

- Absenteeism of trainee on the day when faculty members visit company for training assessment may result in disciplinary action against the trainee. Also student will mark as ZERO in the respective assessment.
- For MBA Trainees, the report must be submitted within one month from commencement of third semester. One chapter must be included about history of the organization, its structure, products and services offered. The average size of report will be 60 to 80 typed pages in standard font size 12 and one half spacing on A4 size papers. It is mandatory that student will make presentation and present it in presence of teachers and students.
- For M.Sc. (Env. Sci.) students, summer training is assessed on the basis of a power point presentation of the work done and a spiral bound report as per format submitted in the department.
- Allocation of mentors for dissertation work is done at the beginning of IVth semester. The mentor keeps a check on the work done by assigned student during their training part. The internal assessment of the Industrial Training/Project work shall be done by submitting two progress reports along with a power point presentation once every month before final submission of the report and these contribute in final evaluation as internal assessment. The final evaluation is done by external expert. Hard bound report as per prescribed format is to be submitted with the department.
- CRs are responsible for circulating the information issued by T&P cell among their classmates.

2.9 Training (Internal / External) marks Calculation

The total internal / external prescribed marks for Training assessment will be as per scheme of respective departments. Sessional marks of a student during training will consists of following categories:





J.C. Bose University of Science & Technology, YMCA, Faridabad Training & Placement Cell

S.NO	Name of Category	Weightage (%)
1	Assessment by Mentor (MA)	30%
2	Assessment by Faculty member(FA)	40%
3	Attendance marks (AM)	15%
4	Marks from T& P cell (MTPO)	15%

Where Attendance Marks (AM) of a student can be calculated as below

S.No	Percentage Range	Status	Marks Given
1	90>=Attendance<=100	outstanding	100% of AM
2	80>=Attendance<=89	Excellent	85% of AM
3	75>=Attendance<=79	Good	75% of AM
4	Attendance<75	Average	0

Total sessional marks and Practical Marks (Training Viva) during Training are calculated using following formulas:

(A) Sessional marks= 30% (MA)+ 40% (FA)+ 15% (AM) + 15% (MTPO)

(B) Practical marks= 50% (Project File & its contents) + 50% (Presentation & communication)

2.10 Training Feedback & its impact analysis

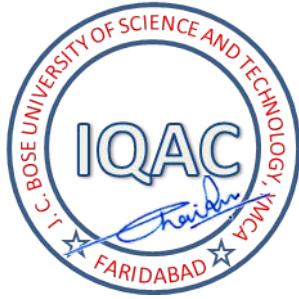
- Two feedback forms are given to the students before proceeding for training. These are:
 - Feedback by student for T& P Cell (Form T15)
 - Feedback by student after completing Training (Form T16)





J.C. Bose University of Science & Technology, YMCA, Faridabad
Training & Placement Cell

- Form 15 will be submitted before proceeding for the training along with the file submitted by the student and Form 16 will be submitted after the completion of the training.
 - Form 16 will send to student's respective department for further impact analysis. Chairpersons of the department are required to send one copy of impact analysis to T& P cell.
-



Page no. 21

Approved in 37th EC Meeting dated 22/04/2020

Subject: **6-7 Months Project Training w.e.f. _____**

Dear Sir,

J.C.Bose University of Science & Technology, YMCAUST Faridabad (Erstwhile YMCA Institute of Engineering) was started as Indo-German Project and established in 1969 as a joint venture of the National Council of YMCAs of India, Govt. of Haryana and the Central Agencies for Development Aid, Bonn, Germany to impart high quality technical education to students on German pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The University is accredited grade '**A**' by **NAAC** (National Assessment Accreditation Council). The University is fully funded by Haryana Government. YMCA, Faridabad is well known for its industry proven academic curriculum. Currently university offers B.Tech. (Computer Engg, IT, Electronics and Communication Engg., Electronics and Instrumentation Engg., Mechanical Engg. and Electrical Engineering), M.Tech. in various disciplines, MCA, M.Sc, MBA and Ph.D programs.

Over the years has acquired high recognition among leading industries. Our students have been well accepted by the industries.

The salient features of our academic program are as such:

- a) Theory and Workshops are divided in the ratio 70:30
- b) 6-7 months project training is imparted to B.Tech. (Mechanical, Electrical, Electronics) Engg. Students during seventh semester i.e. from 1st June to 31st December every year.
- c) It is requested that trainee may be attached to the project manager and first attendance and assessment of the trainee may be sent to the undersigned on the prescribed form on 1st September, 2019 for a period up to 31st August, 2019 and second attendance and assessment may be handed over to trainee in a **Confidential Cover** on the last day of his/her training. During training the students will be governed by the leave rules of company. If a student keeps himself/herself absent without any prior permission, then the same may be brought in the knowledge of the undersigned.
- d) As per curriculum it is mandatory to assess the trainee during the tenure of training, for the same two faculty members will be deputed by the University to assess the progress of Trainee. 1st Assessment will be done from 1st August-31st August.2019 and 2nd assessment will be done from 1st November-30th November 2019. It is requested that the faculty members may be allowed to meet the trainees during their visit.

During project training handsome stipend has always been paid to most of our students. The training is also covered under the Board of Apprenticeship Training Act.

Mr./Miss _____ d/o Sh._____ Roll No._____, a student of this University of _____ branch is interested to undergo Internship Industrial/Project training in your organization from _____ as per academic program of the University. You are requested to kindly consider his candidature for the same.

Consider it as a letter of no objection for his internship.

A word of confirmation will be highly appreciated.

Thanking you,
Yours faithfully,

Prof.(Dr.) Lakhwinder Singh

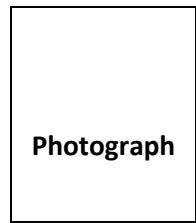
TPO

Email-tpoymca1@gmail.com, tpo@ymcaust.ac.in

Phone No.0129-2310120, 2310119

Visit us at: www.ymcaust.ac.in





Kind Attn: _____

Subject: **6-7 Months Industrial Training**

Dear Sir/Madam,

I am pleased to depute _____ D/o/S/o _____ Roll No :) _____ of _____ branch to undergo Industrial training in your industry from _____ **2019 to 2019**

It is requested that trainee may be attached to the project manager and first attendance and assessment of the trainee may be sent to the undersigned on the prescribed form on 1st September, 2019 for a period up to 31th August, 2019 and second attendance and assessment may be handed over to trainee in a **confidential cover** on the last day of his/her training. During training the students will be governed by the leave rules of company. If a student keeps himself/herself absent without any prior permission, then the same may be brought in the knowledge of the undersigned.

