

**AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL COLLEGE, BELA,
ROPAR**

GUIDELINES FOR ASSIGNMENTS

1. OBJECTIVES OF AN ASSIGNMENT

- To get deeper insight of the theories and concepts covered in the course.
- To benefit learners by creating awareness regarding current trends in job opportunities through theoretical inputs.

2. NECESSITY OF AN ASSIGNMENT

- Assignments are a crucial component of continuous internal assessment and are needed for the evaluation of each course. Therefore, submission of assignments is mandatory.
- Marks obtained in assignment will be counted in internal assessment, ultimately, it effects final results.
- Each student must submit two assignments in one semester.
- The schedule for submission of assignments is available on academic calendar which is displayed on college website.
- One assignment should be submitted before first sessional and second one before second sessional.
- Students need to submit both the assignments before deadlines, otherwise, they will not be allowed to appear for final examination.

3. SELECTION AND CONTENT OF ASSIGNMENTS

- A list of topics will be provided by course teacher and students have to select any two topics for each course on the basis of their interest.
- The content of assignment should be significant and relevant to the topic.
- It is mandatory to provide specific details, illustrations and examples to explain various components of assignment.
- Students must analyze and derive conclusions or suggestions on the basis of usage of given topic.

4. FORMAT

- Cover page
- Declaration by the candidate (Plagiarism statement)
- Index
- Abbreviations (if used)
- Introduction
- Aim and objectives of the assignment
- Materials and methods
- Review of literature
- Analysis with illustrations and examples
- Summary and Conclusion

- References

6. SPECIFICATIONS AND OTHER GUIDELINES FOR WRITING ASSIGNMENTS

- The assignment should be concise, clear and contain less than 2000 words.
- Students can refer to many research articles, review articles, field study reports, books, magazines and other online resources.
- It is mandatory to quote reference at the end of the assignment.
- Use only A 4 size page for typing your assignments.
- Assignments are to be submitted in type/hand-written form.
- Use:
 - Font- Times New Roman/Calibri/Arial
 - Font Size-
 - Headings- 14, bold
 - Sub-headings-12, bold
 - Text- 12
- The usage of language must be neat and clear.
- The usage of abbreviations should be avoided. If used, mention abbreviations in separate page according to format.
- Pages must be numbered.
- Keep your page margins to 2.5 cm wide.
- Do not copy from the assignments of other candidates. Assignments found to be duplicated /copied will be rejected.
- Write each assignment separately for each course.
- For your own record retain a copy of each assignment that you submit.

7. INSTRUCTIONS FOR SUBMITTING THE ASSIGNMENTS

- Students must submit assignment to course teacher and after evaluation teacher will prepare record of marks and submit to Head of the department.
- Head of the department will submit two best assignments along with assignment marks details of each class to IQAC.
- The cover page of assignment should be made according to format given in annexure-I.
- It is also mandatory to submit plagiarism statement by the students. (Annexure –II).
- Any assignment without plagiarism statement will not be accepted.

Annexure-I

**AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL COLLEGE,
BELA**



TITLE OF ASSIGNMENT:

SESSION:

PROGRAMME:

SEMESTER:

COURSE:

SUBMITTED TO:

SUBMITTED BY:

ROLL NO:

Annexure-II

Declaration by the Student

Declaration

I, certify that this assignment is entirely my own work and I have given fully documented reference to the work of others. The content of assignment is unique and has not been submitted previously for assessment in any other formal course of study.

Signature of Student

**AMAR SHAHEED BABA AJIT SINGH JUJHAR SINGH MEMORIAL COLLEGE,
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GUIDELINES FOR INDUSTRIAL VISIT/FIELD VISIT

The Head of the departments, Faculty-in-charge of industrial visit and students must follow the given guidelines and ensure its compliance from planning to completion of Industrial Visit.

The guidelines for Industrial Visit are as follow:

1. Industrial Visit should be arranged according to the needs of the curriculum and as per the norms of Punjabi University, Patiala.
2. The Head of the department should take permission in written from Principal and certify that it is mandatory for the students for their development.
3. The visiting organizations should be relevant and related to the area of specialization.
4. Industrial Visit should be allowed only if 90 % of students have shown interest.
5. Documents needed include:-
 - Permission letter from organization
 - Permission letter from Principal
 - Details of students
 - Number of students
 - Name of the students
 - Class Roll number
 - Contact number
 - Undertaking from the student
 - Undertaking from the parents
 - Route Map
 - Details of bus and its driver

All these documents should be submitted in the form of file to the IQAC.

