INTERNSHIP(12 WEEKS) **Course Code : 315004**

Programme Name/s	**: Automobile Engineering./ Artificial Intelligence/ Artificial Intelligence and Machine Learning/ Automation and Robotics/ Cloud Computing and Big Data/ Civil Engineering/ Chemical Engineering/ Computer Technology/ Computer Engineering/ Civil & Rural Engineering/ Construction Technology/ Computer Science & Engineering/ Digital Electronics/ Data Sciences/ Electrical Engineering/ Electronics & Tele-communication Engg./ Electrical and Electronics Engineering/ Electrical Power System/ Electronics & Communication Engg./ Electronics Engineering/ Computer Hardware & Maintenance/ Industrial Electronics/ Information Technology/ Computer Science & Information Technology/ Civil & Environmental Engineering/ Mechanical Engineering/ Mechatronics/ Production Engineering/ Computer Science/ Electronics & Computer Engg.**
Programme Code	**: AE/ AI/ AN/ AO/ BD/ CE/ CH/ CM/ CO/ CR/ CS/ CW/ DE/ DS/ EE/ EJ/ EK/ EP/ ET/ EX/ HA/ IE/ IF/ IH/ LE/ ME/ MK/ PG/ SE/ TE**
Semester	**: Fifth**
Course Title	**: INTERNSHIP(12 WEEKS)**
Course Code	**: 315004**

I. RATIONALE

Globalization has prompted organizations to encourage skilled and innovative workforce. Internships are educational and career development opportunities, providing practical/ hands-on experience in a field or discipline. Summer internship is an opportunity for students to get accustomed to modern industry practices, apply the knowledge and skills they've acquired in the classroom to real-world situations and become familiar with industry environments before they enter the professional world. Keeping this in mind, industrial training is incorporated to all diploma programmes as it enables the student to get equipped with practical skills, soft skills and life skills

II. INDUSTRY / EMPLOYER EXPECTED OUTCOME

The aim of this course is to help the student to attain the following industry identified competency through various teaching learning experiences: Apply skills and practices to industrial processes.

III. COURSE LEVEL LEARNING OUTCOMES (COS)

Students will be able to achieve & demonstrate the following COs on completion of course based learning

- CO1 - Observe time/resource management and industrial safety aspects.
- CO2 - Acquire professional experience of industry environment .
- CO3 - Establish effective communication in working environment.
- CO4 - Prepare report of assigned activities and accomplishments.

IV. TEACHING-LEARNING & ASSESSMENT SCHEME

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Course Code	Course Title	Abbr	Course Category/s	Learning Scheme					Credits	Assessment Scheme												
				Actual Contact Hrs./Week			SLH	NLH		Paper Duration	Theory				Based on LL & TL				Based on SL		Total Marks
															Practical						
				CL	TL	LL					FA-TH	SA-TH	Total		FA-PR		SA-PR		SLA		
											Max	Max	Max	Min	Max	Min	Max	Min	Max	Min	
315004	INTERNSHIP(12 WEEKS)	ITR	INP	-	-	-	-	36 - 40	10	-	-	-	-	-	100	40	100#	40	-	-	200

Legends: # External Assessment

Note: Credits for Industrial Training are in-line of guidelines of NCrF : The industrial training is of 12 weeks considering 36-40 hours per week engagement of students (as per Guidlines of GR of Maharashtra Govt.) under Self Learning with guidance of industry supervisor / Mentor

V 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.

1. Duration of Training - 12 weeks students engagement time
2. Period of Time slot - Between 4th and 5th semester (12 weeks) i.e. commencement of internships will be immediately following the 4th semester exams.
3. Industry area - Engineering Programme Allied industries of large, medium or small-scale, Organization/Govt./ Semi Govt Sectors.

VI Role(s) of Department at the Institute:

Following activities are expected to be performed by the concerned department at the Polytechnics.

Table of activities to be completed for Internship

S.No	Activity	Suggested Schedule WEEKS
1	Collection of information about industry available and ready for extending training with its offered capacity of students (**Sample Format 1**)	1st to 3rd week of 4th Semester
2	Allocations of Student and Mentor as per availability (Mentor: Student Ratio (1:15)	4th to 6th week of 4th semester
3	Communication with Industry and obtaining its confirmation Sample letter Format	6th to 8th week of 4th semester
4	Securing consent letter from parents/guardians of students (Sample Format 2)	Before 10th week of 4th semester
5	Enrollment of Students for industrial training (Format 3)	Before 12th week of 4rd semester
6	Issue of letter to industry for training along with details of students and mentor (Format 4)	Before 14th week of 4th Semester

7	Organize Internship Orientation session for students	Before end of 4th Semester
8	Progressive Assessment of industry training by Mentor	Each week during training period
9	Assessment of training by institutional mentor and Industry mentor	5th Semester ESE

Suggestions-

1. Department can take help of alumina or parents of students having contact in different industries for securing placement.
2. Students would normally be placed as per their choices, in case of more demand for a particular industry, students would be allocated considering their potentials. However preference for placement would be given to students who have arranged placement in company with the help of their parents or relatives.
3. Principal/HOD/Faculty should address students about industrial safety norms, rules and discipline to be maintained in the industry during training before relieving students for training.
4. The faculty members during the visit to industry or sometimes through online mode will check the progress of the student in the training, student attendance, discipline, and project report preparation each week.