As per curriculum it is mandatory to assess the trainee during the tenure of training, for the same two faculty members will be deputed by the University to assess the progress of Trainee. 1st assessment will be done from 1st August-31th August, **2019** and 2nd assessment will be done from 1st November to **30th November 2019**. It is requested that the faculty members may be allowed to meet the trainees during their visit.

It is also requested to issue training certificate at the end of the training

Thanking you,

Prof. (Dr.) Lakhwinder Singh
 Training & Placement officer
 Phone: 0129-2242141
 Email: tpoymca1@gmail.com
tpo@ymcaust.ac.in
 0129-2310119, 120



Approved in 37th EC Meeting dated 22/04/2020

Instruction for Candidates for Industrial Training

1. It is mandatory for every student to complete 6-7 Month of industrial training after 3rd year. Students can be assigned companies for the same either through the Training and Placement Cell or training can self-arranged by students but approval from training and placement office is mandatory.
2. **No request** of change in the company will be entertained, once the training letter is issued. So think, discuss & re-think before you finally decide to apply to a company and accept the offer.
3. During the tenure of training mid-term assessment will be done twice by the faculty members of the concerned department during the period mentioned in your training letter. If a student is not present on the day of visit, without prior information to departmental coordinator/faculty concerned then he/she will be marked absent and will be given zero marks for that assessment. If a student is found absent during both the assessment, then the student will be declared unfit for appearing in the final viva-voce.
4. In addition to scheduled visit mentioned in training letter, University is free to conduct any surprise visit without any prior information.
5. During the training period student will be governed by the leave policy of the company and for attendance, University attendance rules will be applicable. In case a student fails to attain requisite attendance, he/she will not be allowed to appear for final viva-voce.
6. It is mandatory for every student to provide updated contact details of mentor and the company so that in case of any query they may be contacted.
7. It is mandatory for every student to update their contact details with TPO office before leaving for training.
8. If a company chooses to change the address of your training place, then the same may be updated with TPO office without any delay.

I declare that all the above instructions have been read by me carefully and will abide by all the instructions. In case I fail, then University authorities are free to take any disciplinary action as per the rules.

Signature of Student _____

Date _____

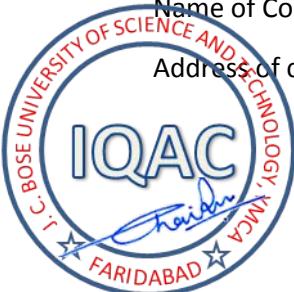
Name of Students _____

Roll. No. _____

Branch _____

Name of Company _____

Address of company _____



STRICTLY CONFIDENTIAL



J. C. Bose University of Science & Technology, YMCA, Faridabad
PROJECT REPORT OF INPLANT TRAINEES
 (To be filled by Department HOD/Mentor in Industry)

Name of industry.....	Name of student
Department:	Roll No
Training Report: From to	Branch

Project Title:

Sr.No .	Area	Point to be Considered	Total Mark	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	15		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	25		
3	Punctuality about the work/job assigned	Attendance during training to be considered & filled in remarks calculate (%)	10		
4	Maturity and Initiative	Whether he/she needs constant supervision or can proceed independently	10		
5	Dealing with workers and colleagues	His/her behavior, attitude, manners and communication skills	10		
6	Application	How far he/she applies his/her mind to the work? His/her innovative tendencies/development	10		
7	Training diary	The quality and regularity with which he/she maintains the diary.	10		
8	Punctuality attendance and safety	Does he/she comes in time and is he/she regular? His/her concern about safety and general discipline.	10		
		TOTAL Marks of Columns 1-8	100		

Name of assigning department HOD/mentor

(Details of Mentor)

1. Signature.....
 Name.....
 Designation.....
 Contact No.....
 Email id.....
 Official Stamp

Date of Assessment

(Details of HOD)

2. Signature.....
 Name.....
 Designation.....
 Contact No.....
 Email id.....
 Official Stamp

Date of Assessment

* Please note only duly filled assessment form will be accepted.



Approved in 37th EC Meeting dated 22/04/2020



J. C. Bose University of Science & Technology, YMCA, Faridabad
TRAINING ATTENDANCE RECORD OF 7TH SEMESTER STUDENTS
To be filled by Department HOD/Mentor in Industry

TRAINING ATTENDANCE RECORD OF 7TH SEMESTER STUDENTS

1. Name of the student : _____
2. Roll No. : _____
3. Branch : _____
4. Name of company : _____
With Address

S.No.	Month	Total No. of working days	No. of days attended	Dates of absence
1.	June _____			
2.	July _____			
3.	August _____			

Signature: _____

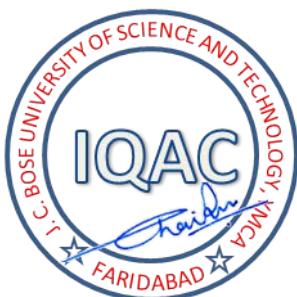
Name: _____

Designation: _____

(Official stamp with date)

Please post it to:

Training & Placement Officer
 J.C.Bose University of Science & Technology, YMCA
 Sector-6, Mathura Road,
 Faridabad-121006
 Haryana



Approved in 37th EC Meeting dated 22/04/2020

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J. C. Bose University of Science & Technology, YMCA, Faridabad
PROJECT REPORT OF INPLANT TRAINEES
(To be filled by Department HOD/Mentor in Industry)

Name of industry.....	Name of student
Department:	Roll No
Training Report: From to	Branch

Project Title:

Sr.No	Area	Point to be Considered	Total Mark	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	15		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	25		
3	Punctuality about the work/job assigned	Attendance during training to be considered & filled in remarks calculate (%)	10		
4	Maturity and Initiative	Whether he/she needs constant supervision or can proceed independently	10		
5	Dealing with workers and colleagues	His/her behavior, attitude, manners and communication skills	10		
6	Application	How far he/she applies his/her mind to the work? His/her innovative tendencies/development	10		
7	Training diary	The quality and regularity with which he/she maintains the diary.	10		
8	Punctuality attendance and safety	Does he/she comes in time and is he/she regular? His/her concern about safety and general discipline.	10		
		TOTAL Marks of Columns 1-8	100		

