

**Kalyani Government Engineering College**  
**Kalyani- 741 235, Nadia**

Minutes of the 19<sup>th</sup> Governing Body meeting held on 15.03.2022 at 11-00 a.m. in the Conference Room of the college.

**Members Present**

1.	Prof. Manas Kumar Sanyal, Vice-Chancellor, University of Kalyani	Chairman
2.	Dr. Dhananjay Saha, Addl. D.T.E. Nominee of Director of Technical Education, Higher Education Department, Government of West Bengal	Member
3.	Executive Engineer, PWD Directorate, Krishnanagar Division Social Sector, Krishnanagar	Member
4.	Mr. Kshitish Roy Chowdhury, Dy. General Manager (O&M) (I/C) Bandel Thermal Power Project, WBPDC, Hooghly	Member
5.	Prof. Santanu Das, Professor & Head Mechanical Engineering Deptt., Kalyani Government Engineering College	Member
6.	Mr. Mijanur Rahaman, Accounts Officer, Kalyani Govt. Engineering College	Member
7.	Mr. Bishnu Pada Biswas, Registrar, Kalyani Govt. Engineering College	Member
8.	Sri Shamik Kumar De, A Student, Kalyani Govt. Engineering College	Member
9.	Dr. Sourabh Kumar Das, Principal, Kalyani Govt. Engineering College Secretary	Ex-officio Member

**Members Absent**

1.	Prof. Saikat Maitra, Vice Chancellor, West Bengal University of Technology (Now, MAKAUT, WB)	Member
2.	Regional Officer, Eastern Regional Office, AICTE, Kolkata	Member
3.	Principal Secretary to the Govt. of West Bengal Higher Education Department, or nominee	Member
4.	District Magistrate or his representative, Krishnanagar, Nadia	Member
5.	Mr. Sujit Saha, Divisional Manager, WBSEDCL	Member
6.	Ms. Saswati Basu, HR Manager, Larsen & Toubro Ltd.	Member
7.	Mr. Ranadip Deb, Senior Manager, Human Resources Ericsson India Global Services Pvt. Ltd.	Member
8.	Sri Pranab Ranjan Das, Computer. Asstt., CSE Kalyani Govt. Engineering College	Member
9.	Sri Barun Kumar Basu, Stenographer, Kalyani Govt. Engineering College	Member

The 19<sup>th</sup> meeting of the Governing Body (GB) of Kalyani Govt. Engineering College was held on March 15, 2022 with Prof. Manas Kumar Sanyal, the Hon'ble Vice Chancellor of the University of Kalyani in the Chair.

Following is the excerpt from the Minutes of the 19th Meeting of the Governing Body (GB) of Kalyani Govt. Engineering College, Kalyani held on March 15, 2022 related to the resolution on NISP document of this college:

- d) **Innovation and Start-up Policy of KGECE, Kalyani:** The document of Innovation and Start-up Policy framed for this college and recommended by the related Committee inline with the National Innovation and Start-up Policy (NISP) of the AICTE, New Delhi, was tabled, salient points were discussed, and it was accepted by the members.



The Principal, Kalyani Govt.  
Engineering College and Convener,  
Governing Body

**Dr. Sourabh Kumar Das**  
Principal  
Kalyani Govt. Engineering College  
Kalyani- 741 235, Nadia, W.B



The Chariman,  
Governing Body

**Vice-Chancellor**  
**University of Kalyani**



# **KALYANI GOVERNMENT ENGINEERING COLLEGE INNOVATION AND STARTUP POLICY**



**KALYANI GOVERNMENT ENGINEERING COLLEGE  
(GOVT. OF WEST BENGAL)  
KALYANI UNIVERSITY CAMPUS, KALYANI, NADIA**

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**Start Up Policy**  
**Kalyani Government Engineering College**  
**(Government of West Bengal)**  
**Kalyani- 741235, Dist. Nadia, West Bengal**

**Vision 2030**

To become a startup motivated institute by providing continuous support to new age innovators and would-be entrepreneurs of the college for inspiring them to lead to eco-friendly and sustainable development.

**Mission**

- i) To provide education and practical exposure to the students regarding the state-of-the-art industrial environment, preparing students for taking the career path to become an entrepreneur and creating a professional chain between industry and academia;
- ii) To provide advance theoretical, applied know-how on applied sciences, engineering and technology through nationally and internationally recognized multi-disciplinary research involving students and faculty members;
- iii) To establish an incubation facility in the college for giving better exposure mainly to the students to build their own start-ups;
- iv) To support society by participating in and encouraging transfer of technology.

**1. Objectives**

- i) To encourage students, alumni, staff and faculty members for nurturing innovative Ideas and preparing an IDEA Bank.
- ii) To involve experienced alumni and members of the faculty to motivate and enthuse students towards self employment.
- iii) To create a local chain with small scale industrialists to collaborate with the Institute for maximizing bonding between them and for identifying local social problems.

- iv) To facilitate exposure regarding the state-of-the-art technology to the students of different disciplines.
- v) To motivate students to participate in the drive for the development of entrepreneurship skill in them to sharpen their skill with innovative ideas in line with eco-friendly and sustainable development.

## **2. Goals**

### **2.1 Short Term Goals**

Organizing entrepreneurship awareness drive and programme to motivate students about the importance of building up of start ups, innovations and related activities. To expose the student community to do internship/ short-term project with start ups within or outside the college.

### **2.2 Mid-Term Goals**

- a) Creating a useful network with the local start up, alumni and entrepreneur for motivating and providing hands-on experience and support to the students for sharpening their competency.
- b) Establishing an incubation centre to provide a facility to the students, staff, faculty members and alumni for nurturing the innovative ideas under the proper supervision with experienced alumni, faculty members within the college, experts from nearby institutes like IISER- Kolkata, The University of Kalyani, IIIT- Kalyani, NIBMG- Kalyani, etc.

### **2.3 Long Term Goals**

- a) Creating an environment about self employment within institute.
- b) Creating full scale incubation facility which will facilitate innovation, incubation, acceleration and entrepreneurship to attract local entrepreneurs for collaborative entrepreneurial works.
- c) Attracting nearby institutes for collaborating entrepreneurial work.

- d) Building profitable and scalable startups that may create internship and/or jobs for students.
- e) To encourage IPR and transfer of technology.

