

***BAPATLA ENGINEERING COLLEGE***

***BAPATLA -522102***

**INTERNSHIP POLICY**

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## **INTRODUCTION**

Bapatla Engineering College recognized the need for industrial practice to the graduating engineers. Along with theory they study, and the sample practices of the theory learned through laboratory practical exercises, it is necessary for the students to undergo practice in industries/organization and helps every student to get the opportunity for industrial practice. 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. At the end of the Industrial Training, 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.

## **POLICY**

Bapatla Engineering College internship policies is that it is mandatory for every student to undergo a minimum of eight weeks industrial practice/service in a relevant industry/organization.

The Training and Placement Department should make efforts to provide internship to students. The internship must be a credit course; the number of credits to be decided by the academic council. The students may undergo industrial practice either in India or abroad with the permission of the Principal. The Department should monitor the internship through faculty visits to the place of internship. Internship shall be a two credit course unless otherwise decided by the Academic council of BEC.

## **OBJECTIVES OF INTERNSHIP**

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.

## **PROCEDURE**

Training and Placement Department plays active role in obtaining internship opportunities to students.

- 1) Department of Training and Placement addresses to several companies, with the profiles of students, servicing internship to the students.
- 2) Once the response received from companies, the opportunities that is displays in the notice boards for the students to relate the company.
- 3) The students are arranged with the company of their choice based on their score till the 5<sup>th</sup> semester.
- 4) The Training and Placement sends the lists of students with their internship assignment to the company requesting the company to assign a supervisor to guide the student, with a company to head of the concerned department.
- 5) Head of the Department allocates students undergoing internship to teachers, either based on the company where they are undergoing internship or based on specialization.
- 6) The teacher visits the company at least twice during the internship, once in the first week and once in the 5<sup>th</sup> or 6<sup>th</sup> week and submits as report to the head of the Department in the prescribed template.
- 7) The student should undertake a project or become part of an ongoing project and must submit the report to the teacher concerned.
- 8) The teacher should also obtain a report from the counterpart in the Industry on the punctuality, work, etc. in the pre-designed template.
- 9) The student must also make a presentation to the final year class and a group of evaluating team of teachers. 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.

10) The Grade must depend on the performance as per the College grade Point norms.

The evaluation Criteria include

- |   |       |
|---|-------|
| a) Attendance during internship             | (10%) |
| b) Industry supervisor report               | (20%) |
| c) Internal teacher report                  | (20%) |
| d) Student's report on internship work, and | (40%) |
| e) Student presentation.                    | (10%) |

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

As per the regulations, the student should undergo industrial training/internship for a minimum period of eight weeks during the summer vacation of 3<sup>rd</sup> year. Before proceeding on Industrial Training, student must seek instructions from the Head of the Department / Coordinator or the Faculty, who is the in-charge of Industrial Training. Attachment with an academic institution within the country (IISc / IITs / NITs / IIITs and CFTIs) is also permitted instead of industrial training.

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.

#### ***During Industrial Training***

- (i) Once the student has reached the training place, he / she must send a mail 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.
- (ii) During the training, students will be given 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 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 Bapatla Engineering College, Bapatla at all times.

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

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

## **DISCIPLINARY PROCEDURES DURING INDUSTRIAL TRAINING PROGRAMME**

Within the training period, the student is wholly responsible to the organization 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 organization, just like the other staff within the organization, during the entire training period.

### **1. DEPARTMENTAL REPORT**

When the training of the student in a particular department / section / shop of an 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 have 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.

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 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 report must be atleast 20 to 25 pages for the student undergoing 40 days training. In case number of students undergoing training in the same industry is more than one, each student will prepare his / her report separately.

## **2. FORMAT OF INTERNSHIP 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 and the faculty supervisor
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