



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 all B.Tech. (Computer Engineering, Information technology, Mechanical, Electrical, Electronics Engg.) Students during their eight semester i.e. from 1st Jan to 30th June every year. Six months project training to MCA Students is also imparted 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 IInd 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)



2.5 Switching from one organization 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



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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 assessment of student of CE/IT/MCA/MECH/ECE/EL) should be submitted latest by 15th April, for a period up to 31st March. Second Assessment of students shall be made for the month of –Apr-May to be submitted in the office of TPO latest by 15th June. First assessment and attendance from company(mentor) shall be handed over to the Training and Placement office in a confidential cover latest by 15th April while 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.
- 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



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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.
- ☐ 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.

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- 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:

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 feedbacks forms are given the students before proceeding for training. These are:
 - (i) Feedback by student for T& P Cell (Form T8)
 - (ii) Feedback by student after completing Training (Form T9)
 - Form 8 will be submitted before proceeding for the training along with the file submitted by the student and Form 9 will be submitted after the completion of the training.
 - Form 8 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.
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