### 3 Expert Committee

Sl. No.	Name of the Member	Role of the Member
1	Prof. Sourabh Kumar Das	Mentor
2	Prof. Santanu Das	Chairman, Entrepreneurship Cell
3	Prof. Supriyo Banerjee	Secretary, Entrepreneurship Cell
4	Prof. Barun Mandal	Secretary, Industry Institute Partnership Cell
5	Prof. Md. Iqbal Quraishi	Treasurer, Entrepreneurship Cell
6	Prof. Angsuman Sarkar	Coordinator, IQAC Cell
7	Prof. Himadri Shekhar Dutta	Member, Entrepreneurship Cell
8	Mr. Madan Singh	Director, Bengal Surgicals Limited, Kalyani and Vice President, Kalyani Chamber of Commerce and Industry
9	The Director, BRAIPRD, Kalyani	B. R. Ambedkar Institute of Panchayats and Rural Development, West Bengal
10	Mr. Abhranil Roy	Startup Founder and Alumni
11	Mr. Biplab Poddar	Startup Founder and Alumni
12	Mr. Rajyeswar Bera	Alumni Association, KGEC
13	Mr. Santosh G	Startup Founder and Alumni

### 4. Thrust Area

- i) Promoting Rural based entrepreneurial activities to facilitate nearby rural inhabitants.
- ii) Creating an IDEA Bank to make pipelined activities easier for newcomer students.
- iii) Encouraging students for making “smart college” using the new state-of-the-art technology.
- iv) Encouraging students for Eco-friendly, energy efficient device customization for different kind of rural/ social challenges.
- v) Customization of ICT based healthcare equipment using web, smart phone and tablets for easing diagnostics and telemedicine.



- vi) Sustainable Technology for Water Resource Management.
- vii) Disaster Management and riverside erosion Control.
- viii) Collaborating with agricultural University towards modifying agricultural crop production by employing new machineries.
- ix) Data Science and Analytics and cyber security and IoT.

## 5. Policy

### 5.1 Eligibility

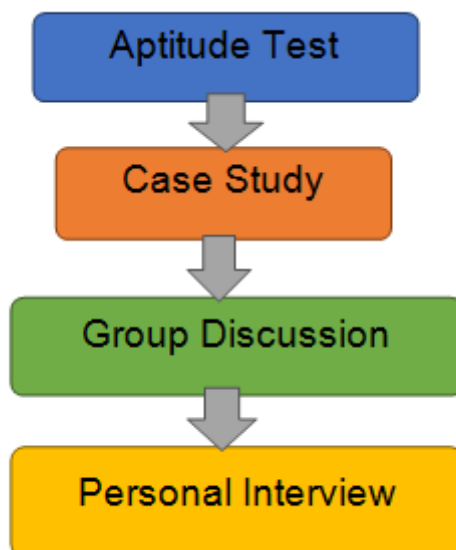
The admission to Entrepreneurship Cell, Kalyani Government Engineering College (E-Cell, KGEC) for nurturing the innovation ideas can be of in any one of the following categories:

- 5.1.1 Category I:** Students of Kalyani Government Engineering College (KGEC) who are willing to try out a novel technological, cost effective and eco-friendly idea should undertake the admission process to enter as an “INTERN” in E-Cell, KGEC.
- 5.1.2 Category II:** Faculty members or Academic Staff of KGEC also can involve themselves for nurturing the innovative idea. They can use the resources for Under Graduate/ Postgraduate Students’ Project/ dissertation work for preparing prototype/ model. The students need be the students of KGEC.
- 5.1.3 Category III:** Faculty members or Academic Staff of KGEC also can use the Under Graduate/ Postgraduate Students of outside colleges with proper permission from the Principal, KGEC for nurturing innovative ideas, preparing prototype/ model using a cost effective way.

### 5.2 Admission Process

The Entrepreneurship Cell of Kalyani Government Engineering College (E-Cell, KGEC) is one of the top entrepreneurship cells in the entire country. One of its most important tasks is to recruit the best students as members, who can all work together to organize and participate in activities to enhance their skills. E-Cell, KGEC does this by a comprehensive Recruitment Drive over an extended period to proficiently gauge the skills of the applicants. The interns are

assigned to various domains (content writing, web development, graphic design, video editing, etc.) based on their established skill sets. Besides that, interactive sessions are organized where the senior members of the E-Cell can evaluate enthusiasm and entrepreneurial spirit among the applicants. Different events conducted in the Recruitment Drive by the E-Cell, KGEC are given in a flow chart below:



➤ **Aptitude Test**

The Aptitude Test set by the E-Cell, KGEC senior members is the first step the candidates have to go through in the Recruitment Drive. It consists of questions evaluating the logical and analytical skills of the candidates, along with basic mathematics questions. This test is crucial in assessing the problem-solving abilities of the candidates.

➤ **Case Study**

The Case Study is essential to evaluate the comprehensive ability of the candidates. They are given a report of a business firm's success in a particular area, along with probable factors that helped them secure growth. With the information given to them, the candidates are presented a series of questions that present them with similar situations in different environment, and candidates are expected to apply their newly gained knowledge to walk through the process.

➤ **Group Discussion**

The candidates who have successfully cleared the Aptitude Test and the test on Case Study are invited to a Group Discussion conducted by the members of the E-Cell, KGEC. Here, the

candidates are given a subject on the spot and are expected to discuss it within their assigned group. This step is important to gauge skills like interpersonal communication, public speaking, team spirit and leadership skills.

### ➤ **Personal Interview**

This is the final round in the E-Cell, KGEC Recruitment Drive. The best candidates who have cleared the previous rounds are invited to a personal interview with senior members of the Cell. This round is vital in determining how well the candidate will fit in the cell, and if they are enthusiastic to participate in the activities organized by the cell. This is a chance to the candidates to personally present their cases to the recruiters to stand tall from the crowd.

At the end of the entire Recruitment Drive, the performance of the applicants in all the rounds is carefully observed, along with their curriculum vitae. Based on these materials, each applicant is judiciously evaluated for their fitness into the structure of the Cell. Then, according to the requirements of various domains within the Cell, the best applicants are taken in as interns for the E-Cell, KGEC. After the interns have displayed enough ability within the course of a certain period, they are inducted as core members of the Cell. Hiring the right employees is important for any entrepreneur, and the learning process of the budding entrepreneur at E-Cell, KGEC begins at the Recruitment Drive.

## **6. Nurturing Innovation and Startup**

In the initial phase, identification of project plays the most crucial role for any kind of successful entrepreneurial work. Then the students with the help of experts/ faculty members/ expert alumni can implement the object by undergoing some crucial phases discussed below in the planning phase. Following activities are to be performed:

- a. **Idea Gathering:** The Entrepreneurship Cell will collect the ideas in different thrust areas like rural/ urban, health care, social problem, etc. These ideas are mostly given by the students from 1<sup>st</sup> and 2<sup>nd</sup> year of both undergraduate and post graduate levels. This will help the Cell to create a Bank of ideas – **IDEA BANK @KGEC**.
- b. **Feasibility Study:** The Entrepreneurship Cell organizes and also will organize regular visit/ excursion for students with the help of local bodies like BRAIPRD, Kalyani, BOT, Kolkata, etc. to make a feasibility study about the need of various sectors like village, health care, agriculture, etc. This kind of visit would create a chance for the students to identify the real life problems with various levels of intensity of needs.

