



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಇಲಾಖೆ

ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯದ ನಡವಳಿಕೆಗಳು

ವಿಷಯ: ಕಂಪ್ಯೂಟರ್ ಸೈನ್ಸ್ & ಇಂಜಿನಿಯರಿಂಗ್ ಹಾಗೂ ಇನ್ಫೋರ್ಮೇಷನ್ ಸೈನ್ಸ್ & ಇಂಜಿನಿಯರಿಂಗ್ ಡಿಪ್ಲೊಮಾ ಪ್ರೋಗ್ರಾಂಗಳಲ್ಲಿ ಇನ್‌ಪ್ಲಾಂಟ್ ತರಬೇತಿಯನ್ನು ಸೇರ್ಪಡಿಸುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: ಪ್ರೊ. ಎಂ.ಪಿ ಪುನಿಯಾ, ವೈಸ್ ಚೇರ್ಮನ್, ಎಐಸಿಟಿಇ ನವದೆಹಲಿ ಇವರ ಪತ್ರ ಸಂ.

F.No.AICTE/Internship Policy-2018, ದಿನಾಂಕ: 13/08/2018.

ಪ್ರಸ್ತಾವನೆ:

ಉಲ್ಲೇಖಿತ ಎಐಸಿಟಿಇ ನವದೆಹಲಿ ಇವರ ಪತ್ರದನ್ವಯ ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣದ ಎಲ್ಲಾ ಪ್ರೋಗ್ರಾಂಗಳಲ್ಲಿ ಅಭ್ಯಸಿಸುವ ವಿದ್ಯಾರ್ಥಿಗಳು ಇಂಟರ್ನ್‌ಶಿಪ್/ಇನ್‌ಪ್ಲಾಂಟ್ ತರಬೇತಿಯನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಪಡೆಯಬೇಕಾಗಿರುತ್ತದೆ. ಈಗಾಗಲೇ 2015-16ನೇ ಸಾಲಿನಿಂದ ಜಾರಿಗೊಳಿಸಿದ ಸಿ-15 ಪಠ್ಯಕ್ರಮಗಳ ಎಲ್ಲಾ ಡಿಪ್ಲೊಮಾ ಪ್ರೋಗ್ರಾಂಗಳಲ್ಲಿ (ಕಂಪ್ಯೂಟರ್ ಸೈನ್ಸ್ & ಇಂಜಿನಿಯರಿಂಗ್ ಹಾಗೂ ಇನ್ಫೋರ್ಮೇಷನ್ ಸೈನ್ಸ್ & ಇಂಜಿನಿಯರಿಂಗ್ ಹೊರತುಪಡಿಸಿ) ಇನ್‌ಪ್ಲಾಂಟ್ ತರಬೇತಿಯನ್ನು ಅಳವಡಿಸಲಾಗಿದೆ.

ಪ್ರಯುಕ್ತ ನಿರ್ದೇಶನಾಲಯದ ಪಠ್ಯಕ್ರಮ ಅಭಿವೃದ್ಧಿ ಕೋಶವು ಕಂಪ್ಯೂಟರ್ ಸೈನ್ಸ್ & ಇಂಜಿನಿಯರಿಂಗ್ ಹಾಗೂ ಇನ್ಫೋರ್ಮೇಷನ್ ಸೈನ್ಸ್ & ಇಂಜಿನಿಯರಿಂಗ್ ಡಿಪ್ಲೊಮಾ ಪ್ರೋಗ್ರಾಂಗಳಲ್ಲಿ "Inplant Training" ತರಬೇತಿಯನ್ನು ಅಳವಡಿಸಲು ಪಠ್ಯಕ್ರಮವನ್ನು ತಯಾರಿಸಿದೆ ಹಾಗೂ ಈಗಾಗಲೇ C-15 ಪಠ್ಯಕ್ರಮದ 6ನೇ ಸೆಮಿಸ್ಟರ್‌ನಲ್ಲಿರುವ ಅಳವಡಿಸಿರುವ "Soft skills for IT professionals" ವಿಷಯದ ಬದಲಾಗಿ "Inplant Training" ತರಬೇತಿಯನ್ನು ಅಳವಡಿಸಿ 2018-19ನೇ ಸಾಲಿನಿಂದ ಜಾರಿಗೊಳಿಸುವಂತೆ ಪ್ರಸ್ತಾವನೆಯನ್ನು ಸಲ್ಲಿಸಿದೆ.

