

9. Internship policy essential requirement

Sr. No.	Academic Year	No of student benefited							Total
		CO	ME	CE	IF	EJ	IS	AE	
01	2018-2019	109	146	117	28	10	11	20	441
02	2019-2020	113	112	92	62	23	12	24	438
03	2020-2021	156	88	83	64	21	12	35	459

Intermediate draft for Guidelines for Industrial Training Implementation
MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION (MSBTE)
"I" Scheme Curriculum (implemented from 2017-18)

6-Week Industrial Training

Common to all programmes

Name of Course: Industrial Training (6 weeks duration)

1. RATIONALE

Industrial training course is introduced to all diploma programmes with an objective to develop the traits of industry culture among the students before they enter into world of industry. By exposing and interacting with the real life industrial setting, student will appreciate and understand the actual working of an industry, best practices adopted in industry. The industrial skills like, soft skills, life skills and hands-on will be inculcated among the student. This short association with industry will be instrumental in orienting the students in transforming them into industry ready output after completion of diploma programme.

2. COMPETENCY

This course is intended to develop the following competencies:

- a) **Soft Skill** i.e. Communication, Presentation etc.
- b) **Life skills** i.e. Time management, Safety, Innovation, Entrepreneurship, Team building etc.
- c) **Hands-on** i.e. Design, Implementation and Quality Assurance aspects
- d) **Industry specific tools** e.g. Value Engineering, 6 Sigma and Lean.

3. COURSE OUTCOMES

The industrial training is intended to acquire the competencies as mentioned above to supplement those attained through several courses up to fourth semester of the program:

- a) Communicate effectively (verbal as well as written) the work carried out.
- b) Prepare and present the report of the work carried out.
- c) Exercise time management and safety in the work environment.
- d) Working in a team.
- e) Demonstrate various quality assurance.
- f) Exhibit the work carried out

4. TEACHING & EXAMINATION SCHEME

Teaching scheme (In hours)			Total Credits (L+ T+ P)	Examination Scheme				
L	T	P		Theory Marks		Practical Marks		Total marks
				ESE	PA	ESE	PA	
--	--	6	6	--	--	75#	75#	150

Note: Both ESE and PA part of assessment will be carried out by institute faculty and industry training supervisor as explained in table no. 2, 3 and 4

5. GENERAL GUIDELINES FOR INDUSTRIAL TRAINING

- Training during the programme:** Between 4th and 5th semester (During Summer Vacation).
- Duration of the training:** Six weeks
- Training Area:** Students should be trained in large and medium scale Industry / Organisation. However, despite the best efforts by the institute, if large and medium scale Industry / Organisation are not available to all students then, students can also be placed in small scale Industry / Organisation .
- These Industries / Organisations can be Government /Public limited/ or Private family enterprises.

For **Civil engineering** it can be public works department, irrigation department, public health engineering, municipal corporations, town and country planning, highway and roads authorities, railways, large and medium scale civil contractors, rural engineering departments, environment corporations, large and medium scale private construction companies, mining companies etc.

For **Mechanical Engineering** it can be manufacturing, fabrication, foundry or processing industry which may include compressors, boilers, engines, heat exchangers, air conditioning and refrigeration plants, conveyors etc are either manufactured or used. Power plants, Railways, process plants, ordinance factories, textile factories, automobile manufacturers or major automobile workshops.

For **Electrical engineering** it can be electricity transmission and distribution companies, power generating stations, sub stations, railways, industries manufacturing electrical products which may include industry where large motors/transformers etc. are used, process plants, electrical contractors.

For **Electronic engineering** it can be telecommunication companies, post and telegraph department, manufacturer of telecommunication product, manufacturers of control

equipments, manufacturer of CNC machines, any manufacturing industry where electronic controls are used either in production process or in its products, computer hardware manufacturers, signal divisions of railways, etc.

For **Computer and IT** industries it can be any software developers, cyber security companies, web page developers, networking companies, data base management companies, telecommunication companies or IT division of any other industries/finance/retail companies or organisations where software are used and maintained for various applications.

