



YMCA University of Science and Technology, Faridabad
Department of Training & Placement
Training Rules and Regulations

- All full time final year students of YMCA University of Science and Technology Faridabad are eligible to go for internship of six to seven months as a part of their curriculum through the Training and Placement (T and P) Cell.
- The Students are advised to share their personal information on online platform provided by T and 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 and P cell.
- Student is required to submit a training file to T and P cell bearing following documents before proceeding to training/internship :
 - Training letter issued by Placement 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
 - Student feedback form
- If any student wishes to switch his/her training/internship from a company in which he/she is already pursuing training/internship then, it is require obtaining NOC from the first company. NOC will be submitted in T and P cell and in return cell will allow student to join second training/internship.
- 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/internship 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. Six weeks project training/internship to MBA students in June-July every year.



YMCA University of Science and Technology, Faridabad

Department of Training & Placement

- Internships are permitted in industry, research laboratories or academic institutions involved in research, development and/or technology transfer. All internships must be approved by the T and P cell in advance.
- The student can withdraw his/her application for internship 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.
- The student may withdraw his/her application for internship from any or all companies without any limits, but only before the last date of application to company/ies concerned.
- **In case any student does not qualify training/internship interview and he/she is not able to arrange training/internship then he/she will complete his/her training/internship in the University. Attendance of the student will be marked in the respective department. It will be submitted to T and P cell and assessment will also be carried out by the respective department.**
- In case of a large response to a training/internship opportunity either exceeding the maximum number of applications required by the recruiter or deemed fit by the T and 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 and preparatory classes (including mock interviews), and / or any other criteria decided by the T and P cell. The decision of the T and 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/internship, She/he would be automatically deregistered from that day onwards for any further on campus drive for internship.



YMCA University of Science and Technology, Faridabad

Department of Training & Placement

- 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 and 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 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 and P Cell only. If student takes any decision without informing T and P cell then student will be blacklisted **for training/internship** with immediate effect.
- Every trainee may be attached to the project manager of the company in which he/she is doing training/internship. First attendance and assessment of the trainee may be sent to the T and P cell in the prescribed form (provided by T and P cell) latest by 15th September, for a period up to 31st August, and latest by 15th April, for a period up to 31st March. The form is attached as annexure-I.
- MBA students will be going for the industrial training for six to eight weeks in the month of June- July. Their industrial assessment will be carried out in the last week of June and first week of July.
- Second attendance and assessment may be handed over to trainee in a Confidential Cover on the last day of his/her training/internship. During training/internship 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 and P cell.
- As per curriculum it is mandatory to assess the trainee during the tenure of training/internship, for the same two faculty members, be deputed by the T and P cell to assess the progress of Trainee. 1st Assessment will be done from 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.



YMCA University of Science and Technology, Faridabad

Department of Training & Placement

It is requested that the faculty members may be allowed to meet the trainees during their visit.

- List of students which are on training will be supplied by T and P cell to the respective department. After the assessment compiled list of marks along with assessment form will be sent to T and P cell by the department.
- 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/internship should submit assessment report completed in all respects including remarks to the T and P departmental 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 applications to the companies for training/internship are to be made only through T and P Cell. If a student does not apply through proper system, he/she will not be allowed to do training/internship even after his/her selection.
- All students are required to submit training/internship completion certificate and training/internship report in prescribed format provided by T and P cell at the time of Training/internship Viva.
- T and P cell will not forward training/internship marks of students who do not submit their training/internship completion certificate.
- Departmental Faculty coordinators are required to assign groups of students to faculty members for training/internship assessment purpose with the consent of T and P cell. Date of the final viva-voce will be intimated to the department by T and P cell.
- Departmental Faculty coordinators are required to collect assessment of students from faculty members and submit them to T and P cell.



YMCA University of Science and Technology, Faridabad

Department of Training & Placement

- A trainee can switch from one company to another during his/her training/internship only after having prior permission from T and P cell.
- Absenteeism of trainee on the day when faculty members visit company for training/internship assessment may result disciplinary action against the trainee.
- CRs are responsible for circulating the information issued by T and P cell among their classmates.
- If any student is not looking for training/internship 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.
- A committee is constituted having following members:
 - Dean Student Welfare
 - Dean Academic Affairs
 - Controller of Examination
 - Proctor
 - TPO

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 TPO.