Name of assigning department HOD/mentor

(Details of Mentor)

1. Signature.....
Name.....
Designation.....
Contact No.....
Email id.....
Official Stamp

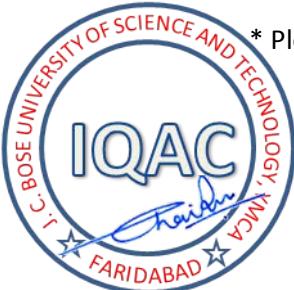
Date of Assessment

(Details of HOD)

2. Signature.....
Name.....
Designation.....
Contact No.....
Email id.....
Official Stamp

Date of Assessment

* Please note only duly filled assessment form will be accepted.



Approved in 37th EC Meeting dated 22/04/2020



J. C. Bose University of Science & Technology, YMCA, Faridabad
TRAINING ATTENDANCE RECORD OF 7TH SEMESTER STUDENTS
To be filled by Department HOD/Mentor in Industry

TRAINING ATTENDANCE RECORD OF 7TH SEMESTER STUDENTS

1. Name of the student : _____

2. Roll No. : _____

3. Branch : _____

4. Name of company : _____
 With Address

S.No.	Month	Total No. of working days	No. of days attended	Dates of absence
1.	Sept. _____			
2.	Oct. _____			
3.	Nov. _____			
4.	Dec. _____			

Signature: _____

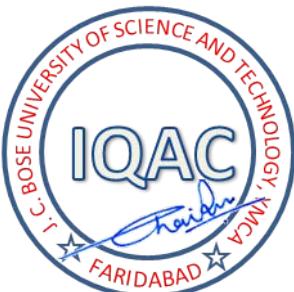
Name: _____

Designation: _____

(Official stamp with date)

Please post it to:

Training & Placement Officer
 J.C.Bose University of Science & Technology, YMCA
 Sector-6, Mathura Road,
 Faridabad-121006
 Haryana



Approved in 37th EC Meeting dated 22/04/2020

STRICTLY CONFIDENTIAL



J. C. Bose University of Science and Technology, YMCA, Faridabad

PROJECT REPORT OF INPLANT TRAINEES

(To be filled by Internal examiner/faculty)

Name of Industry.....	Name of student
Name of the HOD/Mentor.....	Roll No
Department.....	Branch
Contact No of HOD/Mentor.....	Contact No.....
Email id.....	Email id
Training Report: 1 st Visit with date	
2 nd visit with date.....	

Project Title

Detail

Sr. No	Area	Point to be Considered	Total Marks	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	20		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	30		
3	Daily Diary/report Book	Check contents & its relevance to the work done. Sign the last page with date	20		
4	General impression & confidence	How much confidence has he acquired	10		
5	Report from his training supervisor/mentor about his attendance & general conduct etc.	His/her behavior, attitude, manners and communication skills	20		
		TOTAL Marks of Columns 1-5	100		

(Details of Internal examiner/faculty)

Signature

Name.....

Designation/Dept.....

Contact No.....Email idDate of assessment..... Date of visit.....

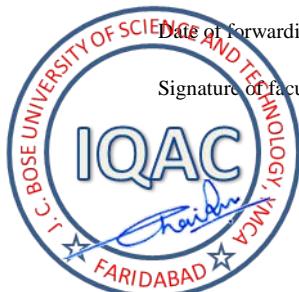
Date of forwarding the assessment to the faculty placement co-ordinator..... Signature

IMPORTANT INSTRUCTIONS:-

- 1.The Internal examiner/faculty must forward the assessment forms dully filled to the faculty placement coordinator within two days after the assessment in a confidential cover.
- 2.If any student is found absent on the day of the visit, his assessment form should be marked "ABSENT" & forwarded the same to the faculty placement coordinator.
3. The visit to industry will be strictly confidential. The intimation of visit will only be given to mentor of the student.

.....Date of forwarding the assessment to the Training & Placement officer

Signature of faculty Placement Coordinator.....



Approved in 37th EC Meeting dated 22/04/2020

Subject: Six Months Project Training w.e.f. _____

Dear Sir,

J.C.Bose University of Science & Technology, (YMCAUST) Faridabad (Erstwhile YMCA Institute of Engineering) was started as Indo-German Project and established in 1969 as a joint venture of the National Council of YMCAs of India, Govt. of Haryana and the Central Agencies for Development Aid, Bonn, Germany to impart high quality technical education to students on German pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The University is accredited grade '**A**' by **NAAC** (National Assessment Accreditation Council). The university is fully funded by Haryana Government. YMCA, Faridabad is well known for its industry proven academic curriculum. Currently university offers B.Tech. (Computer Engg, IT, Electronics and communication Engg., Electronics and Instrumentation Engg., Mechanical Engg. and Electrical Engineering), M.Tech. in various disciplines, MCA, M.Sc MBA and Ph.D programs.

Over the years has acquired high recognition among leading industries. Our students have been well accepted by the industries.

The salient features of our academic program are as such:

- a) Theory and Workshops are divided in the ratio 70:30
- b) Six months project training to B.Tech. (Computer Engg. and Information Technology) students during eighth semester and MCA, Students during sixth semester are imparted from 1st January to 30th June every year.
- c) Six weeks project training to MBA students in June-July every year.
- e) It is requested that trainee may be attached to the project manager and first attendance and assessment of the trainee may be sent to the undersigned on the prescribed form on 1st April, 2019 for a period up to 31st March, 2019 and second attendance and assessment may be handed over to trainee in a **Confidential Cover** on the last day of his/her training. During training the students will be governed by the leave rules of company. If a student keeps himself/herself absent without any prior permission, then the same may be brought in the knowledge of the undersigned.
- d) As per curriculum it is mandatory to assess the trainee during the tenure of training, for the same two faculty members will be deputed by the University to assess the progress of Trainee. 1st Assessment will be done from 1st March -31st March.2019 and 2nd assessment will be done from 1st May-31st May 2019. It is requested that the faculty members may be allowed to meet the trainees during their visit.