6. Students must carry their identification cards indicating students's name, parent's name and their contacts.
7. Students must provide a certificate indicating their medical fitness before going on visit.

8. In case, any complaints are found and proved against student, the college can take strict action from suspension to termination from the college.
9. In case, security of students is compromised at any point before and during the visit, faculty has to witness disciplinary action.
10. The institute must provide First aid kits for such visits.
11. Discipline should be maintained both in the public as well as in the industry.
12. The decision of the faculty-in-charge will be final and all the students must follow the instructions of faculty-in-charge.
13. The payment for transport should be made after getting approval from the Principal.

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GUIDELINES FOR SEMINAR

1. Objective of Seminar:

The main objective of the method is to provide opportunities to students to participate in seminar to enhance their skills to understand, analyze and present subject topics in a scientific manner.

2. Guidelines:

- Seminar by students must be concerned with academic subjects
- It must involve the presentation of one topic by one student.
- After presentation, it should be followed by discussion by all the students present in the class.
- The role of the teacher is to guide students to select the most significant topic of their course and suggest the available sources of information.
- Teachers should keep the presentation and discussion within limits.
- Students are supposed to do considerable library search prior to the seminar.
- The maximum duration of presentation is 1 hour and minimum is 30 minutes.
- Participation of all the students is mandatory.
- Presentation should include following slides:
 - Title
 - Contents
 - Introduction
 - Methods/Materials, if any
 - Description of subject topic
 - Conclusion/Summary
 - References
- All the students have to perform individually.
- The Head of the department must ensure the smooth running of seminar and submit details to the IQAC.

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GUIDELINES FOR INDUSTRIAL TRAINING/INTERNSHIP

1. Introduction

Industrial training/internship refers to work experience that is relevant to professional growth before completion of graduation and post-graduation. Industrial training plays a significant role in development of practical, professional and personal skills needed for a student to become proficient candidate for job opportunities.

2. Objectives:

- To provide an opportunity to the students to apply knowledge and skills acquired on campus in real-life work situation.
- To give students hands on experience from experts in the industry.
- To provide exposure to the students about work culture, practices, rules, regulations and ethics in their area of specialization.
- To upsurge the employability skills of the students.
- To enhance chances for students to receive job opportunities in the industry where they have undertaken industrial training.

3. Guidelines to be followed by the students for Industrial Training

3.1 Before Industrial Training

- 3.1.1** In order to apply for a suitable industrial training program, students must submit an application through Head of the department to the organization of relevant field one semester before the commencement of training.
- 3.1.2** Student must submit offer letter received from the organization to the Head of the department.
- 3.1.3** After obtaining the approval and confirmation from the organization, students are not allowed to alter their Industrial Training Program.
- 3.1.4** Students must ensure to complete Industrial Training Program within specified time period.
- 3.1.5** To avoid conflict of interest, industrial trainings must not be performed in family-owned organizations.

3.2 During Industrial Training

- 3.2.1** After reaching the training place, student must send an email to the Head of the department that he/she has joined the training fromin the organization.....
- 3.2.2** Students must ensure full attendance, maintain discipline and follow rules and regulations implemented by the organization during their training period.
- 3.2.3** Students must complete training in an ethical and professional manner and maintain reputation of their college at all the times.
- 3.2.4** Students must uphold confidentiality of the organization and do not disclose information to any third party.

4. Assessment

Assessment contains two components – industrial training report and presentation by the student which aims to evaluate the quality of work done by the student during Industrial Training Program. Students will be evaluated by the external faculty having experience in relevant field.

4.1 Industrial Training Report

4.1.1 Format of Industrial Training Report:

The industrial training report must contain the following:

- 4.1.1.1** Title page
- 4.1.1.2** Preface/Acknowledgement
- 4.1.1.3** Certificate with Signatures and Seal of the Industry Person
- 4.1.1.4** Certificate with Signature and seal of the Principal and Head of the department
- 4.1.1.5** Contents/Index
- 4.1.1.6** Introduction about the Industry
- 4.1.1.7** Training Schedule
- 4.1.1.8** Work Done / Observations
- 4.1.1.9** Specific Assignment / Project Handled
- 4.1.1.10** Summary and conclusion
- 4.1.1.11** References