VII Roles and Responsibilities of students:

1. Students may interact with the mentor to suggest choices for suitable industry, if any. If students have any contact in industry through their parents or relatives then the same may be utilized for securing placement for themselves and their peers.
2. Students have to fill the forms/formats duly signed by institutional authorities along with a training letter and submit it to a training officer/mentor in the industry on the first day of training.
3. Students must carry with him/her Identity card issued by the institute during the training period.
4. Students should follow industrial dressing protocols, if any. In absence of specific protocol students must wear college uniform compulsorily.
5. 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.
6. 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 .
7. Students must maintain a weekly diary (**Format 6**) by noting daily activities undertaken and get it duly signed from industry mentor or Industrial training in charge.
8. In case students face 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.

9. Prepare a final report about the training for submitting to the department at the time of presentation and viva-voce and get it signed from a mentor as well as industry training in charge.

10. Students must submit the undertaking as provided in **Format 5**.

VIII 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

1. The training report shall be computer typed (English- British) and printed on A4 size paper.

2. Text Font -Times New Roman (TNR), Size-12 point

3. Subsection heading TNR- 12 point bold normal

4. Section heading TNR- 12 capital bold

5. Chapter Name/ Topic Name – TNR- 14 Capital

6. All text should be justified. (Settings in the Paragraph)

7. 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.

8. The training report must be hardbound/ Spiralbound with a cover page in black color. The name of the candidate, diploma (department), year of submission, name of the institute shall be printed on the cover.

9. The training report, the title page should be given first then the Certificate followed by the acknowledgment and then contents with page numbers.

IX 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.

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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 workplaces).
Chapter 10	Conclusion
Chapter 11	References / sources of information

X Suggested learning strategies during training at Industry

- Students should visit the website of the industry where they are undergoing training to collect information about products, processes, capacity, number of employees, turnover etc.
- They should also refer to the handbook of the major machines and operations, testing, quality control and testing manuals.
- Students may also visit websites related to other industries wherein similar products are being manufactured.

XI Tentative week wise schedule of Industry Training

Industrial training is a common course to all Diploma programmes , therefore the industry selection will depend upon the nature of the programme and its related industry. The training activity may vary according to nature and size of industry.

The following table details of activities to be completed during industrial training.

Details of Activities to be completed during Industry training
Introduction of Industry and departments.
Study of Layout of Industry, Specifications of Machines , raw materials, components available in the industry
Study of setup and manufacturing processes
Execute given project or work assigned to the students, study of safety and maintenance procedures
Validation from industry mentor regarding project or work allocated
Report writing

XII CO-PO Mapping Table to be created by respective Department/faculty.

XIII. Formative Assessment of training : Suggested RUBRIC

(Note : Allot the marks in proportion of presentations and outcome observed. Marks excluding component of week 11 are to be filled by Institute mentor)

Week No	**Task to be assessed**	**Outcome Achievement - Poor**	**Outcome Achievement - Moderate**	**Outcome Achievement - High**		**Week-wise total Marks**
		Poor Marks	Average Marks	Good Marks	Excellent Marks	

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1	Introduction of Industry	Minimal Knowledge of Departments, processes, products and work culture of the company **(Marks –1)**	Moderate Knowledge of Departments, processes, products and work culture of the company **(Marks –2)**	Good Knowledge of Departments, processes, products and work culture of the company **(Marks –3/4)**	Extensive Knowledge of Departments, processes, products and work culture of the company **(Marks –5)**	
2	Presentation of Layout of Industry, Specifications of Machines, raw materials, components available in the industry	Minimal w.r.t. tasks **(Marks –1)**	Moderate w.r.t. tasks **(Marks –2)**	Good w.r.t. tasks **(Marks –3/4)**	Extensive w.r.t. tasks **(Marks –5)**	
3	Participation in setup and manufacturing processes/platforms	Minimal Participation with poor understanding **(Marks –1-8)**	Moderate Participation with poor understanding **(Marks –9-12)**	Good Participation with poor understanding **(Marks –13-17)**	Extensive Participation with poor understanding **(Marks –18-20)**	
4 to 10	Execution of given project or work to the students, Follow of safety and maintenance procedures	Minimal Participation with poor understanding **(Marks –1-8)**	Moderate Participation with lower level understanding **(Marks – 9-12)**	Good Participation with Good understanding **(Marks – 13-17)**	Extensive Participation with excellent understanding **(Marks – 18-20)**	
11	Validation by industry mentor regarding project or work allocated	Minimal Participation with poor performance **(Marks –1-10)**	Moderate Participation with acceptable performance **(Marks – 11-15)**	Good Participation with Good performance **(Marks – 16-20)**	Extensive Participation with excellent performance **(Marks – 21-25)**	
12	Diary writing	• Results are not Presented properly, • Project work is summarized and concluded not acceptable • Future extensions are not specified **(Marks –1-10)**	• Results are Presented just casually • Project work is summarized and concluded casually • Future extensions are casually specified **(Marks –11-15)**	• Results are Presented well and properly, • Project work is summarized and concluded to a Good level • Future extensions are well specified **(Marks –16-20)**	• Results are Presented exhaustively • Project work is summarized and elaborated in excellent manner , concluded • Future extensions are excellently specified **(Marks –21-25)**	