6. ROLE OF PARENT DEPARTMENT OF THE INSTITUTES

Sr. No	Activity	Schedule
1	Collecting information about Industry / Organisation available for training along with capacity (Format - 1)	Before completion of 3 rd semester
2	Student and mentor allocation as per the slots available for in-plant training (Desirable mentor-student ratio is 1:15)	Before commencement of 4 th semester
3	Communication with Industry / Organisation available for training along with capacity and its confirmation	Before first Unit Test of the 4 th semester
4	Obtaining consent letter from parents / guardian (Format - 2)	Before second Unit Test of the 4 th semester
5	Student enrollment for In-plant training (Format - 3)	Before commencement of 4 th semester examination
6	Issue letter to the Industry / Organisation for the training along with details of students and mentors. (Format - 4)	During 4 th semester examination
7	Mentors to carry out progressive assessment of the students during the in-plant training (Format - 5)	Each week of training
8	End of training assessment by mentor along with Industry / Organisation expert as external examiner (Format - 6)	Before 5 th semester ESE

Suggestions:

- Departments can take help of alumni or present students (if they or their parents or relatives have some contact in different industries) for securing placement.
- The students would normally be placed as per their choices, in case of more demand for a particular Industry / Organisation students would be allocated place based on their relative merit. However, if some students have arranged training placement in

- some companies with the help of their parents/relatives etc. then they will be given preference for placement in those companies.
- c) Principal/HOD/Faculty should address students about industrial safety norms, rules and discipline to be maintained in the Industry / Organisation during the training before relieving students for training.
- d) The faculty member during the visit to Industry / Organisation will check the progress of the student in the training, his/ her attendance, discipline and project report preparation.

7. EXPECTATIONS FROM INDUSTRY

Helping institute in developing the following competencies among students

- a) **Soft Skill i.e. Communication, Presentation etc.**
 - b) **Life skills i.e. Time management, Safety, Innovation, Entrepreneurship, Team building etc.**
 - c) **Hands-on i.e. Design, Implementation and Quality Assurance aspects etc.**
 - d) **Industry specific tools i.e. Value Engineering, 6 Sigma and Lean.**
- e) **ROLES AND RESPONSIBILITIES OF THE STUDENTS**

Following should be informed to students in the letter deputing them for the training, an undertaking for this should also be taken from them

- a) Students would interact with the mentor to suggest choices for suitable Industry / Organisation. If students have any contact in Industry / Organisation (through their parents, relatives or friends) then same may be utilized for securing placement for themselves and their peers.
- b) Students have to fill the forms duly signed by authorities along with training letter and submit it to training officer in the industry on the first day of training. Student should also carry with him/her the Identity card issued by institute during training period.
- c) He/she will have to get all the necessary information from the training officer regarding schedule of the training, rules and regulations of the Industry / Organisation and safety procedures to be followed. Student is expected to observe these rules, regulations, procedures.
- d) Students should know that if they break any rule of industry or do not follow the discipline then industry can terminate the training and sent back the students.
- e) It is the responsibility of the student to collect information from Industry / Organisation about manufacturing processes / testing and quality assurance methods/specifications of machines and raw materials/maintenance procedures/ production planning/organizational structure etc.
- f) During the training period students have to keep record of all the useful information

in Log book and maintain the weekly diary as provided and get it signed from mentor as well as Industry / Organisation training in-charge.

- g) In case they face any major problem in industry such as an accident or any disciplinary issue then they should immediately report the same to the institute.
- h) Prepare final report about the training for submitting to the department at the time of presentation and viva-voce and get it signed from mentor as well as Industry / Organisation training in-charge.

f) **FORMAT FOR TRAINING REPORT**

Following is the suggestive format for the training report, actual format may differ slightly depending upon the nature of Industry / Organisation. The training report may contain the following

- Title page
- Certificate
- Abstract
- Acknowledgement
- Content Page

Chapter 1. Organizational structure of Industry / Organisation and General Lay Out

Chapter 2. Introduction of Industry / Organisation (Type of products and services, history, turn over and number of employees etc.)

Chapter 3. Types of major equipment/instruments/ machines used in industry with their specification, approximate cost and specific use and their routine maintenance.

Chapter 4. Manufacturing Processes along with production planning and control methods.