During project training handsome stipend has always been paid to most of our students. The training is also covered under the Board of Apprenticeship Training Act.

Mr./Miss _____ S/d/o Sh._____ Roll No._____, a student of this University of _____ branch is interested to undergo Internship/Industrial/Project training in your organization from _____ as per academic program of the University. You are requested to kindly consider his candidature for the same.

Consider it as a letter of no objection for his internship.

A word of confirmation will be highly appreciated.

Thanking you,

Yours faithfully,

Prof.(Dr.) Lakhwinder Singh

TPO
[Email-tpoymca1@gmail.com](mailto:tpoymca1@gmail.com), tpo@ymcaust.ac.in
 Phone:0129-2310120,2310119
 Visit us at: www.ymcaust.ac.in



Approved in 37th EC Meeting dated 22/04/2020

Photograph

Kind Attn: _____

Subject: 6 Months Industrial Training

Dear Sir/Madam,

I am pleased to depute _____ D/o/S/o _____ Roll No :) _____ of _____ branch to undergo Industrial training in your industry from _____ **2019** to _____ **2019**

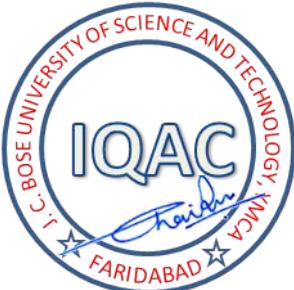
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As per curriculum it is mandatory to assess the trainee during the tenure of training, for the same two faculty members will be deputed by the University to assess the progress of Trainee. 1st assessment will be done from 1st March-31th March, 2019 and 2nd assessment will be done from 1st May- 31th May 2019. It is requested that the faculty members may be allowed to meet the trainees during their visit.

It is also requested to issue training certificate at the end of the training

Thanking you,

Dr. Lakhwinder Singh
 Training & Placement officer
 Phone: 0129-2242141
 Email:tpoymca1@gmail.com
 tpo@ymcaust.ac.in
 0129-2310119, 120



Approved in 37th EC Meeting dated 22/04/2020

Instruction for Candidates for Industrial Training

1. It is mandatory for every student to complete 6-7 Month of industrial training after 3rd year. Students can be assigned companies for the same either through the Training and Placement Cell or training can self-arranged by students but approval from training and placement office is mandatory.
2. **No request** of change in the company will be entertained, once the training letter is issued. So think, discuss & re-think before you finally decide to apply to a company and accept the offer.
3. During the tenure of training mid-term assessment will be done twice by the faculty members of the concerned department during the period mentioned in your training letter. If a student is not present on the day of visit, without prior information to departmental coordinator/faculty concerned then he/she will be marked absent and will be given zero marks for that assessment. If a student is found absent during both the assessment, then the student will be declared unfit for appearing in the final viva-voce.
4. In addition to scheduled visit mentioned in training letter, University is free to conduct any surprise visit without any prior information.
5. During the training period student will be governed by the leave policy of the company and for attendance, University attendance rules will be applicable. In case a student fails to attain requisite attendance, he/she will not be allowed to appear for final viva-voce.
6. It is mandatory for every student to provide updated contact details of mentor and the company so that in case of any query they may be contacted.
7. It is mandatory for every student to update their contact details with TPO office before leaving for training.
8. If a company chooses to change the address of your training place, then the same may be updated with TPO office without any delay.

I declare that all the above instructions have been read by me carefully and will abide by all the instructions. In case I fail, then University authorities are free to take any disciplinary action as per the rules.

Signature of Student _____ Date _____

Name of Students _____ Roll. No. _____

Branch _____

Name of Company _____

Address of company _____



Approved in 37th EC Meeting dated 22/04/2020

STRICTLY CONFIDENTIAL



J. C. Bose University of Science & Technology, YMCA, Faridabad
PROJECT REPORT OF INPLANT TRAINEES
 (To be filled by Department HOD/Mentor in Industry)

Name of industry.....	Name of student
Department:	Roll No
Training Report: From to	Branch

Project Title:

Sr.No	Area	Point to be Considered	Total Mark	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	15		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	25		
3	Punctuality about the work/job assigned	Attendance during training to be considered & filled in remarks calculate (%)	10		
4	Maturity and Initiative	Whether he/she needs constant supervision or can proceed independently	10		
5	Dealing with workers and colleagues	His/her behavior, attitude, manners and communication skills	10		
6	Application	How far he/she applies his/her mind to the work? His/her innovative tendencies/development	10		
7	Training diary	The quality and regularity with which he/she maintains the diary.	10		
8	Punctuality attendance and safety	Does he/she comes in time and is he/she regular? His/her concern about safety and general discipline.	10		
		TOTAL Marks of Columns 1-8	100		

Name of assigning department HOD/mentor

(Details of Mentor)

1. Signature.....
 Name.....
 Designation.....
 Contact No.....
 Email id.....

Official Stamp

Date of Assessment

(Details of HOD)

2. Signature.....
 Name.....
 Designation.....
 Contact No.....
 Email id.....

Official Stamp

Date of Assessment

* Please note only duly filled assessment form will be accepted.



Approved in 37th EC Meeting dated 22/04/2020



J. C. Bose University of Science & Technology, YMCA, Faridabad
TRAINING ATTENDANCE RECORD OF 8TH SEMESTER STUDENTS
To be filled by Department HOD/Mentor in Industry

TRAINING ATTENDANCE RECORD OF 8TH SEMESTER STUDENTS

1. Name of the student : _____
2. Roll No. : _____
3. Branch : _____
4. Name of company : _____
With Address

S.No.	Month	Total No. of working days	No. of days attended	Dates of absence
1.	Jan. _____			
2.	Feb _____			
3.	March _____			

Signature: _____

Name: _____

Designation: _____

(Official stamp with date)

Please post it to:

Training & Placement Officer
 J.C.Bose University of Science & Technology, YMCA
 Sector-6 Mathura Road,
 Faridabad-121006
 Haryana



Approved in 37th EC Meeting dated 22/04/2020

STRICTLY CONFIDENTIAL



J. C. Bose University of Science & Technology, YMCA, Faridabad

PROJECT REPORT OF INPLANT TRAINEES

(To be filled by Department HOD/Mentor in Industry)

