

Programme Name/s	: Architecture Assistantship/ Architecture and Interior Design/ Automobile Engineering./ Artificial Intelligence/ Agricultural Engineering/ Artificial Intelligence and Machine Learning/ Automation and Robotics/ Architecture/ Cloud Computing and Big Data/ Civil Engineering/ Chemical Engineering/ Computer Technology/ Computer Engineering/ Civil & Rural Engineering/ Construction Technology/ Computer Software Technology/ Computer Science & Engineering/ Bamboo Technology/ Fashion & Clothing Technology/ Dress Designing & Garment Manufacturing/ Digital Electronics/ Data Sciences/ Electrical Engineering/ Electronics & Telecommunication Engg./ Electrical and Electronics Engineering/ Electrical Power System/ Electronics & Communication Engg./ Electronics Engineering/ Food Technology/ Computer Hardware & Maintenance/ Hotel Management & Catering Technology/ Instrumentation & Control/ Industrial Electronics/ Information Technology/ Computer Science & Information Technology/ Instrumentation/ Interior Design & Decoration/ Interior Design/ Civil & Environmental Engineering/ Mechanical Engineering/ Mechatronics/ Medical Laboratory Technology/ Manufacturing Technology/ Mining & Mine Surveying/ Medical Electronics/ Metallurgical Engineering/ Mining Engineering/ Production Engineering/ Printing Technology/ Polymer Technology/ Surface Coating Technology/ Computer Science/ Textile Technology/ Electronics & Computer Engg./ Travel and Tourism/ Textile Manufactures/
Programme Code	: AA/ AD/ AE/ AI/ AL/ AN/ AO/ AT/ BD/ CE/ CH/ CM/ CO/ CR/ CS/ CST/ CW/ DBT/ DC/ DD/ DE/ DS/ EE/ EJ/ EK/ EP/ ET/ EX/ FC/ HA/ HM/ IC/ IE/ IF/ IH/ IS/ IX/ IZ/ LE/ ME/ MK/ ML/ MRT/ MS/ MU/ MY/ MZ/ PG/ PN/ PO/ SC/ SE/ TC/ TE/ TR/ TX
Semester	: Second
Course Title	: EXIT INDUSTRIAL TRAINING (Full Time)
Course Code	: 312021

I. RATIONALE

This exit industry training is proposed for the student who seeks exit at the end of the 4th semester to get the Diploma of Vocation . This Exit industry training is aimed to impart employable skills in the respective field to get some job/employment. Students are expected to learn the work practice and environment of industry and develop a report. On the basis of this report the institute will consider for the exit.

III. COURSE LEVEL LEARNING OUTCOMES (COS)

At the end of training, proposed for Exit with Voc. Diploma, the pass out will be able to;

- CO1 - Gain hands-on experience in applying theoretical concepts to real-world tasks, improving their understanding and problem-solving abilities and readiness for the workforce.
- CO2 - Boosts students' self-confidence and encourages them to pursue ambitious career goals. to earn a livelihood for a better status in society.

- CO3 - Interact with industry professionals during training to build valuable connections for job opportunities.

IV. TEACHING-LEARNING & ASSESSMENT SCHEME

Course Code	Course Title	Abbr	Course Category/s	Learning Scheme					Credits	Paper Duration	Assessment Scheme									
				Actual Contact Hrs./Week			SLH	NLH			Theory	Based on LL & TL				Based on SL		Total Marks		
				CL	TL	LL						Practical				SLA				
												FA-TH	SA-TH	Total		FA-PR	SA-PR		Max	Min
312021	EXIT INDUSTRIAL TRAINING (Full Time)	EXIT	INP	-	-	-	-	0	4	-	-	-	-	-	-	50@	20	-	-	50

I. General guidelines for organizing Industrial training

The Industry/organization selected for Industrial training/ internships shall be Government / Public Limited/ Private limited / Startup /Centre of Excellence/Skill Centers/Skill Parks etc.

- Duration of Training - 4-6 weeks students engagement time (Min. 28-30 hrs./week)
- Period of Time slot - After 4th Semester
- Industry area - Engineering Programme Allied industries of large, medium or small-scale, Organization/Govt./ Semi Govt Sectors.

II. Role(s) of Department at the Institute:

Concerned department Head or associated faculty at the Polytechnics shall place the student for internships, coordinate with the industry/organisation and monitor the attendance and progress of the student . Acquire the undertaking from Parents/Guardians(Format 1) and Student(Format 2).

III. Role(s) and Responsibilities of students:

- Students may interact with the faculty mentor to suggest choices for suitable industry, if any. In case of students have any contact in industry through their parents or relatives then same may be utilized for securing placement for themselves and their peers.
- Students have to fill the forms/formats duly signed by institutional authorities along with training letter and submit it to training officer/mentor in the industry on the first day of training.
- Students must carry with him/her Identity card issued by the institute during training period.
- Students should follow industrial dressing protocols, if any. In absence of specific protocol student must wear college uniform compulsorily.
- Students will have to get all necessary information from the training officer/mentor at industry regarding schedule of training, rules and regulation of the industry and safety norms to be followed. Students are expected to observe these rules, regulations and procedures.
- Students must be fully aware that if they disobey any rule of industry or do not follow the discipline then non-disciplinary action will be taken
- Students must Maintain weekly diary (Format 3) by noting daily activities undertaken and get it duly signed from industry mentor or Industrial training in charge.
- In case students faces any major problems in industry such as an accident or any disciplinary issue then they should immediately report the same to the mentor at the institute
- Prepare final report about the training for submitting to the department at the time of presentation and

viva-voce and get it signed from mentor as well as industry training in charge.

j) Student must submit the undertaking as provided in Format 2.

