O/C

Department of Computer Science and Engineering

PEC, University of Technology, Chandigarh
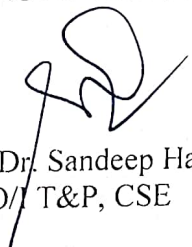
Notice

No. PEC/CSE/ *1638*
Date... *6/2/2020*
Date: July 06, 2020

Following Panel for the evaluation of Industrial internship has been proposed as per suggestion by Head CSE submitted for approval from same.

Branch	Panel- Evaluation	Panel Report	Venue	Date
CS-6th	1. Prof Shilpa verma 2. Prof. Mayank Gupa 3. Prof. Sachin Chaudhary 4. *Faculty Mentor* 5. *Technical support as in CSN 303*	1. Dr. Sandeep harit 2. Prof. Amandeep Kuar 3. Prof. Sudesh	CSN 303	July 20- 24, 2020 Pre lunch – 9.30AM- 1 PM Post Lunch 2.00 PM – 5 PM (20 minutes each student)

Evaluation panel is requested to get the evaluation done as per the Internship Guidelines PEC/DAA/8115-24.

NOTE: All the students are supposed submit their report on July 18 to Prof. Amandeep Kaur.

(Dr. Sandeep Harit)
O/I T&P, CSE

CC:
1. Notice Board
2. Prof Rupali Syal for publishing on website
3. All faculty member
4. Panel Members
5. DAA for information

PEC

EXPLORE INNOVATE EXCEL

Punjab Engineering College, Chandigarh

(Deemed to be University)

No. PEC/DAA/*8115-24*
Dated:- 3 0 JUN 2020

All Heads of Departments *Computer Science & Engg.*

Subject: - Evaluation of 6th semester internship (19202 semester)

In pursuance of the decision taken in the 86th meeting of Institute Senate held on 16.06.2020, you are requested to complete the evaluation of 6th semester internship by 24th July, 2020 and submit the grades to the office of DAA by 27th July, 2020.

The following guidelines may be followed:

1. Every student is expected to complete 14 weeks of internship (as opposed to 16 in the normal year).
2. A student can complete internship in at most two organizations.
3. Each student should submit proof of their internship(s) to the respective departments by 15th July, 2020.
4. A student who has not completed 14 weeks by 15th July, and wants to continue with the internship may request a delay in his/her evaluation. But if s/he wants to be evaluated (since evaluation with less than 14 weeks is also allowed), that is fine.
5. The faculty member who is responsible for mentoring and interacting with the organization of the student, should contact appropriate person(s) in the internship organization(s) and get a detailed feedback about the work done, quality of that work, satisfaction level of the organization, and anything else that may impact the performance evaluation. Also, get a copy of the reports submitted (if it is not company confidential). Get as much information in writing as possible, though it is understood that in many cases the person in the organization may not want to give information in writing.
6. Each department will form a committee for internship evaluation.. If they prefer, they can form two committees, one for core internships, and the other for non-core internships. This committee (or two committees) will evaluate all students of the department. For each student, they will invite the faculty member who was assigned the role of internship mentor to be part of the committee for the purpose of evaluating that student. DAPC will ensure that there is uniformity in grading across all students.
7. Complete grading will be decided by this department committee (as opposed to previous years when part of the grade was from the industry).
8. The committee would ask the student to submit a report on the internship by 18th July.
9. There will be an online interaction between the committee and each student where the student will give a brief presentation. The committee will decide the grade on the basis of what was the expectation from a 14-week internship (and not 16 weeks), even if the total duration of internship has been less than 14 weeks. (So, if the performance of the student has been really great and has done the work which is expected in 14 weeks, then one can get a good grade even with a less than 14 weeks internship.)
10. All internship evaluations should be ideally done between 20th and 24th July, and grades must be submitted on 27th July to the office of DAA.
11. A student should be able to request a delay in evaluation, and such requests should be accepted and effort should be made to evaluate the student as and when s/he is ready.

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12. All students who have completed 12 weeks of internship but not 14 weeks, should be asked to complete a course on Coursera on skills that are typically learnt in an industry setting including communication, leadership, critical thinking, etc. It should be a course requiring at least 40 hours of effort (half of the number of hours that the student would have spent in internship). In case of shorter courses being available, the student may be asked to do two courses.

13. All students who have completed 10 weeks of internship but not 12 weeks should be asked to complete additional courses on Coursera on appropriate technical skills with same guidelines as in point number 12.

14. Students who have spent less than 10 weeks of internships, their cases should be brought to the attention of Chairman, Senate, and an appropriate decision will be taken on a case to case basis.

The award list related to your department is attached.

This is being issued with the approval of Chairman Senate.

Dean Academic Affairs

Copy to:

1. Director for information please.