Name of industry.....	Name of student
Department:	Roll No
Training Report: From to	Branch

Project Title:

Sr.No	Area	Point to be Considered	Total Mark	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	15		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	25		
3	Punctuality about the work/job assigned	Attendance during training to be considered & filled in remarks calculate (%)	10		
4	Maturity and Initiative	Whether he/she needs constant supervision or can proceed independently	10		
5	Dealing with workers and colleagues	His/her behavior, attitude, manners and communication skills	10		
6	Application	How far he/she applies his/her mind to the work? His/her innovative tendencies/development	10		
7	Training diary	The quality and regularity with which he/she maintains the diary.	10		
8	Punctuality attendance and safety	Does he/she comes in time and is he/she regular? His/her concern about safety and general discipline.	10		
		TOTAL Marks of Columns 1-8	100		

Name of assigning department HOD/mentor

(Details of Mentor)

1. Signature.....
 Name.....
 Designation.....
 Contact No.....
 Email id.....

Official Stamp

Date of Assessment

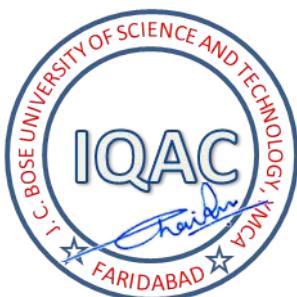
* Please note only duly filled assessment form will be accepted.

(Details of HOD)

2. Signature.....
 Name.....
 Designation.....
 Contact No.....
 Email id.....

Official Stamp

Date of Assessment



Approved in 37th EC Meeting dated 22/04/2020



J. C. Bose University of Science & Technology, YMCA, Faridabad
TRAINING ATTENDANCE RECORD OF 8TH SEMESTER STUDENTS
To be filled by Department HOD/Mentor in Industry

TRAINING ATTENDANCE RECORD OF 8TH SEMESTER STUDENTS

1. Name of the student : _____
2. Roll No. : _____
3. Branch : _____
4. Name of company : _____
With Address

S.No.	Month	Total No. of working days	No. of days attended	Dates of absence
1.	April _____			
2.	May _____			
3.	June _____			

Signature: _____

Name: _____

Designation: _____

(Official stamp with date)

Please post it to:

Training & Placement Officer
 J.C.Bose University of Science & Technology, YMCA
 Sector-6, Mathura Road,
 Faridabad-121006
 Haryana



Approved in 37th EC Meeting dated 22/04/2020

STRICTLY CONFIDENTIAL



J. C. Bose University of Science and Technology, YMCA, Faridabad
PROJECT REPORT OF INPLANT TRAINEES
(To be filled by Internal examiner/faculty)

Project Title

Detail

Sr. No .	Area	Point to be Considered	Total Marks	Marks Awarded	Remarks
1	Knowledge of work	Fundamental knowledge about project/work assigned	20		
2	Project/Practical skills	Comprehensive knowledge about the project/job assigned and the level of competency	30		
3	Daily Diary/report Book	Check contents & its relevance to the work done. Sign the last page with date	20		
4	General impression & confidence	How much confidence has he acquired	10		
5	Report from his training supervisor/mentor about his attendance & general conduct etc.	His/her behavior, attitude, manners and communication skills	20		
		TOTAL Marks of Columns 1-5	100		

(Details of Internal examiner/faculty)

Signature

Name.....

Designation/Dept.....

Contact No..... Email id Date of assessment.....

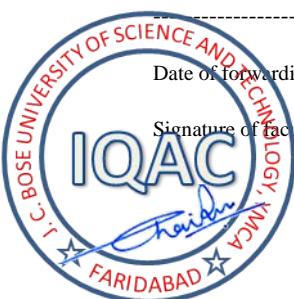
Date of visit.....

Date of forwarding the assessment to the faculty placement co-ordinator..... Signature

IMPORTANT INSTRUCTIONS:-

1. The Internal examiner/faculty must forward the assessment forms duly filled to the faculty placement coordinator within two days after the assessment in a confidential cover.
 2. If any student is found absent on the day of the visit, his assessment form should be marked "ABSENT" & forwarded the same to the faculty placement coordinator.
 3. The visit to industry will be strictly confidential. The intimation of visit will only be given to mentor of the student.

SCIENCE AND



Approved in 37th EC Meeting dated 22/04/2020



J. C. Bose University of Science and Technology, YMCA, Faridabad
Training & Placement Cell

STUDENT FEEDBACK FORM

NAME: _____

ROLL NO. _____

BRANCH. _____

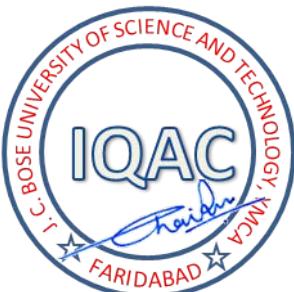
EMAIL ADDRESS _____

1. Did you frequently participate in T & P Activities as student coordinator? _____
2. Are you aware about training and placement rules of the University? _____
3. How relevant and helpful do you think T & P cell is working for your placement? _____
4. Does all Information from T & P cell have reached to your end? YES NO
5. Are you satisfied with current activities offered by T & P Cell? YES NO
6. How much satisfied are you with :

		Very Good	Good	Average	Poor
1.	Placement related notification				
2.	Testing Procedures				
3.	Responsiveness from CRS				
4.	Responsiveness from T and P Cell				
5.	Companies visiting the University				
6.	Campus for placement Venue of interviews and tests				

7. List out three strength of T & P cell _____

8. Do you have any Suggestions _____



**J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY YMCA, FARIDABAD
DEPARTMENT**

Performa of Industrial Training Impact

Name of Student _____

Roll No. _____

Name of Industry: _____
(where industrial training undergone)

After undergoing the industrial training in above company, please specify your response about the training on the following points:-

(1) How much enhancement do you feel about practical knowledge?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

(2) How much improvement do you feel about your behavior with seniors?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

(3) How much improvement do you feel about your behavior with subordinates?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

(4) How much improvement do you feel in your Leadership quality?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

(5) What is the improvement about your Team work?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

(6) How much you are aware about advances in Technology/equipments?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

(7) How do you relate the theory subject knowledge with industrial training?