Chapter 5. Testing of raw materials, components and finished products along with quality assurance procedures.

Chapter 6. Major material handling product (lifts, cranes, slings, pulleys, jacks, conveyor belts etc.) and material handling procedures.

Chapter 7. Safety procedures followed and safety gear used (includes Preventive maintenance schedule and breakdown maintenance procedures).

Chapter 8. Particulars of Practical Experiences in Industry / Organisation if any in Production/ Assembly/ Testing/Maintenance.

Chapter 9. Short report/description of the project (if any done during the training)

Chapter 10. Special/challenging experiences encountered during training if any (may include students liking & disliking of work places)

References/Bibliography

g) **SUGGESTED LEARNING STRATEGIES**

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 the handbooks of the major machines and operation, testing, quality

control and testing manuals used in the industry. Students may also visit websites related to other industries wherein similar products are being manufactured as their learning resource.

h) TENTATIVE WEEK-WISE SCHEDULE OF INDUSTRIAL TRAINING

- i) The industrial training is a common course to all programmes; therefore the industry / Organisation selection will depend upon the nature of programme and its related industry. The training activity may vary according to nature and size of Industry / Organisation. The details of activities to be completed during 6 week wise Industrial training schedule should be planned by the Industry. The plan should be intended to develop **Soft Skill** i.e. Communication, Presentation etc., **Life skills** i.e. Time management, Safety, Innovation, Entrepreneurship, Team building etc. **Hands-on** i.e. Design, Implementation and Quality Assurance aspects and **Industry specific tools** e.g. Value Engineering, 6 Sigma and Lean in each student. The evaluation of Industrial training will be done on the basis of skills acquired by the student during this 6 week period.

Table - 3 ASSESSMENT SCHEME FOR INDUSTRIAL TRAINING

Training duration	PROGRESSIVE ASSESSMENT (Weekly report of all 6 week and attendance)		END SEMESTER ASSESSMENT (Seminar and Oral)		Total marks	
	Max. marks	Min. marks	Max. marks	Min. marks	Max. marks	Min. marks
Six weeks	#75	-----	75**	30	150	60

**assessed by external examiner based on report (25 Marks), presentation (25 Marks) and Viva-Voce (25 Marks)

Table - 4 Distribution of End-Semester-Examination (ESE) marks of Industrial Training

Marks for Industrial Training Report	Marks for Seminar/Presentation	Marks for Oral/Viva-voce	Total ESE marks
25	25	25	75

Format1

Collecting Information about Industry / Organisation available for training along with capacity

- 1) Name of the industry/organisation:
- 2) Address/communication details(incl. 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 6 weeks training: YES/NO
c) Internship capacity possible:

Programme	Civil Engineering	Mechanical Engineering	Electrical Engineering	Computer/ IT Engineering	Electronics Engineering	Other	Total
Male							
Female							
Total							

- The industrial Training is expected to be free of charge since it is the part of curriculum implementation.

Signature of authorized person

Format2 : 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 six 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 internship of _____ weeks for the period from _____ to _____.

With respect to above I give my 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 training period.
- d) My ward will submit regularly 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: _____

Format: Issue Letter to the Industry/Organisation for the training alongwith 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.

Diploma programme in _____ Engg.

Sr. no.	Enrolment no.	Name:	Mentor

Diploma programme in _____ Engg.

Sr. no.	Enrolment no.	Name:	Mentor

Kindly do the needful and oblige.

Thanking you in anticipation

Yours sincerely,

(Principal)

Name of the Institute;
with Seal

PA of Industrial training

Academic year : 20 -20

Name of the industry:

Sr. No.	Enrolment Number	Name of student	Marks (5 marks for each week)					PA Marks by Industry Supervisor Out of 25 (B)	PA based on Report by mentor faculty Out of 25 (C)	Total Out of 75 (A)+(B)+(C)
			Week 1	Week 2	Week 3	Week 4	Week 5			

Marks for PA are to be awarded out of 5 for each week considering the level of completeness of activity observed, from the daily diary maintained and feedback from industry supervisor.