- c. **Requirement analysis:** The experts from Industry/ alumni/ academics will evaluate each problem description which makes the interference about the potentiality of a specific problem with respect to market, social requirements, etc. The idea must be cost effective and innovative.
- d. **Comparative study with similar kind of problems:** The Entrepreneurship Cell, KGEC (E-Cell, KGEC) allows students to attend different national events conducted by IITs and IIMs, etc. There they can conduct a comparative study of similar kind of problems in different aspects like longevity of the product in the market, cost study, etc.
- e. **Idea Pitching:** The Cell will motivate the students whose ideas are selected by an expert committee to present in smart India Hackathon and National Contests that are conducted by MoE, MSME, etc.
- f. **Supporting, mentoring students:** The Cell has already in practice to make a chain between alumni and current students to enhance the idea exchange relationship. After proper filtration, the shortlisted students will be allotted to the expert from alumni and faculty members who are experts in the respective fields. Workshops, webinars, lecture series, etc. would help them to make their ideas more lucrative, cost effective and innovative.
- g. **Business plan preparation:** Every year, the E-Cell, KGEC and BRAIPRD, Kalyani have a plan to jointly organize a workshop on writing proper business plan that helps the student access the present market analysis. The selected ideas would get priority in this workshop that would also encourage other students for nurturing innovative ideas.
- h. **Model/ Prototype creation:** The models/ prototype of the selected ideas will be implemented with the supervision of assigned Expert or Alumni or faculty members of KGEC.
- i. **Testing:** After evaluating the working principles of Models/ Prototype of selected ideas, this must undergo through rigorous testing phases. After proper Black box testing, the report would have to be submitted to the E-Cell, KGEC for further processing.
- j. **Registration of Start-up:** The willing student can register him/ her as a one-person company or a private limited company. The copy of the said document has to be submitted to the E-Cell, KGEC for record or for any kind of use.
- k. **Financial Support:** The E-Cell, KGEC will help the selected students who have already registered themselves as one-person company or private limited company, to get financial

help from any Bank/ Financial group approved by RBI. For any kind of defaulting/ defamation in connection with the loan, the E-Cell, KGEC will not be responsible in any way.

## **7. Organizational Structure and Human Resource Management**

The E-Cell, KGEC has already adopted the national policy and the Cell has already created the set of rules for organizational activities within the college and for outside colleges. The faculty members and students follow this as a Rule Book since its inception in the year of 2015.

The Constitution, or Rule Book, is included in ANNEXURE I. In the year 2018, the members of the Cell made an amendment by including a single handed responsibility on the student's side to be conferred on the "Additional Secretary" for nurturing entrepreneurial awareness drives, workshops, activities, etc. The amendment is described in ANNEXURE II.

## **8. Creating IDEA Bank to make pipelined activities easier for newcomer students**

- a. E-Cell, KGEC is organizing every year awareness drive for creating some innovative ideas to have maximum exposure to all the students within the college for nurturing the innovative ideas and self-work culture within the college.
- b. In the initial level, the Cell organizes the intern orientation programme "**IGNITION**" during the first year admission. In this workshop, they discuss on different thrust areas and the idea about "How to Pitch an Innovative Plan". They also show some case study to motivate the students.
- c. In this process, interested students get exposure to writing proper Business Plan. In the ANNEXURE III, the Business Model Canvas shows the outcome of this workshop.
- d. Students would be encouraged to develop entrepreneurial mindset through experiential learning by exposing them to training in cognitive skills (eg. design thinking, critical thinking, etc.), by inviting first generation local entrepreneurs or experts to address young minds. Initiatives like idea and innovation competitions, hackathons, workshops, boot camps, seminars, conferences, exhibitions, mentoring by academic and industry personnel, throwing real life challenges, awards and recognition would be routinely organized.
- e. To prepare the students for creating the start up through education, integration of education activities with enterprise-related activities would be done.

- f. E-Cell, KGEC is in the process to establish Institution's Innovation Council (IIC) as per the guidelines of MHRD in connection with Innovation Cell. The IIC will work with E-Cell, KGEC and IIPC (Industry Institute and Partnership Cell), KGEC to reduce the gap between local entrepreneur and students. The small scale project would be allocated as an internship opportunity to select students for creating a Pipeline for nurturing the innovative idea implementation.
- g. E-Cell, KGEC will nurture this human resource pipeline by conducting regularly workshop at college premises. In this workshop, a real life problem would be discussed by the experts and the solution in terms of market requirements would also be explained by them. One competition has been organized to find out the better idea with proper business plan. The Team/ Individual who pitches the best ideas gets prize which gives a student a better motivation.
- h. The E-Cell, KGEC already started to create network with nearby colleges and small scale industries. After establishing proper Incubation Centre Facility at the college, the Cell has an idea to work in collaboration which would also enrich the students as well as other members of the Cell.

## **9. In-House Product Ownership Rights**

- a. Incubatees (Students/ Faculty/ Alumni) should abide by the norms of E-Cell, KGEC. They have to declare the ownership of the developed in-house Intellectual Property by following the current IPR norm prescribed by the MSME, GOI and West Bengal Government.
- b. In case the incubate company or Incubatees (Students/ Faculty/ Alumni) is desirous of using the previously developed product or make an intellectual work out of current In-house developing product then they have to follow the terms and conditions for such IP licensing shall be decided by the Institute based on the IPR policy of the institute.
- c. The incubate company or Incubatees (Students/ Faculty/ Alumni) must inform E-Cell, KGEC, if any current student or alumnae has been engaged in the process of the product(s) development.
- d. The incubate company or Incubatees (Students/ Faculty/ Alumni) should inform to E-Cell, KGEC, if any developing product is being done in a collaborative research, the joint meeting will be conducted with the concerned competent authorities of the collaborative institute/ company, Faculty Members of E-Cell, KGEC, concerned Incubatees (Students/ Faculty/ Alumni). The meeting will be presided over by the Mentor/ the Principal,

KGEC. The minutes of the meeting will be published in Annual News Letter of E-Cell, KGEC, after successful discussion. If the committee agrees upon the proposal, the incubate company or Incubatees (Students/ Faculty/ Alumni) can be allowed to move on the IP generation process.