ಈ ಹಿನ್ನೆಲೆಯಲ್ಲಿ ನಿರ್ದೇಶಕರು, ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯ, ಬೆಂಗಳೂರು ಇವರು ಪ್ರಸ್ತಾವನೆಯನ್ನು ಕೂಲಂಕುಷವಾಗಿ ಪರಿಶೀಲಿಸಿ ಈ ಕೆಳಗಿನಂತೆ ಆದೇಶಿಸಿರುತ್ತಾರೆ.

ಆದೇಶ ಸಂಖ್ಯೆ: ತಾಂ.ಶಿ.ಇ 27 ಸಿಡಿಎ (1) 2018 ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 06-10-2018

ಪ್ರಸ್ತಾವನೆಯಲ್ಲಿ ವಿವರಿಸಿರುವ ಅಂಶಗಳ ಹಿನ್ನೆಲೆಯಲ್ಲಿ ರಾಜ್ಯದಲ್ಲಿನ ಎಲ್ಲಾ ಕಂಪ್ಯೂಟರ್ ಸೈನ್ಸ್ & ಇಂಜಿನಿಯರಿಂಗ್ ಹಾಗೂ ಇನ್ಫೋರ್ಮೇಷನ್ ಸೈನ್ಸ್ & ಇಂಜಿನಿಯರಿಂಗ್ ಡಿಪ್ಲೊಮಾ ಪ್ರೋಗ್ರಾಂಗಳ C-15 ಪಠ್ಯಕ್ರಮದ 6ನೇ ಸೆಮಿಸ್ಟರ್‌ನಲ್ಲಿರುವ "Soft skills for IT professionals" ವಿಷಯದ ಬದಲಾಗಿ "In plant Training" ತರಬೇತಿಯನ್ನು ಅಳವಡಿಸಲಾಗಿದೆ ಹಾಗೂ 2018-19ನೇ ಸಾಲಿನಿಂದ 6ನೇ ಸೆಮಿಸ್ಟರ್‌ನಲ್ಲಿ ಜಾರಿಗೊಳಿಸಲು ಅನುಮೋದನೆ ನೀಡಿದೆ.

ನಿರ್ದೇಶಕರು

ಗೆ: ರಾಜ್ಯದ ಎಲ್ಲಾ ಸರ್ಕಾರಿ/ಅನುದಾನಿತ/ಖಾಸಗಿ ಪಾಲಿಟೆಕ್ನಿಕ್‌ಗಳ ಪ್ರಾಚಾರ್ಯರು-ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ.

ಪ್ರತಿ:

1. ಕಾರ್ಯದರ್ಶಿಗಳು, ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಪರೀಕ್ಷಾ ಮಂಡಳಿ, ಬೆಂಗಳೂರು -ಸೂಕ್ತ ಕ್ರಮಕ್ಕಾಗಿ.
2. ಸರ್ಕಾರದ ಪ್ರಧಾನ ಕಾರ್ಯದರ್ಶಿಗಳು, ಶಿಕ್ಷಣ ಇಲಾಖೆ (ಉನ್ನತ ಶಿಕ್ಷಣ), ಬೆಂಗಳೂರು-ಮಾಹಿತಿಗಾಗಿ.
- ✓ 3. ಇ-ಗೌವರ್ನನ್ಸ್ ವಿಭಾಗ, ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ನಿರ್ದೇಶನಾಲಯ-ವೆಬ್‌ಸೈಟ್‌ನಲ್ಲಿ ಪ್ರಕಟಿಸಲು.

ಅಡಕ: In plant Training ತರಬೇತಿಯ ಪಠ್ಯಕ್ರಮ ಹಾಗೂ ಸ್ಕೀಂ ಆಫ್ ಸ್ಟಡೀಸ್ (CS&E ಮತ್ತು IS&E).