IV. Typographical guidelines for Industry Training report

Following is the suggestive format for preparing the training report. Actual report may differ slightly depending upon the nature of industry. The training report may contain the following

- a) The training report shall be computer typed (English- British) and printed on A4 size paper.
- b) Text Font -Times New Roman (TNR), Size-12 point
- c) Subsection heading TNR- 12 point bold normal
- d) Section heading TNR- 12 capital bold
- e) Chapter Name/ Topic Name – TNR- 14 Capital
- f) All text should be justified. (Settings in the Paragraph)
- g) The report must be typed on one side only with double space 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.
- h) The training report must be hardbound/ Spiralbound with cover page in black colour. The name of the candidate, diploma (department), year of submission, name of the institute shall be printed on the cover [Refer sample sheet (outer cover)]
- i) The training report, the title page should be given first then the Certificate followed by the acknowledgment and then contents with page numbers.

V. Suggestive format of industrial training report

Following format may be used for training report. Actual format may differ slightly depending upon the nature of Industry/ Organization.

- Title Page
- Certificate
- Abstract
- Acknowledgement
- Content Page

Chapter 1	Organization structure of Industry and general layout.
Chapter 2	Introduction to Industry / Organization (history, type of products and services, turn over and number of employees etc.)
Chapter 3	Types of Major Equipments/raw materials/ instruments/machines/ hardware/software used in industry with their specifications, approximate cost, specific use and routine maintenance done
Chapter 4	Processes/ Manufacturing Manufacturing techniques and methodologies and material handling procedures
Chapter 5	Testing of Hardware/Software/ Raw materials/ Major material handling product (lifts, cranes, slings, pulleys, jacks, conveyor belts etc.) and material handling procedures.
Chapter 6	Safety procedures followed and safety gears used by industry.
Chapter 7	Particulars of Practical Experiences in Industry/Organization if any in Production/Assembly/Testing/Maintenance
Chapter 8	Detailed report of the tasks undertaken (during the training).
Chapter 9	Special/challenging experiences encountered during training if any (may include students liking & disliking of work places).
Chapter 10	Conclusion
Chapter 11	References / sources of information

VI. Suggested learning strategies during training at Industry

Week No	Tentative Activities to be completed during Industry training
1	Introduction of Industry and departments.
2	Study of Layout of Industry, Specifications of Machines , raw materials, components available in the industry
3-5	Execute given project or work assigned to the students ,study of safety and maintenance procedures
4/6	Report writing

VII. Summative Assessment (SA) of training:

Academic year : 20 -20

Name of the industry:

Marks Acquired :

Sr. No	Enrolment Number	Name of student	Observations from Orals				Total 50
			Knowledge about Industry & Departments (10 Mks.)	Knowledge of Layout/M/C Specifications/ Components etc (10 Mks.)	Skill Developed (10 Mks.)	Submitted Report (20 Mks.)	

Name of mentor :

Signature of Mentor :

VII. FORMATS

Consent Letter from parents/guardians**(Undertaking from Parents)**

To,

The Principal,

_____ ,

Subject: Consent for Industrial Training.

Sir/Madam,

I am fully aware that -

1. My ward studying in _____ semester at your _____ institute has to undergo ____ **weeks** of Industrial training for partial fulfillment towards completion of Diploma in _____ Engineering.
2. For this fulfillment he/she has been deputed at _____ industry, located at _____ for Industrial training /internship for the period from _____ to _____ .

With respect to above I give my full consent for my ward to travel to and from the mentioned industry. Further I undertake that –

1. My ward will undergo the training at his/her own cost and risk during training and/or stay.
2. My ward will be entirely under the discipline of the organization where he/she will be placed and will abide by the rules and regulations in face of the said organization.
3. My ward is NOT entitled to any leave during training period.
4. My ward will submit regularly a prescribed weekly diary, duly filled and countersigned by the training supervisor of the organization to the mentor faculty of the polytechnic.

I have explained the contents of the letter to my ward, who has also promised to adhere strictly to the requirements. I assure that my ward will be properly instructed to take his own care to avoid any accidents/injuries in the industry. In case of any accident neither industry nor the institute will be held responsible.

Signature of Parent/Guardian :

Name : _____

Address : _____

Phone Number: _____

Date : _____

Name and Signature of the student:

Phone Number of students:

Unpublished

Undertaking by the students

TO
The Principal

Subject: Undertaking regarding Placement for Industrial training of 12/16/18 weeks duration

I _____ Enrollment No _____ S/o/D/o. _____ studying in _____
at _____ Institute at _____ fully aware of the Industrial Training requirement and related
responsibilities and participation in the _____ Industrial training From: _____
To _____

I assure you that I will be of good behavior and be obedient to the staff and mentor during the _____
/Industrial training. I will also abide and will not participate in all activity. I will also discipline myself within the
rules and regulations of the Institution. I am also aware that I am participating in the _____ at my own
risk and I will not hold the _____ Institute responsible in any way in any eventuality namely Accident
/Injury/death or whatever mishap and I myself will be solely responsible for my safety.

Place : _____ Signature of the student

Date :

Internships Daily Diary

Name of the Student: _____ Name of the mentor (Faculty) : _____

Enrollment Number: _____ Semester: _____ Academic Year _____

Week	Day & Date	Discussion Topics/Activity	Details of Work Allotted Till Next Session /Corrections Suggested/Faculty Remarks	Signature of Industry Mentor
Week 01	Mon, Date			
	Tue, Date			
	Wed, Date			
	Thu, Date			
	Fri, Date			
	Sat, Date			
.	Mon, Date			
	Tue, Date			
	Wed, Date			
	Thu, Date			
	Fri, Date			
	Sat, Date			
Week n	Mon, Date			
	Tue, Date			
	Wed, Date			
	Thu, Date			
	Fri, Date			
	Sat, Date			