- e. The incubate company or Incubatees (Students/ Faculty/ Alumni) shall acknowledge the detailed list of used infrastructure (hardware laboratory, testing and simulation, instrumentation, computing consumable resources, manpower) in the process of IPR generation process.
- f. The incubate company or Incubatees (Students/Faculty/Alumni) shall seek permission before commercialization of the in-house developed product.
- g. The Annual News Letter will contain the list of IPR applied/ submitted / approved .

## 10. Amendment/ Process of Changing Policy

E-Cell, KGEC has every right to modify, make additions or deletions to improve a text, piece of legislation, etc. from time to time, if necessary.

- a. ***Finance Related Policy amendment*** : In this case, any member of E-Cell, KGEC can raise the matter in the monthly members' meeting comprising of the Mentor, the Chairman, Secretary, faculty body of E-Cell, KGEC, students body of E-Cell (Without Interns ). If the proposal is viable with 2/3rd majority, the proposal will be accepted and the necessary modification will be done accordingly.
- b. ***Ownership/ Copyright related amendment*** : In this case, the concerned incubate company or Incubatees (Students/ Faculty/ Alumni) will raise the issues in the Monthly General Meeting. The joint meeting will be conducted with the concerned competent authorities of the collaborative institute/ company, Expert Committee, E-Cell, KGEC, the incubate company or Incubatees (Students/ Faculty/ Alumni). The meeting will be presided over by the Mentor/ the Principal, KGEC). If the proposal is viable with 2/3rd majority, it will be accepted and the necessary modification will be done accordingly. Mentor will abstain in this process, and if required, he/ she may cast his vote only when tie condition will arise.
- c. ***Other Policy amendment:*** In this case, any members of E-Cell, KGEC can raise the matter in the monthly members' meeting comprising of the Mentor, the Chairman, Secretary, faculty body of E-Cell, KGEC, students body of E-Cell (without Interns). If the proposal is viable with 2/3rd majority, it will be accepted and the necessary modification will be done accordingly.

## 11. Assessing the performance of students by the experts in a periodical manner

- a. Faculty members of E-Cell, KGEC perform periodical assessment for monitoring the activities which reduce the gap between experts and students. The high frequency interaction would create a good impact in entrepreneurial initiatives.
- b. E-Cell, KGEC has organized a regular meeting with the apex body of the students for any kind of support to student's fraternity. They act as a mediator between the faculty members and the students. In case of monitored inactiveness of a student in the apex body, required assistance would be provided to allocate an additional human resource to complete his/ her job.
- c. In case of workshop/ awareness drive/ local excursion, the apex body would be responsible along with the faculty committee to monitor the event. The financial transaction would be scrutinized by the Account officer, KGEC.
- d. A monthly based interaction programme would be tried to organize with the Alumni for monitoring the students–alumni interaction. Any kind of help in terms of technical, knowledge exchanging would be provided by the E-Cell, KGEC members.
- e. The E-Cell, KGEC would regularly participate in national entrepreneurship challenges. A team has been selected with the help of faculty members and apex body of the students for participating in the challenges. The Additional Secretary would always lead the team. In case of two or more coinciding programmes, Joint Secretary I and II would lead the teams. They would have to submit a report after participating in the event with proper bills and statement of expenditure. This expenditure would be scrutinized by the Accounts Officer, KGEC.

## 12. Auditing Process

- a. ***Principles of the Academic Audit:*** The academic audit will advocate the following norms to achieve the betterment of usage in the in-house developed products. The audit must be carried on in a qualitative manner. The auditors must be outsiders of college/ institute and also have profound knowledge in industry/ academic. The auditing process must be carried on after every 5 (five) years successful completion of last academic audit process. In case of unsuccessful auditing process which may fail to comply the



current norm, it needs be performed the same within two years based on the report submitted by the auditors. Auditors report will be preserved for future references.

- b. ***Principles of Finance Audit*** : At the beginning of the every academic year, the Secretary, E-Cell, KGEC will announce the current budget in the monthly members' meeting comprising of the Mentor, the Chairman, Secretary, faculty body of E-Cell, KGEC, students body of E-Cell (with Interns). The Additional Secretary, E-Cell, KGEC of the current year will prepare a report based on the previous year trial balance, internal generated revenue and cost. The same will be tabled in that joint meeting too. The previous transactional documents will be preserved by the current Additional Secretary for further auditing process. The third party/ the Accounts Officer, KGEC (who is also member of Audits and Accounts Service, Govt. of West Bengal) can perform the auditing process. The detailed audit report will be placed in the Annual General Meeting and will be published in Annual General Report. The Annual General Report needs be preserved by the Secretary for future reference and use.

Secretary, E-Cell, KGEC

Chairman, E-Cell, KGEC

Mentor/Principal, KGEC

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## **ANNEXURE I**

# **CONSTITUTION ENTREPRENEURSHIP CELL KALYANI GOVERNMENT ENGINEERING COLLEGE (E-Cell, KGEC)**

## **INTRODUCTION**

It is hereby declared that the constitution of the Entrepreneurship Cell of Kalyani Government Engineering College (E-Cell, KGEC) is being adopted, and that all the activities of the E-Cell, KGEC will be governed by it. Failure to comply by the rules of the Constitution by any member shall result in his/ her expulsion from the E-Cell, KGEC.

**Chairman:**

**Principal:**

**Treasurer:**

**Secretary:**

**Joint Secretary:**

**Joint Secretary:**

**Date adopted: July 15 2017**

## **Article I - KGEC E-Cell**

The name of this organization shall be known as “Kalyani Government Engineering College Entrepreneurship Cell” of Kalyani Government Engineering College with an official abbreviation of “KGEC E-Cell”.

### **AFFILIATION:**

## **Article II - Purpose**

The purpose of this organization shall be:

1. To bring a like-minded group of people together in a setting to share ideas or opinions on different ways to make money or start up a business.
2. The goal of this cell is to not only gather ideas or opinions, but to put those ideas or opinions into action, or help someone in the fraternity to accomplish the desire of starting or creating a business.
3. This cell shall work towards the development of a functional entrepreneurship ecosystem in the college and create a powerful resume for the Kalyani Government Engineering College student and also allow for the ability to network and make new friends with people who share similar interests.
4. The cell shall organize workshops, tours and summits to foster a sense of entrepreneurship in the students.

