**BABA FARID COLLEGE OF ENGINEERING &TECH.**

**Muktsar Road, Bathinda-151001, Punjab (INDIA)**

(Approved by AICTE, New Delhi and Affiliated to Punjab Technical University, Jalandhar)

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**Instructions**

**The students going for Semester Training (Formally known as six months industrial training) during their B.tech (8th Semester) have to follow certain norms as under:**

* **Confirmation Letter :**

 Confirmation letter should reach to college by 15th January in the form of Hard copy/Original copy or soft/scanned copy in pdf format. In case of soft copy, original must be submitted at the time of synopsis submission to the Co-coordinator T&P of their respective department. Confirmation letter should be signed and stamped by some competent authority, otherwise will be rejected.

* **Training Schedule,** Full Address and Contact Numbers of Training In charge/ Project In charge must reach to Co-coordinator T&P of their respective department by 15th January (Ignore this in case all details are there in confirmation letter).
* **Student must submit their Synopsis** as per the prescribed format (available on college website) by ***16th February*** to the Co-coordinator T&P of their respective department.
* **Student must submit their Mid-Term Report (**MTR**)** as per the prescribed format (available on college website) to the college by ***March 16th and 17th*** to Co-coordinator T&P of their respective department.
* **Presentation of Training Progress Report:** The power point presentations of Training Progress will be held on the basis of MTR submitted, by the concerned departments asper suitability of the dates nearby mid of March.
* **Final Presentation:** Dates will announced/updated on website after Mid Term Presentations.
* **At the end of training the students must submit the following documents to the Co-coordinator T&P of their respective department.**
1. **Original Certificate** from organization where the student has undergone the both trainings i.e. industrial as well as software training.
2. **Daily Dairy** which must include one page information for each day about your daily activities. These must be counter signed by Head of Training Incharge.
3. **Attendance Report** counter signed by Training Incharge.
4. **Project Assessment** outof 250 marks must be addresses to Co-coordinator T&P of their respective department and should be duly sealed in envelope by the organization.
5. **CD containing** Presentation of Project, Source Code of project, Soft copy of file of project.
6. **Two copies of Hard Bound Reports:** The Project Report formatting should be strictly as per the prescribed format. (For format refer to College Website).

**Please Note:** Last dates and prescribed formats must be adhered strictly. In rare unavoidable circumstances prior permission must be taken from the under-signed.

**Dean Training & Placement**

**BFCET, Bathinda**