

**GUIDELINES FOR INDUSTRIAL PRACTICES/INTERNSHIP**  
**for**  
**B.Tech.(All Branches)**  
**(Applicable for the students admitted from session 2021-2022)**



**MADAN MOHAN MALAVIYA UNIVERSITY OF TECHNOLOGY,  
GORAKHPUR-273010 (UP), INDIA**

*(Handwritten signatures)*

As per the B.Tech. Ordinances 2.0 of Madan Mohan Malviya University of Technology, Gorakhpur, the student should undergo industrial practices/internship in the 8<sup>th</sup> Semester (minimum of 04 months). Before proceeding on Industrial Practices/Internship, student must seek instructions from the Head of the Department.

### **INDUSTRIAL PRACTICES/INTERNSHIP**

Industrial Practices/Internship refers to work experience that is relevant to professional development prior to graduation. Industrial Practices/Internship 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 behaviour and interpersonal skills are important objectives of the Industrial Training experience. At the end of the Industrial Practices/Internship, students should be able to improve their knowledge and skills, relevant to their areas of specialization and, at the same time, able to relate, apply, and adapt relevant knowledge, concepts, and theories within an industrial organization, practice, and ethics. With this experience and exposure, the students should be able to acquire knowledge and skills to compete in the job market.

### **OBJECTIVES OF INDUSTRIAL PRACTICES/INTERNSHIP**

The objectives of the Industrial Practices/Internship include:

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

### **STUDENT**

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

#### ***(A) Before Industrial Practices/Internship***

- (i) To apply for an Industrial Practices, submit an application form through the Training & Placement Officer to the organization in the 7<sup>th</sup> semester before the Industrial Practices/Internship Programme commences.
- (ii) Submit one copy of the offer letter for the Industrial Practices/Internship to the Training & Placement Officer and Head of the department and Faculty coordinator (Industrial Practices/Internship).
- (iii) Students are not allowed to change their Industrial Practices/Internship after obtaining the approval and confirmation from the industry.
- (iv) To complete the Industrial Training placement process within the specified time based on the Industrial Practices/Internship Programme schedule.



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

(vi) The final list of students should be made available to the Dean's office before the registration of the 8<sup>th</sup> semester by the T&P office in consultation with the concerned Head of Department.

**(B) During Industrial Practices/Internship**

(i) Once the student has reached the training place, he / she must send a mail to the Faculty coordinator (Industrial Practices/Internship) / Head of the department / Training and placement Officer 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.

(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/industry during the Industrial Practices/Internship duration.

(iv) To carry out the Industrial Practices/Internship in an ethical and professional manner and to uphold the reputation of Madan Mohan Malviya University of Technology, Gorakhpur at all times.

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

(vi) To be responsible for maintaining the security of properties belonging to the organization/industry.

**ASSESSMENT COMPONENTS**

Assessment within the Industrial Practices/Internship 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 Practices/Internship. Students should be evaluated by a committee (Industrial Practices/Internship Evaluation Committee). Evaluation methods used may consist of the following:

- Departmental training report
- Industrial Practices/Internship report
- Presentation by the student

**DISCIPLINARY PROCEDURES DURING INDUSTRIAL PRACTICES /INTERNSHIP**

Within the training period, the student is solely responsible to the organisation/industry where he or she has been placed. This means that the student must observe specified office hours and must adhere to all rules and regulations of the organisation/industry, just like the other staff within the organisation/industry, during the entire training period.

**DEPARTMENTAL REPORT**

When the Industrial Practices/Internship of the student in a particular department / section / shop of an organization/industry is completed, he / she should write departmental report. Report should include description of the department / Section / Shop, the processes and procedures followed in it. Individual items of equipment, special attachment, indigenously adopted tools should be described. Personnel & any other human resource features should be highlighted. Drawings, sketches, specification of equipment, used, should be given wherever essential. The report should also contain entire studies & discussions carried out by the students in addition to what he / she has observed during his / her day to day work. The departmental report

should be signed by the student and also by his officer-in-charge of that department / section / shop of an organization/industry.

The departmental report must include the following:

- (a) The basic history/introduction of the organization/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.

The final departmental report must be at least 25 to 30 pages for the student undergoing a minimum of 04 Months of Industrial Practices/Internship. If more than one student is undergoing training in the same industry, each student will prepare his / her report separately.

#### **FORMAT OF INDUSTRIAL PRACTICES/INTERNSHIP REPORT**

The following titles must be incorporated in the final industrial practices/internship 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

The final industrial practices/internship report must be at least 25 to 30 pages for the student undergoing a minimum of 04 Months of industrial practices/internship. In case there is more than one student undergoing training in the same industry, each student will prepare his / her report separately.

#### **EVALUATION THROUGH PRESENTATION**

The students will present his/her report through the presentation, which will be evaluated by an expert committee (Industrial Practices/Internship Evaluation Committee). The member of the committee will be as follows:

S.No.	Name	Role & Responsibility
01	Head of the Department (HoD)	Chairman





02	Faculty (Regular)	Member, Other departments nominated by Hon'ble Vice-Chancellor
03	Faculty (Regular/Contractual)	Member
04	Faculty (Regular/Contractual)	Member
05	Faculty In charge (Industrial Practices/Internship)	Member Secretary (Coordinator)

The evaluation through the presentation will be based on the following criteria.

- Quality of material presented.
- Effectiveness of presentation.
- Depth of knowledge and skills.
- Quality & Extent of Response of Questions Asked

<b>Mid-Term Presentation and Evaluation of Industrial Practices/Internship</b>		
S.No	Assessment Basis	Marks
01	Mid Term Presentation(offline/online)	20
<b>End-Term Presentation and Evaluation of Industrial Practices/Internship</b>		
S.No	Assessment Basis	Marks
01	Quality of material presented (Departmental training report and Industrial Practices report)	20
02	Effectiveness of presentation	20
03	Depth of knowledge and skills (Undertake 3 -4 Industrial Problems during training period)	20
04	Quality & Extent of Response of Questions Asked	20
Total Marks		100

## REMARKS

If the students are unable to get the offer for Industrial/Internship through the training and placement department up to the last date of 8<sup>th</sup> semester registration, then student will opt the courses as prescribed in the curriculum for concern branches equivalent to the industrial practices/internship as the courses without industrial practices.

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, The engineer and society
- Individual and Team Work
- Communication and Project Management and Finance

**JOINING REPORT**

(To be sent by the student within a week of joining by scanned copy to the faculty coordinator/HoD /T&P)

1. Roll No.
2. Name
3. Name of the Project (s)
4. Name & Address of the Organization

Telephone No.

E-mail (Concerned HR Officer):

5. Current Residential Address of the Student:

Contact / Mobile No.

E-mail:

Stipend (If any)

Any Other Facility provided  
(Like meals/ Accommodation/Conveyance etc.)

I hereby inform that I have joined the organization on-----for the 8<sup>th</sup> semester.

Date:

Signature of the Student