## **Article III - Non-Discrimination**

This organization shall not discriminate on the basis of:

- Age
- Religion
- Gender
- Nationality
- Ancestry
- Disability
- Sexual orientation

- Political affiliation
- Marital Status
- Departmental Background
- Race
- Color

## **Article IV - Membership**

**Section 1-** There will be two Joint Secretaries of the E-Cell. The Joint Secretaries of this Institution must be a bonafide student of Kalyani Government Engineering College. The Joint Secretaries must be 4th year students only, must have an exemplary record with regards to their activities in the E Cell and must have a GPA of more than 6. He/ She must be nominated by the outgoing Joint Secretaries (each Joint Secretary can recommend a minimum of one and a maximum of two nominees). The final decision of appointing the Joint Secretaries shall rest solely in the hands of the Chairman, Treasurer and Secretary. In case of a serious breach of duty, the Joint Secretaries can only be removed by the aforementioned faculty members only. **The Joint Secretaries cannot hold any position of influence in any other college club or a student body. If they do so, they must resign from such posts before they take up their roles.**

**Section 2-** All remaining officers and members of this organization shall be bonafide students of Kalyani Government Engineering College, maintain a current GPA of 6, and participate in at least one meeting in one calendar month, if held. Members of this organization shall be voluntary participants in the organization activities.

**Section 3-** All members must abide by the provisions of the constitution and bylaws of this organization.

**Section 4-** Kalyani Government Engineering College faculty, staff, and community members may be associate members and may hold office. The Chairman, Secretary and Treasurer shall be faculty members only.

**Section 5-** Members will be admitted only after they submit their application forms through an online portal and have been thoroughly evaluated as decided by the Joint Secretaries. Applicants, who have been selected will have to serve as interns for the rest of the academic year or upto the time as decided by the Joint Secretaries, after which they will be inducted as full-time members.

**RESULTS WILL BE EVALUATED BY JOINT SECRETARIES ONLY AND ANY DECISION REGARDING FINALISING SOMEONE'S INTERNSHIP OR MEMBERSHIP WILL BE TAKEN BY THEM. IN CASE OF ANY DISPUTE, THE**

**PRESIDING FACULTY WILL BE CONSULTED, WHOSE DECISION SHALL BE FINAL AND BINDING.**

## **Article V - Removal of Members**

**Section 1- Grounds for Removal:** Any member not fulfilling the requirements as outlined in this Constitution, or in the Bylaws of this organization, to the satisfaction of the voting membership, or violating the Kalyani Government Engineering College policy or the Student Code of Conduct may be removed from membership. The Joint Secretary(ies) shall have the power of removal of a member if he/she is deemed unfit for his/her post.

**Section 2- Notice of Charges:** The motion to remove a member from this organization must be presented in writing to the total membership at least 2 weeks before the meeting of removal.

**Section 3- Right to a hearing:** The member who is subject to removal shall have the right to present his/her case to the membership at the removal meeting, which shall be presided over by the Joint Secretaries. If the member can make a proper case for himself and if the Joint Secretaries see it in that light, only then his/her removal can be overturned.

## **Article VI - Meetings**

### **Section 1- Quorum:**

To conduct general business 25% of the total voting membership must be present at the meeting. In case it is a core committee meeting or a meeting for a specific need, the quorum will be as decided by the Joint Secretaries.

### **Section 2- Power of the Joint Secretary:**

The Joint Secretary can decide the utility of a member in terms of his/her attendance, activity and so on and so forth and remove him/her with a proper notice.

### **Section 3 - Frequency of Meetings:**

This organization shall meet at least 4 times each semester. The Joint Secretary or a 2/3 majority vote of the total voting membership may call emergency meetings. A notice of organizational meetings shall be given to all members at least 4 days prior to such meetings. A notice of special or emergency meetings shall be given to all members 1 day in advance on social media or verbally.

#### **Section 4 - Parliamentary Authority:**

The Constitution of this organization shall be the supreme authority in parliamentary procedure at all meetings. The Bylaws of this organization, if and when they exist, shall be the next highest authority.

### **Article VII - Structure**

The **structure of the KGEC E-CELL** will be four tiered:

1. At the topmost tier, **the Chairman, Secretary and Treasurer** will be approving decisions and ratifying proposals after due recommendations from the Joint Secretaries.
2. At the second tier, the **two Joint Secretaries** will be the face of the E-Cell. All ideas, proposals, recommendations must be submitted to them and they have the responsibility of monitoring all activities of the E-Cell.
3. The third tier will consist of a **Core Management Committee**, which shall have 4-5 members who will be heading a respective department, be it social media, management, HR, or design etc. The core committee will be selected by the Joint Secretaries at the start of every academic year.
4. The fourth tier will **consist of the Members of the E-Cell**, who will be working as a team to carry out a specific plan or instruction.

### **Article VIII - Term of office**

**Joint Secretaries:** The Joint Secretaries shall remain in office for one year, after which they shall pass out from the college and be relieved of their duties. Joint Secretaries can only be appointed and removed by the faculty members heading the E-Cell. Before the end of their tenure though, they need to submit their nominations for the next Joint Secretaries.

**Members:** Members will remain members for as long as they remain in college. If they wish to leave the cell, they can do so by submitting a written application to the Joint Secretaries. They can also be removed by the Joint Secretaries if they are not up to the task or if they violate the Constitution.

**Core Committee Members:** Core committee members will be selected by the Joint Secretaries and they can be shuffled and/or removed as required. It depends on the discretion of the Joint Secretaries only.

**It must be noted that all members and secretaries will receive certificates, as based on their position of responsibility if they end their tenure successfully. As such, the certificate will be an official acknowledgement of their work for the E- Cell, and they can use it to showcase on their CVs and Resumes. At the beginning of every academic year, the Joint Secretaries will be making a list of the active members and interns of the E-Cell, and only these people will have the right to use the tag of the E-Cell in their bios, be it online or offline. Anyone else using the tag of the E-Cell shall be punished in a manner deemed fit by the Joint Secretaries and the faculty members.**

## **Article IX – By Laws**

### **Section 1- Provision for bylaws:**

1. This organization may approve bylaws for the specific operation of the organization.
2. No bylaw shall be adopted that is contrary to the provisions of this Constitution.

### **Section 2 - Usage of bylaws:**

1. The ByLaws can be created by the Joint Secretaries, in consultation with the core committee and normal members.
2. ByLaws can be made and scrapped as required.
3. Specific committees can be made and sanctioned using the Bylaws, for the purpose of a specific event or a workshop.