KARNATAKA STATE BOARD OF TECHNICAL EXAMINATION, BENGALURU.														
TEACHING AND EXAMINATION SCHEME FOR DIPLOMA PROGRAMME.														
PROGRAMME NAME: COMPUTER SCIENCE & ENGINEERING				PROGRAMME CODE: CS										
PATTERN: FULL TIME				DURATION OF PROGRAMME: 3 YEARS (6 SEMESTERS)										
SEMESTER: VI				SCHEME: C-15										
Sl.No	Course Name	Teaching Department	Course /QP code	Teaching Scheme				Examination Scheme						
				Contact Hours				Exam Paper Duration in Hrs	Semester End Exam		CIE Marks	Total Marks	Min Marks for passing (including CIE marks)	
				TH	TU	PR	Total		Credit	Max Marks				Min Marks
1	Software Testing	CS	15CS61T	4	-	-	4	4	3	100	35	25	125	45
2	Network Security and Management	CS	15CS62T	4	-	-	4	4	3	100	35	25	125	45
3	Elective	CS	****	4			4	4	3	100	35	25	125	45
4	Software Testing lab	CS	15CS64P	-	2	4	6	3	3	50	25	25	75	35
5	Network Security lab	CS	15CS65P	-	2	4	6	3	3	50	25	25	75	35
7	Implant Training	CS	18CS66P	-	-	4	4	2	-	-	-	25	25	-
8	Project Work Phase-II	CS	15CS67P	-	2	4	6	3	3	50	25	25	75	35
			Total	12	6	16	34	23		450	180	175	625	240

1 Hr Theory = 1 Credit :: 2Hrs Practical/TU = 1 Credit .
 QP Code- Question Paper code :: TH-Theory Hours :: TU-Theory Hours :: TU-Tutorial :: PR-Practical

****Electives

15CS63A	Information Storage and Management	15CS63C	Mobile Computing
15CS63B	Cloud Computing	15CS63F	Internet of Things

**Government of Karnataka
Department of Technical Education
Board of Technical Examinations, Bangalore**

	Course Title: INPLANT TRAINING		
	Scheme (L:T:P) : 0:0:4	Total Contact Hours: 52	Course Code: 18CS66P
	Type of Course: Periodical Exposure and working in organizational environment	Credit :02	Core/ Elective: Core(Practice)
Only CIE:25 Marks		No SEE	

Prerequisites:

Enthusiasm to explore new things by participating in individual tasks available in outside organizational learning environment and acquires skills from participating in such activities.

Course Objectives:

In plant training is a learning opportunity for students. Students should therefore receive feedback on their performance so that they can grow professionally. Overall professional development of diploma Computer Science engineers is the need of the day for enabling them to sustain in competitive global environment..

COURSE OUTCOME

On successful completion of the course, the students will be able to:

Course Outcome		CL	Linked PO	Allotted Hours
CO1	Exposure to the organizational environment and recognize the requirement of the organization and cope with the organizational scenario.	Application/Analysis/Innovative	2 to 10	4 Hrs/Week
CO2	Identify career paths taking into account their individual strengths and aptitude and prepare a report about the work experience in organization	Application/Analysis/Innovative	2 to 10	
CO3	Communicate effectively through technical presentation.	Application/Analysis/Innovative	2 to 10	
CO4	Enhancing the employability skills and start-up skills to increase his/her ability to engage in life-long learning.	Application/Analysis/Innovative	2 to 10	
CO5	Develop individual confidence to handle various engineering assignments and expose themselves to acquire life skills to meet societal challenges.	Application/Analysis/Innovative	2 to 10	
		TOTAL		52 Hours

COURSE-PO ATTAINMENT MATRIX										
Course	Programme Outcomes									
	1	2	3	4	5	6	7	8	9	10
INPLANT TRAINING	0	3	3	3	3	3	3	3	3	3

Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed.

Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO.
 If >40% sessions addressing a particular PO, it is considered that PO is addressed at Level 3
 If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2
 If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1
 If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.

1. Inplant training:

52 HRS

A. Introduction

1. Inplant training means a course of training in any organization or establishment undergone by the student of final year diploma in Computer Science Engineering in pursuance of memorandum of understanding between organization and department of the concerned institute or department can make necessary arrangements in the local vicinity industries to get on job learning exposure to the students in industries.
2. Organization means any organization or business in which any trade, occupation or subject field in concerned engineering or technology.
3. The period of inplant training is 52 hours in a semester. The student may be allowed to undergo inplant training in industrial organization on weekly basis preferably Saturday's by allocating four hours per week or a fixed term during semester break or semester beginning ensuring 52 hours of inplant training to the students. The period of training and other modalities will be decided by the respective Head of section/supervisory faculty in consultation with local industrial organization.

B. The Industries where in-plant training can be undergone

1. The supervisory faculty / Head of section / students may identify IT or computer based service / industrial organization preferably in the local vicinity with prior approval of the principal of concerned institution. Structured training to be detailed by the concerned supervisory faculty and a detailed report of the in plant training undergone shall be submitted by the student for evaluation.
2. The students may be allowed to undergo in-plant training in any Government/Private organizations dealing IT/Computer based job or services.

