



# **Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore**

## **Shri Vaishnav Institute of Information Technology**

### **GUIDELINES FOR STUDENTS UNDERGOING INDUSTRIAL TRAINING**

As per the regulations of Shri Vaishnav Institute of Information Technology, Shri Vaishnav Vidyapeeth Vishwavidyalaya, Indore, the student should undergo industrial training for a minimum period of 02 weeks during the summer vacation of 3rd year. Before proceeding on Industrial Training, student must seek instructions from the Head of the Department / Academic Coordinator / Class teacher or the Faculty, who is the in-charge of Industrial Training. Attachment with an academic institution within the country (IITs / NITs and IIITs) or university abroad is also permitted instead of industrial training.

### **INTERNSHIP / INDUSTRIAL TRAINING / ACADEMIC ATTACHMENT**

Industrial Training refers to work experience that is relevant to professional development prior to graduation. Industrial Training is an essential component in the development of the practical and professional skills required for an Engineer and an aid to prospective employment. It should also be noted that developing an awareness of general workplace behavior and interpersonal skills are important objectives of the Industrial Training experience.

### **OBJECTIVES OF INDUSTRIAL TRAINING PROGRAMME**

The objectives of the Industrial Training include:

1. To give students the opportunity to apply the knowledge and skills they have acquired on campus in a real-life work situation.
2. To provide students with opportunities for practical, hands-on learning from practitioners in the students' areas of specialization.
3. To expose students to a work environment, common practices, employment opportunities and work ethics in their relevant field.
4. To enhance the employability skills of the students.
5. To provide opportunities for students to be offered jobs in the organizations in which they undergo their Industrial Training.



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### OUTCOMES OF INDUSTRIAL TRAINING PROGRAMME

At the end of the Industrial Training, students should be able to:

1. Improve their knowledge and skills relevant to their areas of specialization.
2. Relate, apply and adapt relevant knowledge, concepts and theories within an industrial organization, practice and ethics.
3. Acquire knowledge and skills to compete in the job market with this experience and exposure.

The student is responsible to ensure that all matters relating to the Industrial Training Programme are conducted in an ethical, conscientious, trustworthy and committed manner.

#### **(A) Before Industrial Training**

(i) To apply for a suitable Industrial Training, submit an application form through the Officer (Training / Training and placement) to the organization concerned one semester before the Industrial Training Programme commences.

(ii) Submit one copy of the offer letter for the Industrial Training to the Head of the department or Faculty coordinator (Industrial Training). Students are not allowed to change their Industrial Training after obtaining the approval and confirmation from the Industry.

(iii) To complete the Industrial Training placement process within the specified time based on the Industrial Training Programme schedule.

(iv) To ensure that the Industrial Training is not performed in a family-owned company so as to avoid conflict of interest.

#### **(B) During Industrial Training**

(i) Once the student has reached the training place, he / she must inform to the Faculty coordinator (Industrial Training / Department) / Head of the department or Officer (Training / Training and placement) that he / she has joined the training from \_\_\_\_\_ in the industry (Name) \_\_\_\_\_ and forward his / her contact nos., E-mail ID and the contact nos. of the company representative.



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(ii) During the training, students will be given 3-4 practical problems by the industry in which they are undergoing training. In case the industry do not give them the problems, the students will themselves formulate minimum three problems and maximum four problems and carry out detailed study on them and recommend the optimum solution based on their theory knowledge.

(iii) To maintain discipline and abide by all rules and regulations enforced by the organization and to ensure FULL attendance during the Industrial Training duration.

(iv) To carry out the Industrial Training in an ethical and professional manner and to uphold the reputation of the Institute at all times.

(v) To maintain confidentiality and to not disseminate / share any information related to the organization to third parties.

### **ASSESSMENT COMPONENTS**

Assessment within the Industrial Training context aims to evaluate the student's work quality and appropriateness to the field of study with reference to the learning outcomes of the Industrial Training Programme. Students should be evaluated by Faculty coordinator (Industrial Training / Department). Evaluation methods used may consist of the following:

Industrial Training report

Presentation by the student

### **The Industrial Training Report**

An Industrial Training report should be prepared for each period of approved employment. The report is expected to demonstrate development of practical and professional skills in Engineering through technical experience and application of theoretical knowledge. Development of skills in dealing with people, and communication skills form part of the training experience. Students should seek advice from their employers to ensure that no confidential material is included into the report. The student should be able to present the report to prospective employers, as a complement to their degree. The following should be observed:

i. Length of training



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ii. Preliminary information

iii. Technical report/diary

References should be made in the text to books, technical papers, standards etc., used during the training period and should be listed.

Finally, a conclusion should include comprehensive comments on the type and value of experience gained, and how this relates to your professional career.

**A copy of the report should be submitted to your employer, another copy to the Department (through the respective Adviser). Students should also retain a personal copy of the report.**

### CONTENTS OF THE INDUSTRIAL TRAINING REPORT

The report must include the following:

- (a) The basic history/introduction of the industry.
- (b) The sequence of operations followed/ systems introduced for the production.
- (c) The layout of various workshop/floors or the labs and admin section of the Industry.
- (d) The major equipment used for the production / computer configuration required for the loading the used software's.
- (e) The infrastructure available.
- (f) The movement of material (raw, semi-finished and finished product), not applicable in case of software industry.
- (g) The formulation of 3 to 4 practical problems.
- (h) Data required to formulate the problems.
- (i) Analysis of the data, steps required and commands used in case of software industry.
- (j) Suggestions made based on the analysis of the data.
- (k) Recommendations.
- (l) Certificate from the industry for the period of training undergone.



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The final report must be at-least 25 to 30 pages for the student undergoing training. In case no. of students undergoing training in the same industry is more than one, each student will prepare his / her report separately.

### **FORMAT OF INDUSTRIAL TRAINING REPORT**

The following titles must be incorporated in the final industrial training report:

1. Preface/Acknowledgement
2. Certificate with Signatures and Seal of the Industry Person
3. Contents/Index
4. Introduction about the Industry
5. Training Schedule
6. Work Done / Observations
7. Specific Assignment / Project Handled
8. Learning after Training
9. Summary

### **EVALUATION THROUGH SEMINAR PRESENTATION**

The students will present his report though seminar, which will be held by an expert committee constituted by the concerned department as per norms of the institute. The evaluation through seminar presentation will be based on the following criteria.

- a) Quality of material presented.
- b) Effectiveness of presentation.
- c) Depth of knowledge and skills.

Upon completion of these programmes, students are expected to demonstrate the following graduates attributes:

Engineering Knowledge

Problem analysis

Design/development of solutions

Conduct investigations of complex problems

Modern tool usage,



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## **Shri Vaishnav Institute of Information Technology**

The engineer and society

Individual and Team Work

Communication and Project Management and Finance