<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
----------------------------	----------------------------	----------------------------	----------------------------	----------------------------

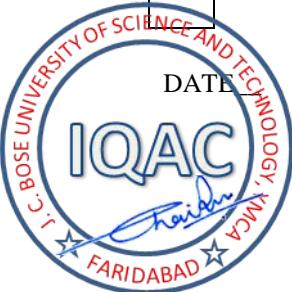
(8) What is the overall impact on your personality?

<input type="checkbox"/> 1	Poor
----------------------------	------

<input type="checkbox"/> 2	Satisfactory	<input type="checkbox"/> 3	Good
----------------------------	--------------	----------------------------	------

<input type="checkbox"/> 4	Very Good			<input type="checkbox"/> 5	Excellent
----------------------------	-----------	--	--	----------------------------	-----------

SIGNATURE _____



**J.C BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY,
YMCA,FARIDABAD**

NO DUES CERTIFICATE

Date:- _____

Sub:-**No Dues Certificate to be submitted by the students of all branches**

Name: _____ S/o, D/o Shri _____

Roll No: _____ Class: _____

Branch: _____

Kindly intimate the dues, if any, against the student so that he may be asked to clear the same before he/she is allowed to leave for his/her project training w.e.f _____ Year_____

**Dr. Lakhwinder Singh
Prof. (T &P)**

1. HOD_____
2. Chief Hostel Warden_____
3. SO (Accounts)_____
4. Librarian_____
5. Sports_____
6. HOS concerned workshop_____



Approved in 37th EC Meeting dated 22/04/2020

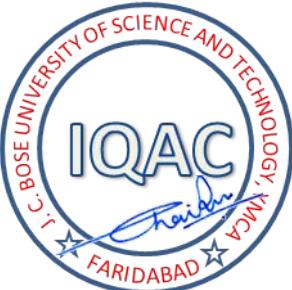


J. C. Bose University of Science and Technology, YMCA, Faridabad
Training & Placement Cell

Training Report Format

The students must follow the following standards & format of project report for final submission.

Cover	:	Hard bound Maroon colour with Golden embossing
Shelf side of report	:	Printed with Year, Name and Roll No. of Student
Margins	:	Top: 2.54, Bottom: 2.54, Left: 2.54, Right: 3.81, Gutter: 0
Orientation	:	Portrait
Page No.	:	Bottom, Centred, Front pages numbered as i, ii, iii etc. Chapter pages and references numbered as 1, 2, 3 etc.
All fonts	:	Times New roman
Chapter No.	:	Font size 14 Sentence case + Bold
CHAPTER TITLE	:	Font size 14 Capital case + Bold
FIRST LEVEL OF HEADING	:	Font size 12 Capital case + Bold
Second Level of Heading	:	Font size 12 Sentence case + Bold
<i>Third Level of Heading</i>	:	Font size 12 Sentence case + Italic (Without bold)
Table Caption	:	Font size 12 Sentence case + Bold(at the top of the Table)
Fig. Caption	:	Font size 12 Sentence case + Bold(at the bottom of the Fig.)
Body Text	:	Font size 12 Normal
Line Spacing	:	1.5 lines
Printing	:	One side of the page
Chapter Marker Pages:		Inserted before start of each Chapter (with no page number) Centred with Chapter no. and name of Chapter, font size 22
Brief Profile of Student:		Inserted as the last page of Project Report



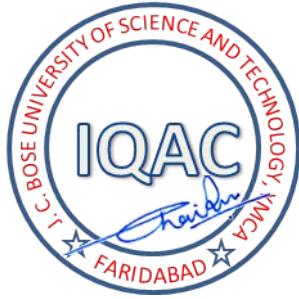
Approved in 37th EC Meeting dated 22/04/2020

Sequence of Project Report:

1. Training Completion Certificate
2. Candidate Declaration
3. Acknowledgment
4. Table of Contents
5. Company Profile
6. Introduction to project
7. Requirement Analysis (SRS etc)
8. Design (High level design, Data Flow Design etc)
9. Information about module implemented by Student (Code not required)
10. Database, data dictionary,
11. Information about testing strategy
12. Snapshots of GUI
13. References
14. Brief Profile of Student

Hard bind (one copy)

Softcopy in CD (one only) Label with (Name, Roll No., Branch)



Approved in 37th EC Meeting dated 22/04/2020



J. C. Bose University of Science and Technology, YMCA, Faridabad
Training & Placement Cell

CANDIDATE'S DECLARATION

I hereby certify that the work which is being presented in this project report titled _____ submitted to "J.C.Bose University of Science & Technology, YMCA, Faridabad", is an authentic record of my own work carried out in the company _____. The work contained in this thesis has not been submitted to any other University or Institute.

Student Name

Student Roll No.

EXAMINERS EVALUATION

The project report has been evaluated by us.

Internal Examiner

Signature: _____

Name: _____

Designation:- _____

Date: _____

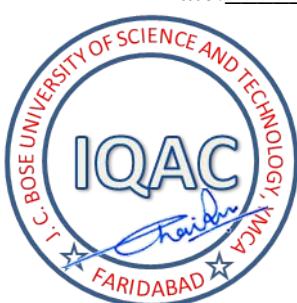
Internal Examiner

Signature: _____

Name: _____

Designation:- _____

Date: _____



Approved in 37th EC Meeting dated 22/04/2020

Training Letter

No. TPO 2019-20: _____ / _____

Subject: 6-8 weeks project training (W.E.F.) _____

Dear Sir,

J.C.Bose University of science & technology, YMCAUST Faridabad (Erstwhile YMCA Institute of engineering) was started as Indo-German Project and established in 1969 as a joint venture of the National Council of YMCAs of India, Govt. of Haryana and Central Agencies for development Aid, Bonn, Germany to impact high quality technical education to students on German Pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The university is accredited grade 'A' by NAAC (National Assessment Accreditation Council). The university is fully funded by Haryana Govt. YMCA Faridabad is well known for its industry proven academic curriculum.

Over the years the university has acquired high recognition among leading industries. Our students have been well accepted by the industries.