C. Obligation of students

1. Students are required to acquire skills and get industrial exposure in the concerned field of Engineering or Technology conscientiously and diligently during in-plant training.
2. Students must adhere to the rules and regulations stipulated by the in-plant training establishment.
3. Students must be punctual and exhibit good conduct during the training period.

4. Students shall maintain log of activities and submit report on schedule of work entrusted during in-plant training.
5. Students are required undergo in-plant training in stipulated time frame.
6. Students are obligated to get familiar with the process and activities during in-plant training.
7. Students may be encouraged to develop a solution to the tasks/problems related to the software development/networking/software testing/ servicing to acquire knowledge and to reciprocate to the industrial needs.

D. Monitoring of Inplant Training

1. The Head of section shall prepare batches of students and allocate a supervisory faculty to each batch. Supervisory faculty shall assist students in identifying industrial organisation and monitor the activities of the students during the schedule of training.
2. The concerned supervisory faculty in consultation with respective industrial organisation shall review the progress of students undergoing inplant training in a time frame. The head of section must take complete responsibilities in organising inplant training.
3. Student undergoing in-plant training in the respective branch of Engineering in any establishment shall be treated as a trainee. The provision of any law with respect to labour will not apply to such a trainee
4. It shall not be obligatory on the part of the Employer / Organization to offer any stipend and other welfare amenities available, if any, to the students undergoing in-plant training. However, if the organization desirous to do so, it will be a privilege for the students.

E- Continuous Internal Examination-CIE- Scheme of evaluation

SL No	Particulars	Marks
1	Visiting Organization	10
2	Submission of report	10
3	Viva-voce	05
TOTAL		25

F. Course Assessment and Evaluation Scheme for Project work

1. Course Assessment and Evaluation Scheme for Project work							
	What		To whom	When/Where (Frequency in the course)	Max Marks	Evidence collected	Course outcomes
Direct Assessment met	CIE	IA	Students	CIE	25	Report and Log of sheets	CO1, CO2, CO3,CO4,CO5
	SEE	End Exam		SEE	No End Examination		
Indirect Assessment	Student Feedback on course		Students	Middle of the course	Feedback forms		CO1, CO2 Delivery of course
	End of Course Survey			End of the course	Questionnaires		CO1 to CO5 Effectiveness of Delivery of instructions & Assessment Methods

*CIE – Continuous Internal Evaluation

*SEE – Semester End Examination

Note to IA verifier: The following documents to be verified by CIE verifier at the end of semester

1. Student activities / Inplant Training to be assessed through Rubrics.
2. Student feedback on course regarding Effectiveness of Delivery of instructions & Assessment Methods.

ANNEXURE
REPORT ON INPLANT TRAINING
FORMAT FOR PREPARATION OF TRAINING REPORT

ARRANGEMENT OF CONTENTS:

The sequence in which the training report material should be arranged and bound as follows:

1. Cover Page
2. Inner Title Page (Same as cover page)
3. Certificate by Company/Organization/Institute (Optional)
4. Acknowledgement
5. About the organization
6. Table of Contents
7. List of Tables
8. List of Figures
9. Abbreviations and Nomenclature(If any)
10. Chapters
11. References
12. Data Sheet(If any)
13. Appendices (If any)

The tables and figures shall be introduced in the appropriate places.

TYPING INSTRUCTIONS:

1. The Inplant training report must be submitted in Two Copies (one for department and 2nd for library) duly signed by the HOD. Students should also submit the soft copy on CD in pdf format in the library.
2. The length of the training report may be about 40 to 50 page.
3. The training report shall be computer typed (English- British, Font -Times Roman, Size-12 point) and printed on A4 size paper.
4. The training report shall be hard bound with cover page in pink colour. The name of the students, degree, duration of training period, institute name shall be printed in Bold Black letters on the cover page
5. The training report shall be typed with 1.5 line spacing with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom. Every page in the report must be numbered. The page numbering from acknowledgements and till the beginning of the introductory chapter, should be printed in small Roman numbers, i.e. i, ii, iii, iv..... The page number of the first page of each chapter should not be printed (but must be accounted for). All page numbers from the second page of each chapter should be printed using Arabic numerals, i.e. 2,3,4,5... All printed page numbers should be located at the bottom centre of the page.
6. In the training report, the title page [Refer sample sheet (inner title pages)] should be given first and printed in black letters.
7. The table of contents should list all headings and sub-headings. The title page and certificates will not find a place among the items listed in the Table of Contents. One and a half line spacing should be adopted for typing the matter under this head.
8. The list of tables should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
9. The list of figures should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.
10. The list of symbols, abbreviation & nomenclature should be typed with one and a half line spacing. Standard symbols, abbreviation etc should be used.
11. Training report should consist of following chapters.
 - a. Chapter 1- Introduction
 - b. Chapter 2- Details of department/Areas where the student undergone