4.1.2. Other guidelines:

- 4.1.2.1** Use only A 4 size page for typing your report.
- 4.1.2.2** Reports are to be submitted in type -written form.
- 4.1.2.3** Use:
 - Font- Times New Roman/Calibri/Arial
 - Font Size-
 - Headings- 14, bold

Sub-headings-12, bold

Text- 12

4.1.2.4 The usage of language must be neat and clear.

4.1.2.5 Pages must be numbered.

4.2 Presentation by the student

The students will showcase his work done at Industrial Training Program through seminar, which will be organized by an expert committee including Head of the department, an external examiner and an internal examiner. The criteria for evaluation of presentation is based on in-depth knowledge and skills acquired, quality and effectiveness of material presented.

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GUIDELINES FOR PROJECT WORK**

1. Objective

The main objective of the project work is to benefit students in development of ability to apply theoretical concepts, tools, techniques and skills to identify, analyze and solve course related problems. Stress is also laid on to develop quality in professional competence.

2. Project Guide

The faculty member of the department can act as project guide. The responsibilities of a project guide include:-

- To guide students in preparation of synopsis, project report and monitoring the progress of work.
- To guide students in problem formulation and methodology to be used in the project.
- To evaluate the project work done by the student.

3. Synopsis of the Project

- Synopsis is an integral part of project work which clearly states the rationale, objective and methodology of the proposed project to be undertaken by the student.
- The synopsis should be approved by project guide and Head of the department. After approval, students should retain one copy of synopsis.
- After finalizing the topic and approval of synopsis of the project, the student should start the actual project work under the supervision of the project guide.

.1 The format of synopsis should include following(Appendix-I):

- Title of the study
- Brief Review of Literature
- Aim of the study.
- Objectives of the study.
- Methodology and material required to carry out the project.
- The expected outcome from the study.
- Limitations, if any, of the study
- Future prospects of the study.
- References

4. Project Report

A student is required to prepare 4 (four) copies of his/her final project report according to the format. One copy of the project report should be submitted to the Head of the department with the signature of the project guide for external evaluation; one copy to the project guide for internal evaluation; one copy should be submitted in the library and one copy should be retained by student for his/her reference.

4.1 The format for preparation of project report (Appendix-II):

4.1.1 The Project Work should be submitted in A-4 size (29 cm x 20 cm), typed in double space, in a bound volume.

4.1.2 Use: Font- Times New Roman/Calibri/Arial

Font Size-

Headings- 14, bold

Sub-headings-12, bold

Text- 12

4.1.3 The usage of language must be neat and clear.

4.1.4 Pages must be numbered

4.1.5 The length of the report should not exceed 10,000 words in double-spaced typed pages.

4.1.6 Before binding, students must ensure it contains following pages:

- Title Page (Appendix-III)
- Content Page
- Certificate of originality of work by the project guide. *
- Comments of the project guide on the project work, if any.
- Aim and Objectives of the study
- Review of Literature
- Methodology and material required
- Results and Observations
- Discussion
- Summary and Conclusion
- Bibliography

**Students should submit a statement certifying that the work is an original one and has not been submitted earlier to any other Institution for fulfillment of the requirement of a course of study. The above certificate is required to be countersigned by the project guide. If any project report is received in the absence of the above, the same will be returned to the students.*

Appendix-I

Format of Synopsis

1. Title of the study
2. Brief Review of Literature
3. Aim of the study.
4. Objectives of the study.
5. Methodology and material required to carry out the project.
6. The expected outcome from the study.
7. Limitations, if any, of the study
8. Future prospects of the study.
9. References

Appendix II

Format of Final Project Report

1. Title Page (Appendix-III)
2. Content Page (with headings and sub - headings indicating the respective page number)
3. Acknowledgement, if any.
4. Certificate of originality of work by the project guide. (**Appendix IV**)
5. Comments of the project guide on the project work, if any.
6. Aim and Objectives of the study
7. Review of Literature
8. Methodology and material required
9. Results and Observations
10. Discussion
11. Summary and Conclusion
12. Bibliography

Appendix- III

FORMAT OF THE COVER PAGE OF THE PROJECT REPORT

A Project Report on

Title of the project

report

Submitted by

Name of the candidate

Under the Guidance of

Name of the Project Guide

In partial fulfillment for the requirement of passing

Examination in-----

Name of the programme

session



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