The salient features of our academic program are as such:

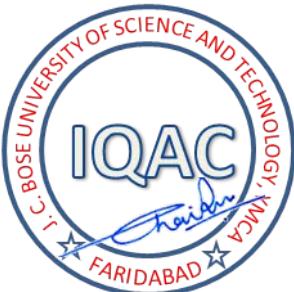
- (A) 6-8 weeks project report training is imparted to MBA students in the June and July every year.
- (B) It is requested that trainee may be attached to the project manager for the attendance and assessment of the trainee. The training completion letter may be handed over to trainee in a confidential cover on the last day of his/her training. During training the students will be governed by the leave rules of company. If a student keeps himself/herself absent without any prior permission, then the same may be brought in knowledge of the undersigned.
- (C) As per curriculum it is mandatory to assess the trainee during the tenure of trainee, for the same faculty members will be deputed by the university to assess the progress of trainee.

Mr./Miss _____ S/o,D/o Sh._____ Roll No._____. A student of this university of _____ branch is interested to undergo internship industrial/project training in your organization from _____ as per academic program of the university. You are requested to kindly consider his candidature for the same.

Consider it as a letter of no objection for his internship.

A word of confirmation will be highly appreciated.

Thanking You,
Yours faithfully,
Dr.Lakhwinder Singh, TPO
Email:-tpoymca1@gmail.com
Phone No.:- 0129-2310120, 2310119



Approved in 37th EC Meeting dated 22/04/2020

Instruction for Candidates for Industrial Training of MBA students

1. It is mandatory for every student to complete 6-8 weeks of industrial training after 1st year. Students can be assigned companies for the same either through the training and placement cell or training can self-arranged by students but approval from training and placement office is mandatory.
2. No request of change in the company will be entertained, once the training letter is issued. So think, discuss and re-think before you finally decide to apply to a company and accept the offer.
3. During the tenure of training mid-term assessment will be done by the faculty members of the concern department during the period mentioned in your training letter.
4. The university is free to conduct any surprise visit without any prior confirmation.
5. It is mandatory for every student to provide updated contact details of mentor and the company so that in case of any queries they may be contacted.
6. It is mandatory for every student to update their contact details with TPO office before leaving for training.
7. If a company chooses to change the address of your training place then the same maybe updated with the TPO office without any delay.

I declare that all the above instructions have been read by me carefully and will abide by all the instructions. In case, I fail then university authorities are free to take any disciplinary action as per the rules.

Signature of Student _____

Date _____

Name of the Student _____

Roll No. _____

Branch _____

Name of Company _____

Address of Company _____



Approved in 37th EC Meeting dated 22/04/2020

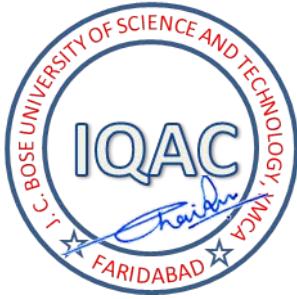
Format for Project report

The tentative content of the report is given below:

- ❖ Cover Page
- ❖ Acknowledgement
- ❖ Certificate from organization/company
- ❖ Introduction
- ❖ Company profile
- ❖ Literature Review if any
- ❖ Research Methodology (Objective of the Research, Type of data, Sample design, Hypothesis, Analytical Tools, Limitations of Study)
- ❖ Data Analysis
- ❖ Findings
- ❖ Conclusions
- ❖ Recommendations
- ❖ References
- ❖ Appendices – to include questionnaire, if any

Assessment Process

The report must be submitted within one month from commencement of third semester. One chapter must be included about history of the organization, its structure, products and services offered. The average size of report will be 60 to 80 typed pages in standard font size 12 and one half spacing on A4 size papers. It is mandatory that student will make presentation in presence of teachers and students.



Approved in 37th EC Meeting dated 22/04/2020

No. TPO 2018-20: _____ / _____

Date : _____

Subject: 4-6 weeks Summer Training (W.E.F.) _____

Dear Sir/Madam,

J.C. Bose University of Science & Technology, YMCA Faridabad (Erstwhile YMCA Institute of engineering) was started as Indo-German Project and established in 1969 as a joint venture of the National Council of YMCAs of India, Govt. of Haryana and Central Agencies for development Aid, Bonn, Germany to impact high quality technical education to students on German Pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The university is accredited grade 'A' by NAAC (National Assessment Accreditation Council). The university is fully funded by Haryana Govt. YMCA Faridabad is well known for its industry proven academic curriculum. Over the years the university has acquired high recognition among leading industries. Our students have been well accepted by the industries.

The salient features of our academic program, M.Sc. Environmental Sciences (4 Semesters program) are as such:

- Theory and labs are divided into ratio 70:30.
- 4-6 weeks project report training is imparted to M.Sc Environmental Sciences students in the month of June and July every year as a part of curriculum.
- For further details, the concerned organization may contact Dr. Renuka Gupta, Faculty Incharge, Department of Environmental Sciences, email id: renug77@gmail.com , contact number: 9999692469.

During project training handsome stipend has always been paid to most of our students.

Mr. /Miss _____ s/o/d/o _____ Sh. _____ Roll _____
 No. _____, a student of this university of _____ branch is interested to undergo internship industrial/project training in your organization from _____ as per academic program of the university. You are requested to kindly consider his/ her candidature for the same.

Consider it as a letter of no objection for his/her internship.

A word of confirmation will be highly appreciated.

Thanking You,

Yours faithfully,
Dr. Lakhwinder Singh
Training and Placement Officer
 Email: tpoymca1@gmail.com
 Phone No.: 0129-2310120, 2310119



Approved in 37th EC Meeting dated 22/04/2020

FORMAT OF PROJECT REPORT

ThesisCover : Hard bound black colour with title of project and university logo

All fonts : Times New Roman

Chapter No. : Font size 14 Sentence case + Bold

Chapter Title : Font size 14Capital case + Bold

First Level Of Heading : Font size 12 Capital case + Bold

Second Level of Heading : Font size 12 Sentence case + Bold

Third Level of Heading : Font size 12 Sentence case + Italic (Without bold)

Table Caption : Font size 12 Sentence case + Bold (at the top of the Table)

Fig. Caption : Font size 12 Sentence case + Bold (at the bottom of the Fig.)