Name of mentor:

Signature of mentor



AISSMS POLYTECHNIC

Approved by AICTE New Delhi, Recognized by the Govt. of Maharashtra
and affiliated to MSBTE, Mumbai
NBA Accredited Programmes



SHRI MALOJIRAJE CHHATRAPATI
Honorary Secretary

PROF. S. K. GIRAM
Principal

Vision

"Achieve excellence in quality technical education by imparting knowledge, skills and abilities to build a better technocrat".

Mission

M1: Empower the students by inculcating various technical and soft skills.


M2: Upgrade teaching-learning process and industry-institute interaction continuously.

07 APR 2022

UNDERTAKING

Our Institution shall possess an UHV/Induction Programme trained faculty for every 20 newly joined students before Academic Year 2022-23




Principal
AISSMS Polytechnic
Pune-411001



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI

Certificate of Participation

This is to certify that **Mrs. Amruta Prasad Kantak** from **AISSMSS Polytechnic, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **16 August, 2021 to 20 August, 2021.**

Dr. Rajneesh Arora
Chairman
National Coordination Committee for Induction Program

Prof. Rajive Kumar
Member Secretary, AICTE



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Certificate of Participation

This is to certify that Mrs. Manisha Rajendra Talware from All India Shree Shivaji Memorial Societys Polytechnic, Pune has participated and successfully completed the 5-day online FDP on the theme “Inculcating Universal Human Values in Technical Education” organized by All India Council for Technical Education(AICTE) from 2 August, 2021 to 6 August, 2021.

Dr. Rajneesh Arora
Chairman
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Prof. Rajive Kumar
Member Secretary, AICTE



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Certificate of Participation

This is to certify that **Mr. Ajay Bhimrao Sutar** from **All India Shri Shivaji Memorial Society Polytechnic, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **9 August, 2021 to 13 August, 2021.**

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Member Secretary, AICTE



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Certificate of Participation

This is to certify that **Mr. Chafekar Babasaheb Haridas** from **AISSMS Polytechnic, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **9 August, 2021 to 13 August, 2021.**

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Certificate of Participation

This is to certify that **Mr. Deepak Chhotu Pardeshi** from **All India Shri Shivaji Memorial Societys Polytechnic, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **9 August, 2021 to 13 August, 2021**.

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Certificate of Participation

This is to certify that **Mr. Kakasaheb D. Waghmare** from **AISSMS Polytechnic, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **9 August, 2021 to 13 August, 2021.**

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This is to certify that **Mr. Kishorkumar Kishanrao Bokde** from **All India Shri Shivaji Memorial Societys Polytechnic, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **9 August, 2021 to 13 August, 2021**.

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Certificate of Participation

This is to certify that **Mr. Sunil Sonawane** from **AISSMS Polytechnic, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **19 July, 2021 to 23 July, 2021.**

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Certificate of Participation

This is to certify that **Mrs. Anjali Khandagale** from **AISSMS Polytechnic, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **9 August, 2021 to 13 August, 2021.**

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Certificate of Participation

This is to certify that Mrs. Anupama Anand Deshpande from All India Shree Shivaji Memorial Societys Polytechnic, Pune has participated and successfully completed the 5-day online FDP on the theme “Inculcating Universal Human Values in Technical Education” organized by All India Council for Technical Education(AICTE) from 2 August, 2021 to 6 August, 2021.

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Member Secretary, AICTE



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Certificate of Participation

This is to certify that **Mrs. Charulata Sanjay Raut** from **AISSMS Polytechnic, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **9 August, 2021 to 13 August, 2021.**

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Certificate of Participation

This is to certify that **Mrs. Manasi Tushar Dangat** from **All India Shri Shivaji Memorial Societys, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **2 August, 2021 to 6 August, 2021.**

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Certificate of Participation

This is to certify that Mrs. Rupali Vijesh Nilajagi from All India Shri Shivaji Memorial Societys Polytechnic, Pune has participated and successfully completed the 5-day online FDP on the theme “Inculcating Universal Human Values in Technical Education” organized by All India Council for Technical Education(AICTE) from 2 August, 2021 to 6 August, 2021.