## **Article X - Workshops and E-Summit**

The E-Cell should try to host at least 2 workshops/ interactive sessions/ monitoring sessions in every semester, and its signature event, the E-Summit must be held during the even semester only. The Joint Secretaries will divide the members of the Cell at least 2 months before the Summit date, according to their skills, to ensure proper arrangements in terms of sponsorship and various operational aspects within stipulated time. The budget requirements must be presented by the Joint Secretaries before hand as well, so that all the operations can be carried out smoothly. The budget allocation for the E-Summit, or for any other event of the E-Cell shall be discussed between and finalized by the Joint Secretaries. Other than these, Joint Secretaries must

also try to ensure that the interested members of the Cell are taken on an exposure trip at least once in an academic year.

## **Article XI - Amendments Section**

For any amendment to be made, a written notice needs to be brought to the Joint Secretaries and the faculty members of the E-Cell. If they approve the motion, the amendment must be presented in a general body meeting, and will be passed only if 2/3rd majority of the members vote for it, including both the Joint Secretaries.

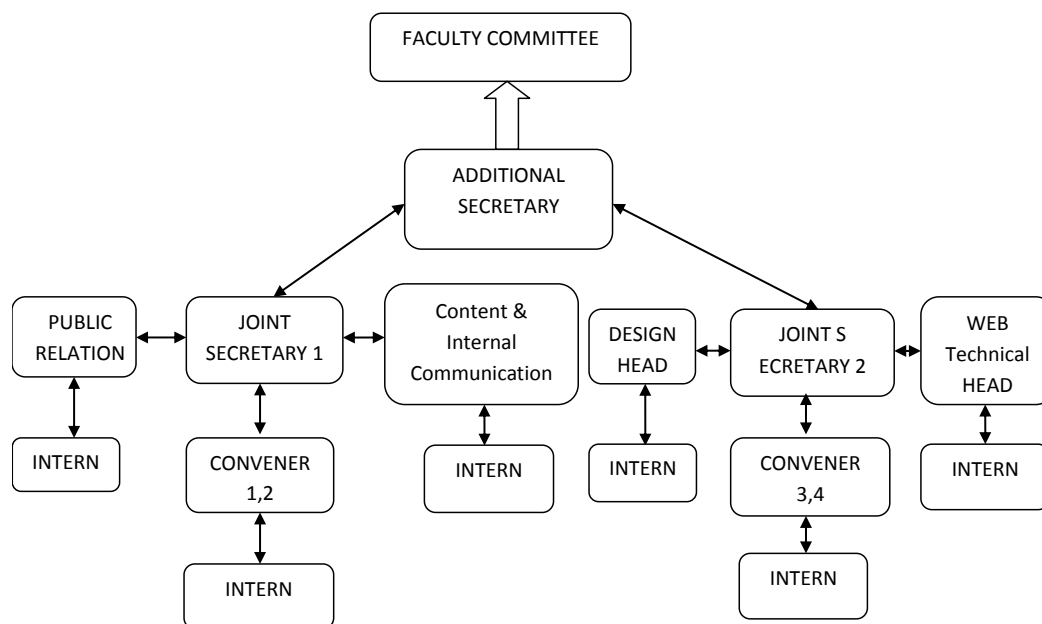
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## ANNEXURE II

### AMENDMENT ON THE CONSTITUTION

Organizational structure of the E-Cell, KGEC was amended in 2018 as under.



#### **Name of the Post : ADDITIONAL SECRETARY**

Responsibility :

- (i) He/ She will coordinate directly with the faculty committee with other E-Cell members.
- (ii) He/ She will assist Treasurer for financial related transaction.
- (iii) He/ She will keep the records of every financial transaction.
- (iv) He/ She will assist two joint secretaries for organizing workshop/ seminar/ outreach programme.

#### **Name of the post : Joint Secretary 1**

Responsibility :

- (i) As stated in the constitution.
- (ii) He/ She will assist Additional Secretary for coordinating with the faculty and workshop/ seminar/ outreach programme organizer.

- (iii) He/ She will organize Internal non-remunerative training of recent programming languages/ topic/ issues for the students of 1<sup>st</sup> year, 2<sup>nd</sup> year, 3<sup>rd</sup> year.

### **Name of the post : Joint Secretary 2**

Responsibility :

- (i) As stated in the constitution.
- (ii) He/ She will assist Secretary, E-Cell, KGEC for incubation related work.

### **Name of the post : Public Relation Head**

Responsibility :

- (i) He/ She will work under the guidance of Mentor/ Chairman/ Secretary.
- (ii) He/ She will work to build the network with local as well as Kolkata based start ups.
- (iii) Some Intern(s) will be assigned to him/ her for assistance.
- (iv) Interns have to obey his/ her order.

### **Name of the post : Design Head**

Responsibility :

- (i) He/ She will work under the guidance of Mentor/ Chairman/ Secretary.
- (ii) He/ She will design the flex, Poster, website front-end (if required), etc.
- (iii) Some Intern(s) will be assigned to him/ her for assistance.
- (iv) Interns have to obey his/ her order.

### **Name of the post : WEB Technical Head**

Responsibility :

- (i) He/ She will work under the guidance of Mentor/ Chairman/ Secretary
- (ii) He/ She will design the website front-end, Website back-end, database security, hosting, managing, etc.
- (iii) Some Intern(s) will be assigned to him/ her for assistance.
- (iv) Interns have to obey his/ her order.

### **Name of the post : Content & Internal Communication Head**

Responsibility :

- (i) He/ She will work under the guidance of Mentor/ Chairman/ Secretary.
- (ii) He/ She will conduct business proposal write up workshop/ content verification/ website content verification, etc.

- (iii) Some Intern(s) will be assigned to him/ her for assist
- (iv) Interns have to obey his/ her order

**Name of the post : Convener**

**Responsibility :**

- (i) He/ She will work under the guidance of Joint Secretary.
- (ii) Some Intern(s) will be assigned to him/her for assist.
- (iii) Interns have to obey his/ her order.

**Name of the post : Interns**

**Responsibility :**

- (i) He/ She will work under the guidance of Joint Secretary/ Convener/ Public Relation Head/ Design Head/ Web Technical Head/ Content & Internal Communication Head.
- (ii) He/ She will conduct the work as assigned by the concerned head.