training.

(Report shall have chapters and each chapter should be numbered separately. A chapter may be further divided into several divisions and sub-divisions depending on the content

- c. Chapter 3- PO/Skills attained by training.
- d. Chapter 4- Conclusion by the student

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KARNATAKA STATE BOARD OF TECHNICAL EXAMINATION, BENGALURU.

TEACHING AND EXAMINATION SCHEME FOR DIPLOMA PROGRAMME.

PROGRAMME NAME: INFORMATION SCIENCE & ENGINEERING

PROGRAMME CODE: IS

PATTERN: FULL TIME

DURATION OF PROGRAMME: 3 YEARS (6 SEMESTERS)

SEMESTER: VI

SCHEME: C-15


Sl.No	Course Name	Teaching Department	Course /QP code	Teaching Scheme					Examination Scheme						
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				TH	TU	PR	Total	Credit		Max Marks	Min Marks				
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2	Big data and Analytics	IS	15IS61T	4	-	-	4	4	3	100	35	25	125	45	
3	Elective Course	IS	***	4	-	-	4	4	3	100	35	25	125	45	
4	Software Testing lab	IS	15IS63P	-	2	4	6	3	3	50	25	25	75	35	
5	R Programming Lab	IS	15IS64P	-	2	4	6	3	3	50	25	25	75	35	
7	Implant Training	IS	18IS65P	-	-	4	4	2	-	-	-	25	25	-	
8	Project Work Phase-II	IS	15IS66P	-	-	6	6	3	3	50	25	25	75	35	
			Total	12	4	18	34	23		450	180	175	625	240	

1 Hr Theory = 1 Credit :: 2Hrs Practical/TU = 1 Credit .

QP Code- Question Paper code :: TH-Theory Hours :: TU-Tutorial :: PR-Practical

Sl.No	Elective Course Name	Course Code
1	Cloud Computing	15CS63B
2	Management Information Systems	15IS62A
3	Internet of Things	15CS63F

Government of Karnataka
Department of Technical Education
Board of Technical Examinations, Bangalore

	Course Title: INPLANT TRAINING		
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	Type of Course: Periodical Exposure and working in organizational environment	Credit :02	Core/ Elective: Core(Practice)
Only CIE:25 Marks		No SEE	

Prerequisites:

Enthusiasm to explore new things by participating in individual tasks available in outside organizational learning environment and acquires skills from participating in such activities.

Course Objectives:

In plant training is a learning opportunity for students. Students should therefore receive feedback on their performance so that they can grow professionally. Overall professional development of diploma Information Science/Computer Science engineers is the need of the day for enabling them to sustain in competitive global environment..

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COURSE-PO ATTAINMENT MATRIX

Course	Programme Outcomes									
	1	2	3	4	5	6	7	8	9	10
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Level 3- Highly Addressed, Level 2-Moderately Addressed, Level 1-Low Addressed. Method is to relate the level of PO with the number of hours devoted to the COs which address the given PO. If >40% sessions addressing a particular PO, it is considered that PO is addressed at Level 3 If 25 to 40% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 2 If 5 to 25% of classroom sessions addressing a particular PO, it is considered that PO is addressed at Level 1 If < 5% of classroom sessions addressing a particular PO, it is considered that PO is considered not-addressed.										

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4. Students shall maintain log of activities and submit report on schedule of work entrusted during in-plant training.
5. Students are required undergo in-plant training in stipulated time frame.
6. Students are obligated to get familiar with the process and activities during in-plant training.
7. Students may be encouraged to develop a solution to the tasks/problems related to the software development/networking/software testing/ data mining to acquire knowledge and to reciprocate to the industrial needs.