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Total Out of :100	

Marks for (FA) are to be awarded for each week considering the level of completeness of activity observed as per table specified in Sr.No. XIII above, from the daily diary maintained . Feedback from industry supervisor shall also be considered.

XIV Summative Assessment (SA) of training:

Academic year : 20 -20

i) Suggested RUBRIC for SA

Enrollment Number	**Observations from Orals**				**Presentations**				**Total (100)**
	Tasks undertaken (20)	Overall Understanding (20)	Creativity /Innovation demonstrated (10)	Knowledge acquired (10)	Speech Clarity (10)	Body Language (10)	Presentations (10)	Diary , Report writing and / Product (10)	

Name of mentor:
Signature of Mentor

XV FORMATS

Format-1: Collecting Information about Industry/Organization available for training along with capacity

1) Name of the industry/organization:
2) Address/communication details with email :
3) Contact person details:
   a) Name:
   b) Designation:
   c) Email
   d) Contact number/s:

4) Type:

   Govt / PSU / Pvt /

   Large scale / Medium scale / Small scale …..

5) Products/services offered by industry:

6) a) Whether willing to offer Industrial training facility during May/ June for Diploma in Engineering students: **Yes / No.**
   b) If yes, whether you offer 12 weeks training: **Yes/No**
   c) Possible Industrial Capacity:

Students	Programme name/ Title					Total
	Civil	Mechanical	Chemical			
Male						
Female						
Total						

7) Whether accommodation available for interns **Yes / No.**
If yes capacity:_____

8) Whether internship is charged or free:
If charged please specify amount per candidate: _____

Signature of responsible person at Industry:

Format-2: Obtaining Consent Letter from parents/guardians

(Undertaking from Parents)

To,

The Principal,
_____,

Subject: Consent for Industrial Training.
Sir/Madam,

I am fully aware that -

i) My ward studying in _____ semester at your _____ institute has to undergo 12 weeks of Industrial training for partial fulfillment towards completion of Diploma in _____ Engineering.

ii) 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 –

a) My ward will undergo the training at his/her own cost and risk during training and/or stay.
b) 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.
c) My ward is NOT entitled to any leave during the training period.
d) My ward will regularly submit 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 :
Name : _____
Address : _____

Phone Number :

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Format-3: Students Enrollment for Industrial Training

(Academic Year –)

Sr No	Enrollment Number	Name of Student	Name of Industry	Name of Mentor at Institute

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Format-4: Issue Letter to the Industry/Organization for the training along with details of students and mentors

To,

The HR Manager,

_____

Subject: Placement for Industrial training of ___ weeks in your organization….

Reference: Your consent letter no: ….

Sir,

With reference to the above we are honored to place the following students from this institute for Industrial training in your esteemed organization as per the arrangement arrived at.

The purpose of this training is to equip the student with some essential skills relevant to the demands of the industry and world of work, as well as to provide exposure to the professional environment and work culture. It is hoped that this training may enhance his/her employability and livelihood opportunities. In view of the above, we kindly request your support in facilitating this Industrial Training for the student. He/she has been adequately oriented and guided on the expectations of this training, including the maintenance of a daily diary during the training period. Additionally, the institute has secured the necessary consent and undertaking from the parent/guardian regarding the guidelines for exit training. In view of all the above industry shall refrain from involving students into the mundane and housekeeping activities. Your cooperation in this regard will be highly appreciated.

Diploma programme in _____ Engg.

Sr.No	Enrollment No	Name of Student	Name and designation of Mentor

Diploma programme in _____ Engg.

Sr.No	Enrollment No	Name of Student	Name and Designation of Mentor

Kindly extend all possible cooperation to the students for above.

Thanking you

Yours sincerely,

(Principal)
Name of the Institute:
with Seal

Cc- To HoD/Mentor

Format-5: Undertaking by the students

TO

Principal

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

I ……Reg 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 between 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 :Reg. No.

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Format-6: 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			