

After the successful completion of the training students has to give presentation in their department and submit a report along-with diary of industrial training. Head of departments will submit a report along-with the list of students to the Office of Dean- Industry Institute Interaction & Alumni. On the merit basis, stipend to the students may be granted as per the availability of the funds.

### Training Period:

Sr.no	Training Session	Training Duration	Date
1	Summer Vacation <input type="checkbox"/> Winter Vacation <input type="checkbox"/>	I/ II/ III/ IV/ V/ VI	Date : to
2	Summer Vacation <input type="checkbox"/> Winter Vacation <input type="checkbox"/>	I/ II/ III/ IV/ V/ VI	Date : to
3	Summer Vacation <input type="checkbox"/> Winter Vacation <input type="checkbox"/>	I/ II/ III/ IV/ V/ VI	Date : to
4	Summer Vacation <input type="checkbox"/> Winter Vacation <input type="checkbox"/>	I/ II/ III/ IV/ V/ VI	Date : to
5	Summer Vacation <input type="checkbox"/> Winter Vacation <input type="checkbox"/>	I/ II/ III/ IV/ V/ VI	Date : to
6	Summer Vacation <input type="checkbox"/> Winter Vacation <input type="checkbox"/>	I/ II/ III/ IV/ V/ VI	Date : to

### A) What is Industrial Training?

Industrial training refers to work experience obtained during 4 years duration of program at UG/PG level which is relevant to professional development prior obtaining UG/PG degree.

All students are required to undergo this training for 15 days/30 days/ 45 days/ 60 days in one or multiple sessions as per the choice of students.

### B) Objectives of Industrial Training:

The main objective of Industrial training is to prepare students for their employment and carrier prospectus in their chosen engineering discipline. The objective of this training is to correlate the theoretical and fundamental concepts learn at the institute with industrial practices and to develop key professional attributes. Such industrial trainings are providing opportunities to the students to

1. Observe and experience the engineering practices, processes and work culture of industrial sector
2. Understand the functioning and organization of industrial sector
3. Interact with technical, managerial, skilled supervisor/ workers from industries
4. Apply engineering methods/ concepts to solve the problems of industries and understand design of the product
5. Develop technical and employability skills, and professional attitude
6. Observe and understand research and development activities in technical field

Industrial trainings also give employer an opportunity to access future employee and give students an opportunity to evaluate future employers understanding their requirements and expectations of industrial sectors from them.

1. Students are expected to access areas of Industrial training to understand the technology development in their discipline.
2. The students can also choose interdisciplinary area or managerial area taking into consideration their future career plans.
3. Students can also take or prefer industrial assignments, problems, projects during this training and work on appropriate solutions and suggestion using theoretical knowledge of their discipline
4. Students are required to seek mentor/technical expert from industry along with their in Professor-in-Charge from the institute.
5. Students are supposed to do their own transportation arrangements and follow all the norms, rules & regulations and the discipline of the chosen industry. Student fails to fulfil the above requirements and follow rules during Industrial Training may be denied from such Industrial Training by Industry or Institute.

### **C) Approval and Completion of Industrial Training:**

For this Industrial Training documentation and approval are to be obtained from Professor-in-charge and Head of their department. Students have to collect following documents from department.

1. Application letter to Institute
2. Letter of Industrial Training
3. Undertaking form
4. Diary of Industrial Training

Students have to inform about joining and completion of the training to the department and correspondence made with the industrial authorities by keeping Professor-in-Charge in CC.

Letters /email/Whats App communication may be used by students as per the protocol of industry. Progress of this training may be informed to the authorities from time to time.

After completion of Industrial Training students have to procure following documents from industry:

- i) Duly signed diary showing their attendance and their contributions
- ii) Two certificates in original ( For student and institute)
- iii) During the start of next semester students are supposed to give presentation of Industrial Training in their respective department
- iv) Students are required to prepare a report on their Industrial Training in prescribed format

### **D) Obtaining Suitable Industrial Training:**

1. The institute/department may provide a list of companies/industries/professional organizations for these Industrial Training
2. It is the responsibility of each student to obtain the required permission from the industrial authorities with the help of department coordinator of Industry Institute Interaction and Alumni activities.

3. Students may apply to the companies/industries/professional organizations willing to offer Industrial Training to them in their chosen areas with prior intimation to department
4. Alumni Association/CII/CMIA and MACCIA are the main Industrial association of this region and may help in this particular activity.

**E) Timing and Location:**

- 1 Industrial Training must be of minimum of two weeks and maximum of six weeks (2 weeks/3 weeks/4 weeks/5 weeks/6 weeks)
- 2 These trainings can be completed locally or within state as per the selection of student with the consultation of department coordinator.
- 3 Such trainings are compulsory to be taken in winter/summer vacation declared as per the academic calendar of the institute. In no case student will be allowed for such Industrial Training during academic semester.
- 4 Students may opt for two industries for longer duration trainings.

**F) Responsibilities of Student:**

Students alone will be responsible during this Industrial Training and hence required to inform their guardians/parents about the place and schedule of such trainings. An undertaking is required to submit by the students in two copies for institute and industry prior joining of training.

**G) Approval and Completion of Industrial Training:**

Students are required to prepare a report on their Industrial Training in prescribed format and suppose to give presentation.

**H) Guidelines for Industrial Training Report:**

Following are the contents of the report.

- Cover page
- Contents
- List of tables
- List of figures/charts/photos etc.
- Introduction
- Company profile
- Activities of various department
- Observations
- Conclusions
- Certificate given by the Supervisor
- Acknowledgement
- Appendices