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This is to certify that Mrs. V.R.Palandurkar from All India Shri Shivaji Memorial Societys, Pune has participated and successfully completed the 5-day online FDP on the theme "Inculcating Universal Human Values in Technical Education" organized by All India Council for Technical Education(AICTE) from 2 August, 2021 to 6 August, 2021.

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Certificate of Participation

This is to certify that **Mr. Santosh Yadavrao Divekar** from **All India Shri Shivaji Memorial Societys Polytechnic, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **19 July, 2021 to 23 July, 2021.**

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Certificate of Participation

This is to certify that Mrs. Vaishali Chandrashekhar Sanap from All India Shri Shivaji Smriti Society Polytechnic, Pune has participated and successfully completed the 5-day online FDP on the theme “Inculcating Universal Human Values in Technical Education” organized by All India Council for Technical Education(AICTE) from 9 August, 2021 to 13 August, 2021.

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Certificate of Participation

This is to certify that **Mr. Vijay Namdeorao Kukre** from **All India Shri Shivaji Memorial Societys Polytechnic, Pune** has participated and successfully completed the **5-day online FDP** on the theme **“Inculcating Universal Human Values in Technical Education”** organized by **All India Council for Technical Education(AICTE)** from **9 August, 2021 to 13 August, 2021.**

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Certificate of Participation

This is to certify that Mrs. Varsharani Sudam Gaikwad from All India Shri Shivaji Memorial Societys Polytechnic, Pune has participated and successfully completed the 5-day online FDP on the theme “Inculcating Universal Human Values in Technical Education” organized by All India Council for Technical Education(AICTE) from 19 July, 2021 to 23 July, 2021.

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Member Secretary, AICTE



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NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI

Certificate of Participation

This is to certify that **Mrs. Manisha Rajendra Talware** from **All India Shri Shivaji Memorial Societys Polytechnic, Pune** has participated and successfully completed the **Part 1** of the **online UHV Refresher 1 FDP** organized by **All India Council for Technical Education(AICTE)** from **23 August, 2021** to **27 August, 2021**.

Dr. Rajneesh Arora
Chairman
National Coordination Committee for Induction Program

Prof. Rajive Kumar
Member Secretary, AICTE



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Certificate of Participation

This is to certify that **Mr. Deepak Chhotu Pardeshi** from **All India Shri Shivaji Memorial Societys Polytechnic, Pune** has participated and successfully completed the **Part 1** of the **online UHV Refresher 1 FDP** organized by **All India Council for Technical Education(AICTE)** from **30 August, 2021 to 3 September, 2021**.

Dr. Rajneesh Arora
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This is to certify that **Mrs. Anupama Anand Deshpande** from **All India Shri Shivaji Memorial Societys Polytechnic, Pune** has participated and successfully completed the **Part 1** of the **online UHV Refresher 1 FDP** organized by **All India Council for Technical Education(AICTE)** from **23 August, 2021** to **27 August, 2021**.

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Certificate of Participation

This is to certify that **Prof./Dr./Mr./Ms. Charulata Sanjay Raut** from **AISSMS Polytechnic, Pune** has participated in the **One-Day Online Workshop on "How to Conduct the Student Induction (SIP) Program"** on **21st September, 2021** organized by **All India Council for Technical Education(AICTE)**.

Dr. Rajneesh Arora
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Member Secretary, AICTE



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NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI

Certificate of Participation

This is to certify that **Mrs. Rupali Vijesh Nilajagi** from **All India Shri Shivaji Memorial Societys Polytechnic, Pune** has participated and successfully completed the **Part 1** of the **online UHV Refresher 1 FDP** organized by **All India Council for Technical Education(AICTE)** from **23 August, 2021 to 27 August, 2021**.

Dr. Rajneesh Arora
Chairman
National Coordination Committee for Induction Program

Prof. Rajive Kumar
Member Secretary, AICTE



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
NELSON MANDELA MARG, VASANT KUNJ, NEW DELHI

Certificate of Participation

This is to certify that **Mrs. Varsharani Sudam Gaikwad** from **All India Shree Shivaji Memorial Society's Polytechnic, Pune** has participated and successfully completed the **Part 1** of the **online UHV Refresher 1 FDP** organized by **All India Council for Technical Education(AICTE)** from **23 August, 2021** to **27 August, 2021**.

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