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## ANNEXURE III

# BUSINESS MODEL CANVAS

### The Business Model Canvas

Designed for:

Designed by:

Date:

Version:

Key Partners	Key Activities	Value Propositions	Customer Relationships	Customer Segments
	Key Resources		Channels	
Cost Structure			Revenue Streams	

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**DESIGNED BY: Strategyzer AG**  
The makers of Business Model Generation and Strategyzer

**Strategyzer**  
strategyzer.com

**ANNEXURE IV****PROFORMA****(FORMAT 1 - FORMAT 9)****FORMAT 1. APPLICATION FORM FOR STUDENT INTERNSHIP**

1. Name of the Student:			
2. Campus Address:		Phone No.:	
3. Residential Address:		Phone No.:	
4. Student's Email Address:			
5. Academic Details:	6. Internship Semester: _____ Sem _____ Year		
7. Overall GPA:			
8. Preferences for Internship			
	Address	Core Field	Institution/Company
First Preference			
Second Preference			
Third Preference			
Signature of Faculty Mentor: _____ Date: _____			
Signature confirms that the student has been a part of the Internship Orientation and has fulfilled all required processes and paper works to take part in the Internship Program, and has been approved by the Advisor.			
Signature of the Student: _____ Date: _____			
Signature confirms that the student has agreed to abide by the terms and conditions of the Internship Program.			

N.B. Complete and submit to the Internship Program Coordinator/ TPO. Write or type legibly.

## FORMAT 2. REQUEST LETTER TO INTERNSHIP PROVIDER FROM INSTITUTE

To  
General Manager (HR),

\_\_\_\_\_  
\_\_\_\_\_

Subject: Request for 04/06 weeks INDUSTRIAL TRAINING towards M.Tech/ 4-year duration B.Tech Degree Programme.

Dear Sir,

Our Students have taken part in Internship/ Training in your esteemed Organization in the past. I acknowledge all of your support extended to our students in the past. / (For first time industry) You must be aware that the AICTE, New Delhi has made internship/ training compulsory for all students of technical education.

Considering the above, I appeal you to kindly permit our following \_\_\_\_\_ students for industrial training in your respected organization. Kindly concede your permission and permit a minimum of one-week of time for students to join training after being confirmed.

Sl. No.	Name	Roll Number	Current Year	Discipline

If there are vacancies, kindly arrange for Campus/ Off-campus interview for \_\_\_\_\_ batch passing out students from the above branches.

A message of verification would be highly acknowledged.

With warm regards,  
Yours sincerely,

Training & Placement Officer

## FORMAT 3. AGREEMENT/ GUIDELINES/ OBJECTIVES: SYNOPSIS FOR INTERNSHIP

(These are going to be prepared in consultation with faculty mentor)

An internship is a unique learning experience that integrates studies with practical work. This agreement is prepared by the student after consulting the Faculty Mentor and also the Industrial Supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the overall learning experience among the principal parties involved.

### Part 1. Contact Information

#### Student

Name: \_\_\_\_\_ Roll No.: \_\_\_\_\_ Year: \_\_\_\_\_  
 Campus Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Mobile.: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Industrial Supervisor

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Organization name: \_\_\_\_\_  
 Internship Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ PIN \_\_\_\_\_  
 Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### Faculty Mentor

Name: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Campus Address: \_\_\_\_\_

#### Academic Credit Information

Internship Title: \_\_\_\_\_ Department: \_\_\_\_\_  
 Course: \_\_\_\_\_ Credits: \_\_\_\_\_  
 Grading Option: \_\_\_\_\_ Credit/Non-credit: \_\_\_\_\_  
 Starting Date: \_\_\_\_\_ Finishing Date: \_\_\_\_\_  
 Hours/Week: \_\_\_\_\_ Internship is: \_\_\_\_\_ Unpaid \_\_\_\_\_ Paid \_\_\_\_\_

### Part II: Objectives of Internships

Internship Objectives: What does one want to master, gain and analyze through this internship?  
 Try to list your objectives in compact words under each of the below categories:

- Skills

- Understanding and Knowledge

**Learning Activities:** How will you acquire the understanding/knowledge from the internship activities, and skills that you simply listed above?

**On the Job:** Describe how the internship activities will enable you to fulfill your learning objectives, include projects, research, report writing, conversations etc. which you will do while working, relating them to what you propose to learn.

**Teaching/ Mentoring Activities:** How will you apply your technical knowledge at the internship site? How will you create values through mentoring or by helping people to learn new things?

**Off the Job:** Writing, list reading, communicating with faculty supervisor, discussions in peer groups, field trips, observations, etc., you have got to form and carry out, which will facilitate you to meet your learning objectives.

**Evaluation:** Your internship supervisor will provide a written evaluation of your internship. You have to provide to your faculty mentor other verifications in details, you will to document everything that you have learned (eg. project, analytic paper, journal, oral presentation, descriptive paper, etc.). You further more need to include the dates of the deadline.

### Part III: The Internship

**Job Description:** You should describe all of your responsibilities during your internship in details. You have to make a list of the roles, project(s) yet to be completed, their deadlines, etc. How are you able to contribute to the organization site of internship?

**Supervision:** Describe the required guidance at the work site in details. Make a list of what reasonable instruction, assistance, supervision, consultation you will receive for what and from whom, etc.

**Evaluation:** How will you be evaluated on your performance? When and by whom?

### Part IV: Agreement

This contract may be concluded by the student, faculty coordinator or work supervisor at any time upon written notice, which will be received and agreed to by the other parties.

Student\_\_\_\_\_

Date\_\_\_\_\_

Faculty Mentor\_\_\_\_\_

Date\_\_\_\_\_

Industry supervisor\_\_\_\_\_

Date\_\_\_\_\_



## FORMAT 4: RELIEVING THE LETTER OF THE STUDENT

To

.....

Subject: Relieving letter of student and industry

Dear Sir,

Kindly refer your letter/ e-mail dated \_\_\_\_\_ on the above-mentioned subject. As permitted by your goodself, the following students will go through Industrial Internship in your respected organization under your soul assistance and directions:

Sl. No.	Name of Students	Roll No.	Branch

The following guidelines are directed within the curriculum as this training is a crucial part of the curriculum. You are thus requested to please issue the following guidelines to the concerned manager/industrial supervisor.

- 1) Internship schedule may be prepared and copy of the same may be sent to us.
- 2) Each student is required to prepare Internship report.
- 3) Kindly check the report of the student daily.
- 4) Issue construction regarding working hours during training and maintenance of the attendance record.

**You are requested to gauge the student's performance on the basis of grading, that is, excellent, good, average, satisfactory and needs improvement on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in a sealed envelope.**

Sl. No.	Name of Student	Evaluation ranking
1	Discipline	
2	Attendance	
3	Relation with workers and supervisors	
4	Efforts in learning	
5	Knowledge and skills improvement	
6	Contribution to the organisation	

Your efforts regarding this will be able to upgrade knowledge and improve the practical skills of the students. Your coordination and counsel will be highly appreciated and we shall feel grateful. The students will obey all the rules and regulations of the organization and will be maintaining a desired behaviour with determined interest throughout their internship. The students will report to you on dated ..... along with a copy of this letter.