D. Monitoring of Inplant Training

1. The Head of section shall prepare batches of students and allocate a supervisory faculty to each batch. Supervisory faculty shall assist students in identifying industrial organisation and monitor the activities of the students during the schedule of training.
2. The concerned supervisory faculty in consultation with respective industrial organisation shall review the progress of students undergoing inplant training in a time frame. The head of section must take complete responsibilities in organising inplant training.
3. Student undergoing in-plant training in the respective branch of Engineering in any establishment shall be treated as a trainee. The provision of any law with respect to labour will not apply to such a trainee
4. It shall not be obligatory on the part of the Employer / Organization to offer any stipend and other welfare amenities available, if any, to the students undergoing in-plant training. However, if the organization desirous to do so, at will be a privilege for the students.

E- Continuous Internal Examination-CIE- Scheme of evaluation

SL No	Particulars	Marks
1	Visiting Organization	10
2	Submission of report	10
3	Viva-voce	05
TOTAL		25

F. Course Assessment and Evaluation Scheme for Project work

1. Course Assessment and Evaluation Scheme for Project work							
	What		To whom	When/Where (Frequency in the course)	Max Marks	Evidence collected	Course outcomes
Direct Assessment met	CIE	IA	Students	CIE	25	Report and Log of sheets	CO1, CO2, CO3,CO4,CO5
	SEE	End Exam		SEE	No End Examination		
Indirect Assessment	Student Feedback on course		Students	Middle of the course	Feedback forms		CO1, CO2 Delivery of course
	End of Course Survey			End of the course	Questionnaires		CO1 to CO5 Effectiveness of Delivery of instructions & Assessment Methods

*CIE – Continuous Internal Evaluation

*SEE – Semester End Examination

Note to IA verifier: The following documents to be verified by CIE verifier at the end of semester

1. Student activities / Inplant Training to be assessed through Rubrics.
2. Student feedback on course regarding Effectiveness of Delivery of instructions & Assessment Methods.

ANNEXURE
REPORT ON INPLANT TRAINING
FORMAT FOR PREPARATION OF TRAINING REPORT

ARRANGEMENT OF CONTENTS:

The sequence in which the training report material should be arranged and bound as follows:

1. Cover Page
2. Inner Title Page (Same as cover page)
3. Certificate by Company/Organization/Institute (Optional)
4. Acknowledgement
5. About the organization
6. Table of Contents
7. List of Tables
8. List of Figures
9. Abbreviations and Nomenclature(If any)
10. Chapters
11. References
12. Data Sheet(If any)
13. Appendices (If any)

The tables and figures shall be introduced in the appropriate places.

TYPING INSTRUCTIONS:

1. The Inplant training report must be submitted in Two Copies (one for department and 2nd for library) duly signed by the HOD. Students should also submit the soft copy on CD in pdf format in the library.
2. The length of the training report may be about 40 to 50 page.
3. The training report shall be computer typed (English- British, Font -Times Roman, Size-12 point) and printed on A4 size paper.
4. The training report shall be hard bound with cover page in pink colour. The name of the students, degree, duration of training period, institute name shall be printed in Bold Black letters on the cover page
5. The training report shall be typed with 1.5 line spacing with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom. Every page in the report must be numbered. The page numbering from acknowledgements and till the beginning of the introductory chapter, should be printed in small Roman numbers, i.e, i, ii, iii, iv..... The page number of the first page of each chapter should not be printed (but must be accounted for). All page numbers from the second page of each chapter should be printed using Arabic numerals, i.e. 2,3,4,5... All printed page numbers should be located at the bottom centre of the page.
6. In the training report, the title page [Refer sample sheet (inner title pages)] should be given first and printed in black letters.
7. The table of contents should list all headings and sub-headings. The title page and certificates will not find a place among the items listed in the Table of Contents. One and a half line spacing should be adopted for typing the matter under this head.
8. The list of tables should use exactly the same captions as they appear above
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8. The list of tables should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
9. The list of figures should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.
10. The list of symbols, abbreviation & nomenclature should be typed with one and a half line spacing. Standard symbols, abbreviation etc should be used.
11. Training report should consist of following chapters.
 - a. Chapter 1- Introduction
 - b. Chapter 2- Details of department/Areas where the student undergone

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(Report shall have chapters and each chapter should be numbered separately. A chapter may be further divided into several divisions and sub-divisions depending on the content

- c. Chapter 3- PO/Skills attained by training.
- d. Chapter 4- Conclusion by the student