Body Text : Font size 12 Normal

CONTENT:

Certificatefrom Organization/Industry

Candidate Declaration

Acknowledgement

Table of Contents

AbstractIntroduction

Literature Review

Methodology

Result and Discussion

Conclusion

References



Approved in 37th EC Meeting dated 22/04/2020

DATE: _____

No. TPO 2017-19: _____

Subject: 10-12 weeks Industrial Training/Internship/Dissertation (w.e.f.) _____

Respected Sir,

YMCA University of Science and Technology, YMCAUST Faridabad (Erstwhile YMCA institute of engineering) was started as Indo-German project and established in 1969 as joint venture of the National Council of YMCAs of India, govt. of Haryana and Central Agencies for development aid, Bonn, Germany to impact high quality technical education to students on German Pattern. The YMCAUST was established by Act XXI, of 2009 as a state university on 1-12-2009. The University is accredited grade 'A' by NAAC (National Assessment Accreditation Council). The University is fully funded by Haryana Government. YMCA Faridabad is well known for its industry proven academic curriculum. Over the years university has acquired high recognition among leading industries. Our students have been well accepted by the industries.

Salient features of our academic program, M.Sc Environmental Sciences are as such:

- (A) Theory and Labs are divided into ratio 70:30.
- (B) 10-12 weeks Industrial Training/Internship/Dissertation is imparted to M.Sc Environmental Sciences students in the February to May every year.
- (C) It is requested the trainee may be attached to the mentor and the attendance and assessment of the trainee may be sent to the undersigned on the prescribed form on completion of the work. The training completion letter may be handed over to trainee in a confidential cover on the last day of his/her training/dissertation. During training/dissertation the students will be governed by the leave rules of organization. If a student keeps himself/herself absent without any prior permission, then the same maybe brought in knowledge of the undersigned.
- (D) As per curriculum it is mandatory to assess the trainee during the tenure, for the same 2 faculty members will be deputed by the university to assess the progress of the trainee. The assessment will be done in the month of March. It is requested that faculty members may be allowed to meet the trainees during their visit.
- (E) For further details, the concerned organization may contact Dr. Renuka Gupta, Faculty Incharge, Department of Environmental Sciences, email Id: renug77@gmail.com, contact no: 9999692429.

Mr./Ms. _____ S/o /D/o _____,

Roll no. _____, a student of M.Sc Environmental Sciences branch is interested to undergo industrial training/internship/dissertation in your organization from as per academic program of the university. You are requested to kindly consider his/her candidature for the same. Consider it as a letter of No Objection for his/her internship. A word of confirmation will be appreciated.

Thanking you

Yours Truly,

Dr. Lakhwinder Singh
Training and Placement Officer
Email: tpoymca1@gmail.com
Phone no: 0129-2310120,2310119

*Approved in 37th EC Meeting dated 22/04/2020*

J.C.Bose University of Science and Technology, YMCA, Faridabad



Training & Placement Cell

Undertaking for Placement

I (Name of student) _____ here by confirm following:

1. I have done registration at Calyxpod platform. Yes ()
2. I have submitted updated resume (Calyxpod format) with photograph in T&P Department. Yes ()
3. My preference in future will be (pls tick only one choice out of three options):
 - (a) Placement through J.C.Bose UST ()
 - (b) Higher studies ()
 - (c) Govt. Job ()

It is certified that I have read all the rules and policies mentioned in Placement policy and Training policy present on J.C.Bose UST website. I will abide by all rules and policies framed by the T&P Cell and in event of any deviation may be debarred from future training & placement opportunities.

(Student Signature with date) (Parents Signature with date and contact number)

Name of Father: _____

Name of Mother: _____

Discipline: _____

Name : _____

Roll no.: _____

Contact no.: _____

Course: _____

Email-id: _____

Address

(Current): _____

Address

(Permanent): _____

(Hard copy of undertaking to be submitted to Departmental Placement coordinator and soft copy to be sent onpatpo2ymca@gmail.com)



Approved in 37th EC Meeting dated 22/04/2020

J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY, YMCA, FARIDABAD
Industry Expectations & Feedback Form

Branch

Date

1. Top Four Technical Skills preferred by your organization for during recruitment in the order of preference

- A.
B.
C.
D.

2. Top Four Soft Skills preferred during the selection by your organization in the order of preference.

- A.
B.
C.
D.

3. Criteria used for short listing candidates.

Shortlist from
Resumes

Written test

Group Discussion

Interview

4. How was the performance of the previous batch (selected students) in your organization.

Excellent

Very Good

Good

Satisfactory

5. What is the designation of these students working in your organization?

Trainee

GET

Engineer

Manager

6. Do you provide any additional Training to the selected students before putting them on the Job.

Technical Training

Soft Skill Training

Project Training

Field Training

7. Do you want us to give some extra technical skills to improve the student's acceptance by your organization?

Yes

No

8. Any Additional Attributes desired from the students (Technical/Non-Technical), Plz specify.

9. How do you rate the knowledge imparted during the programme.

Excellent

Very Good

Good

Satisfactory

10. How do you rate the general behaviour of Students

Excellent

Very Good

Good

Satisfactory

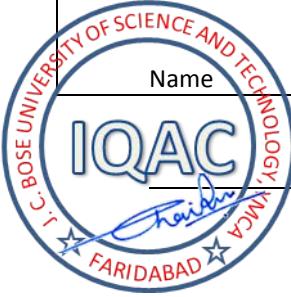
11. How do you rate the facilities used for the conduct of campus recruitment drive.

Excellent

Very Good

Good

Satisfactory



Name

Name of Company

Designation

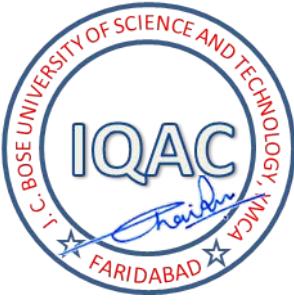
Signature

**J.C.Bose University of Science and Technology, YMCA,
Faridabad**

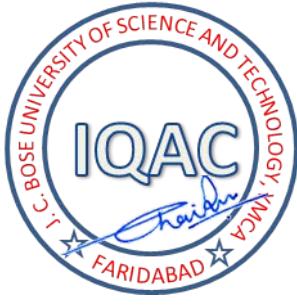
Training & Placement Cell

Signature of Faculty/Staff members on duty:-

	Name/Signature	Contact No.
1		
2		
3		



Approved in 37th EC Meeting dated 22/04/2020



Approved in 37th EC Meeting dated 22/04/2020