- All communications must be done on following email ids:

tpoymca@gmail.com , tpo@ymcaust.ac.in , tnpcell@ymcaust.ac.in ,
suman.vash@gmail.com , patpoymca@gmail.com

It is certified that I have read all the rules and policies mentioned above will abide by all rules and policies framed by the T and P Cell and in event of any deviation may be debarred from future training and placement opportunities.

Student Signature



YMCA University of Science and Technology, Faridabad
Department of Training & Placement

Name : _____

Discipline: _____

Roll no.: _____

Contact no. : _____

Course: _____

Email-id : _____

Address (Current): _____

Address (Permanent): _____

Parents Signature



YMCA University of Science and Technology, Faridabad

Department of Training & Placement

Annexure-I

STRICTLY CONFIDENTIAL

YMCA University of Science and Technology, Faridabad					
PROJECT REPORT OF INPLANT TRAINEES					
(To be filled by Department Head in Industry)					
Name of industry.....			Name of student		
Department:			Roll No		
Training Report: From..... 2017 to..... 2017			Branch		
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		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 head:

- Signature
Name.....
Designation.....Official stamp.....Date.....
- Signature
Name.....
Designation.....Official stamp..... Date.....

N.B:

- The assessment by the industry is incorporated in preparing the semester results of a trainee for promotion to the next semester.
- The officer in charge assessment is requested to return this assessment form duly completed in all respects within one week positively **in a confidential cover**.

.....
Signature of trg. And placement Head with date



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 2017			
2.	May 2017			
3.	June 2017			

Signature: _____

Name: _____

Designation: _____

(Official stamp with date)

Please post it to:

Prof. (T and P)
YMCA University of Science and Technology
Sector-6 Faridabad-121006
Haryana



YMCA University of Science and Technology, Faridabad
Department of Training & Placement
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.	July 2017			
2.	August 2017			
3.	Sept. 2017			

Signature: _____

Name: _____

Designation: _____

(Official stamp with date)

Please post it to:

Prof. (T and P)
YMCA University of Science and Technology
Sector-6 Faridabad-121006
Haryana

YMCA University of Science and Technology, Faridabad
Department of Training & Placement



Kind Attn: _____

Photograph

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 _____ 2017 to _____ 2017.

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, 2017 for a period up to 31st August, 2017 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-31st August, 2017 and 2nd assessment will be done from 1st November- 30th November 2017. 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 and Placement officer
Phone: 0129-2242141
Email:tpoymca@gmail.com
tpo@ymcaust.ac.in
0129-2310119, 120



CANDIDATE'S DECLARATION

I hereby certify that the work which is being presented in this project report “-----
-----” submitted to “**YMCA University of Science and Technology, 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 Number

Examiners Evaluation

The project report has been evaluated by us.

Internal Examiner

Signature: _____

Name: _____

Designation: _____

Date: _____

External Examiner

Signature: _____

Name: _____

Designation: _____

Date:- _____



YMCA University of Science and Technology, Faridabad

Department of Training & Placement

FEEDBACK FORM

NAME: _____

ROLL NO: _____

BRANCH _____

EMAIL ADDRESS _____

1. Did you frequently participate in T and 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 and P cell is working for your placement?
(Scale 1-5) _____
4. Does all Information from T and P cell have reached to your end? YES _____
NO _____
5. Are you satisfied with current activities offered by T and 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 and P cell _____

8. Do you have any Suggestions _____



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SUBJECT: Internship Project Report Format to be followed.

The students of B. Tech, MBA and MCA final year must follow the following standards and format of project for final submission.

Cover	:	Hard bound black colour with Golden embossing
Shelf side of report Student	:	Printed with Year, Name and Roll No. of Student
Margins Gutter: 0	:	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 File



Sequence of Project File:

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 (HLD and LLD UML, DFD 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 bound (three copies, Black Cover)