**Yours sincerely,**

**Training and Placement Officer**

**FORMAT 5: STUDENT'S DAILY LOG/ DAILY DIARY**

DAY		DATE	
Arrival Time		Departure Time	Remarks
Dept./ Div.		Name of the product that is done	
HOD/ Supervisor's name with Email ID			
Important points of the day			

**Industry Supervisor's Signature**

## FORMAT 6: SUPERVISOR'S EVALUATION OF THE INTERN

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Work Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address of Internship: \_\_\_\_\_

Duration of Internship: Start \_\_\_\_\_ End \_\_\_\_\_

Evaluate the intern below. Indicate the frequency of the following behaviour of the intern.

Parameters	Excellent	Good	Average	Satisfactory	Needs Improvement
Behaviour					
Cooperation with others					
Dependability					
Shows interest in work					
Ability to learn					
Shows initiative					
Accepts responsibility					
Production of quality work					
Accepts criticism					
Organizing Skills					
Usage of technical knowledge					
Good Judgment					
Originality/Creativity					
Problem analysis					
Self-reliance					
Communication Skills					
Writes effectively					
Professional attitude					
Professional appearance					
Time Management					

Overall performance of Student Intern: Excellent/ Good/ Average/ Satisfactory/ Needs Improvement  
(choose any one)

Additional comments, if any:

Signature of Industry supervisor \_\_\_\_\_ HR Manager \_\_\_\_\_

## FORMAT 7: Student's Feedback Form of Internship

(To be filled by the students after completion of the internship)

**\*\*\*\* Please Fill out all the Fields Intimately \*\*\*\***

Name of the Student: \_\_\_\_\_ Date: \_\_\_\_\_  
 Industrial Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
 Type of Internship: Paid ☐ Unpaid ☐  
 Organization/ Company: \_\_\_\_\_  
 Address of the Internship: \_\_\_\_\_  
 Faculty Coordinator: \_\_\_\_\_ Department: \_\_\_\_\_  
 Duration of the Internship: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*\*\* Provide a Brief Description of Your Internship Work (Title & Tasks that You Were Responsible for) \*\*\*\***

Was your internship experience associated with the most important area of your study?

- ☐ Yes, a lot.  
☐ Yes, a slight.  
☐ No, not at all.

Indicate the degree to which you agree or disagree with the following statement.

This experience has successfully:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the chance to explore new carrier fields.					
Enabled me to practice some of my classroom theory.					
Helped me in developing my decision-making and problem-solving skills.					
Expanded my knowledge about the work world before my permanent employment.					
Provided me with an opportunity to use my leadership skills					
Helped me develop my oral and written language skills.					

This experience has successfully:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the chance to enhance my interpersonal skills.					
Enabled me to be more confident in new situations.					
Expanded my sensitivity towards the moral implications of the work involved.					
Guided me thoroughly a way to handle my responsibility and use my time wisely.					
Helped me develop new skills and interests.					
Helped me discover new aspects of myself that even I was not responsive to.					
Clarifying my carrier goals were made possible.					
Provided me with contacts that may result in future employment.					
Allowed me to accumulate information and/or use equipment that are not available at my institute.					

In an institute internship program, faculty members are expected to be the mentors for college students. Do you feel that your faculty coordinator served the function? Why do you think so?

How well did you accomplish the initial goals, tasks and new skills that were set down in your learning contract? In which ways were you able to take a new direction or expand beyond your contract. Why do you think some goals not accomplished adequately?

In which areas did you most improve and develop?

What has been the foremost satisfying moment or significant accomplishment of your internship?

What are the things you probably did not like about the internship?

Considering your overall experience, what rate would you give this internship?

Excellent ☐    Good ☐    Satisfactory ☐

Give suggestions on how you think that your internship experience could be improved. (Could you have handled it if there were more responsibilities added? Was a better supervision needed? Was more of an orientation required? Would you wish to have more discussions together with your professor concerning your internship?)

## FORMAT 8: PROFORMA FOR EVALUATION OF INTERNSHIP BY INSTITUTE

DEPARTMENT OF TRAINING AND PLACEMENT

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Evaluation (I) \_\_\_\_\_

1. Student Name \_\_\_\_\_ Mob. No. \_\_\_\_\_

2. University Roll \_\_\_\_\_ College Roll \_\_\_\_\_

3. Branch \_\_\_\_\_ Sem \_\_\_\_\_ Training period \_\_\_\_\_

4. Residential Address with phone No. \_\_\_\_\_

5. Name of Training-in-Charge \_\_\_\_\_

6. Training Providing Agency's Address \_\_\_\_\_

7. Training Site's Address \_\_\_\_\_

8. Work type \_\_\_\_\_

9. Evaluation Date \_\_\_\_\_

- a. Evaluation of Faculty (Excellent/ Good / Satisfactory)
- b. Evaluation of Industry (Excellent/ Good / Satisfactory)
- c. Practical Work (Excellent/ Good / Satisfactory)
- d. Attendance (Excellent/ Good / Satisfactory)

Overall performance: (Excellent/ Good / Satisfactory)

**Internship Supervisor's Signature**

(Industry)

With date and stamp

**Faculty Mentor's Signature**

**\*Attach the photocopy of the attendance record duly attested by the training in-charge along with the Evaluation Proforma.**



## FORMAT 9: INTERNSHIP ASSESMENT REPORT

**(B.Tech / M.Tech / MCA)**

Name and Organization's address

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Sl. No.	Student's Name	Student's Roll No.	Marks given on basis of			Overall Grade
			Punctuality Grade (Moderate/ Good/ Excellent)	Daily Dairy Maintenance Grade (Moderate/ Good/ Excellent)	Skill Test Grade (Moderate/ Good/ Excellent)	

**(B.Tech / M.Tech / MCA)**

Name and Organization's address

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Student's Name	
Student's Roll Number	
Name of Course	
Date of Starting of Training	
Date of Ending of Training	

**Initials of Student**

Month and Year	0 1	0 2	0 3	0 4	0 5	0 6	0 7	0 8	0 9	1 0	1 1	1 2	1 3	1 4	1 5	1 6	1 7	1 8	1 9	2 0	2 1	2 2	2 3	2 4	2 5	2 6	2 7	2 8	2 9	3 0	3 1

**Points to be Noted :**

1. Attendance Sheet should be attached to the Daily Training Dairy. **Do not tear it off or detach it.**
2. Students should either sign or put **initials** in the column for attendance. Do not put **P** or any other mark.
3. **Red Ink** should be used to mark the holidays and put **A** for absent.

**Company Internship Supervisor's Signature with company stamp/ seal**

(Name \_\_\_\_\_)