

## Annexure-I

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#### Industrial Training Guidelines-2022 Batches onwards

Industrial training unquestionably improves the practical exposure and skills of a student, which eventually augments his/her employability possibilities. To attain this objective, the students of different Courses/Programs of the university may have to undergo the following training as per the study scheme of their respective departments:

1. **Four-week Workshop/Institutional Training after the 2nd Semester.**
2. **Four-week Industrial Training after the 4th Semester.**
3. **\*Four-week Industrial Training after the 6th Semester.**
4. **Six-month/Semester Industrial Training in the 7<sup>th</sup>/8<sup>th</sup> Semester.**

#### Key Points

1. Students of B. Tech and other courses will undergo the above-mentioned training as per the study scheme of their respective departments.
2. **Four-week Workshop/Institutional training:** Students (B.Tech/BCA) have to undergo a 4-week workshop/institutional training after completion of the 2<sup>nd</sup> semester within the university campus. The course content will be framed by Dean Academics in consultation with the Workshop superintendent, Training & Placement Officer (TPO), and HoDs of the respective departments.
3. Students who want to leave the course after 1/2/3 years without completing the opted course fully (**under National Education Policy (NEP)**), have to follow the following procedure:
  - a. Students must inform the concerned department about leaving the course in advance (1-week before starting the final exam of the even semester) in writing.
  - b. The Workshop will complete the evaluation process of the 4-week institutional training.
  - c. Students have to undergo additional two-week training after 2<sup>nd</sup> semester under the concerned department to attain the required practical skill for the certification. Evaluation of this additional two-week training will be conducted by the concerned department on priority.
  - d. \*Students have to undergo a 4-week industrial training after the 6th semester to attain the required practical skill for the Advance Diploma. Evaluation will be conducted by the concerned department. This training is not for the students who want to complete their full course of B.Tech.
4. For 4-week or 6-month/semester training, students can undergo in either an industry or an established research laboratory of national/international repute.
5. For 4-week or 6-month/semester training, students can opt hardware or software or both training modules or as per the study scheme of their concerned department.

#### **Industrial Internship cum Placement (Pre-Placement Offer-PPO):**

1. The policy of six-month/semester internship/training cum placement will apply to the students who have been offered a job in a reputed Industry/Company during campus (on-campus or off-campus) in the last semester of their opted course, with a minimum offered package of 12 LPA for B.Tech/M.Tech and 6 LPA for all another undergraduate/postgraduate courses.
2. University may permit the students to undergo a six-month/semester internship/training cum placement (or as offered by the company but to a max limit of six-month) during the last semester of their course/program. For such cases, the concerned department may allow the students with the approval of the Dean-Academic to convert the regular courses of the concerned semester into self-study courses. The students have to appear in all the examinations of the concerned semester. The department may impose any other conditions in consultation with the TP cell/Dean Academics.

3. For the courses where the final semester is the training semester, the internship will be considered training and evaluated as a normal training course.
4. Students have to submit the Certificate of Completion of the offered internship to the concerned Training & Placement Incharge (TPI) as a pre-requisite for completing the opted course.

### Guidelines to the Departments

1. Each department will depute a Training & Placement Incharge (TPI) to address all academic activities related to the internship/training.
2. For 6-month/semester training, the department will appoint a faculty member as an internal advisor to the students.
3. The TPI will perform the following roles:
  - a. Facilitate the students getting offers of training and internships.
  - b. Collect the required **Evaluation Performas** from the industries.
  - c. In case of denial of providing an evaluation of a trainee from the industry, the TPI and HoD of the respective department can take a decision accordingly to make the final evaluation of such students to avoid any delay in the final grading. Evaluate the Evaluation Performa (at least one time for 6-month/semester training) received from the company and make a final evaluation after including the internal evaluation.
  - d. Collect and keep a record of the Certificates issued by the Industry.
  - e. The TPIs will form an evaluation criterion for the training as per the following guidelines:
    - i. At the end of 4-week or 6-month/semester training, each student has to submit a project report and a presentation to the concerned department.
    - ii. Students are graded based on the quality of the report, presentation, and evaluation report submitted by the Industry.
    - iii. The respective department will decide the guidelines regarding the format of the project report and any other rules, if required, for smooth implementation of this policy without compromising the quality of evaluation and technical aspects of training.
    - iv. The department may allow students to undergo cross-disciplinary training.
4. The role of the internal advisor during six-month/semester training is as follows
  - a. The advisor must conduct periodic evaluations (one time at least for 6-month/semester training) of the student's progress and stay in touch with the industry official.
  - b. In case of a student has technical/non-technical issues during the training, the advisor will try to resolve the same. In extreme cases, the advisor will notify the TPI and HoD of the concerned department.
5. For the final evaluation of all the training (Workshop/4-week/6-week), the concerned department will follow the Academic regulations of the university regarding the appointment of an External Examiner from an internal/external organization.

### Guidelines to the Students

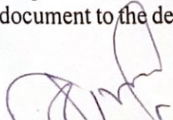
1. Student needs to apply for an internship/training via TPI of the concerned department and has to appear in all selection processes set out by the company if any.
2. Submit their certificate of training issued by the organization/industry within one week after their training completion.
3. Any PPO offered by the company to the intern/trainee, should be informed by the trainee immediately to the concerned TPI and the TP cell of the university.
4. In case of any of the following scenarios, the respective students will be given an '**F**' Grade and will not be allowed to take internship/training/placement drives further.
  - a. Any unprofessional behavior reported during the internship/training in the organization.

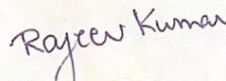
- b. The students cannot leave the internship/training without informing the respective department. If a student finds any difficulty in the organization, he/she should contact the internal advisor of the department immediately. The advisor will help the student to find an appropriate solution. If a student leaves the organization/industry without communicating with the department, he/she may be given an 'I' Grade and not be allowed to participate in campus placements.

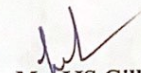
#### Guidelines to the Companies

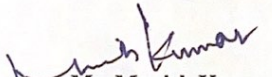
1. An organization is expected to share all details about the internship with the TPI of the concerned department.
2. For 6-month/semester training, an organization is expected to allot a well-defined project and a clearly stated objective to the student.
3. At the end of the training, the external supervisor/industrial official is required to fill out an evaluation form (provided by the TPI) for each trainee.
4. The industry must issue the required certification of the training provided to the student in time.

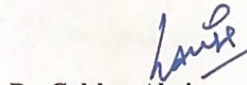
The Training & Placement cell will coordinate and ensure the smooth implementation of all the above provisions through HoDs and TPIs of the respective department. To ensure effective and uniform implementation of these guidelines, the Training & Placement Cell will develop and provide the evaluation proformas or any other document to the departments. Moreover, these guidelines will be revised time-to-time or whenever required.

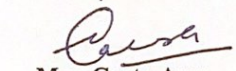
  
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**Before publishing/finalizing these guidelines, it is suggested by the committee members to get it reviewed by Dean-Academics and all HoDs.**