

INTERNSHIP (16 WEEKS)**Course Code : 316002**

Programme Name/s	: Architecture Assistantship/ Fashion & Clothing Technology/ Dress Designing & Garment Manufacturing/ Food Technology/ Instrumentation & Control/ Instrumentation/ Medical Laboratory Technology/ Medical Electronics/ Printing Technology/ Polymer Technology/ Surface Coating Technology/ Textile Technology/ Travel and Tourism/ Textile Manufactures
Programme Code	: AA/ DC/ DD/ FC/ IC/ IS/ ML/ MU/ PN/ PO/ SC/ TC/ TR/ TX
Semester	: Sixth
Course Title	: INTERNSHIP (16 WEEKS)
Course Code	: 316002

I. RATIONALE

Globalization has prompted organizations to encourage skilled and innovative workforce. Internships are educational and career development opportunities, providing practical/ hands-on experience in a field or discipline. Summer internship is an opportunity for students to get accustomed to modern industry practices, apply the knowledge and skills they've acquired in the classroom to real-world situations and become familiar with industry environments before they enter the professional world. Keeping this in mind, industrial training is incorporated to all diploma programmes as it enables the student to get equipped with practical skills, soft skills and life skills.

II. INDUSTRY / EMPLOYER EXPECTED OUTCOME

The aim of this course is to help the student to attain the following industry identified competency through various teaching learning experiences: Apply skills and practices to industrial processes.

III. COURSE LEVEL LEARNING OUTCOMES (COS)

Students will be able to achieve & demonstrate the following COs on completion of course based learning

- CO1 - Observe time/resource management and industrial safety aspects/Professional aspects.
- CO2 - Acquire professional experience of industry environment.
- CO3 - Establish effective communication in working environment.
- CO4 - Prepare report of assigned activities and accomplishments.

IV. TEACHING-LEARNING & ASSESSMENT SCHEME

Course Code	Course Title	Abbr	Course Category/s	Learning Scheme					Credits	Assessment Scheme												Total Marks		
				Actual Contact Hrs./ Week	SL	H	NL	H		Credits	Paper Duration	Theory				Based on LL & TL				Based on SL				
												Practical												
												FA-TH	SA-TH	Total		FA-PR		SA-PR		SLA				
Max	Max	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min													
316002	INTERNSHIP (16 WEEKS)	IN26	INP	-	-	-	-	40 - 48	16	-	-	-	-	100	40	100#	40	-	-	200				

***Credits for Industrial Training are in-line of guidelines of NCrF :**

\$\$ The industrial Training is of 16 weeks considering 40-48 hours per week engagement of students (as per Guidelines of GR of Maharashtra Govt.) under Self Learning with guidance of industry supervisor/ Mentor

V General guidelines for organizing Industrial training

The Industry/organization selected for Industrial training/ internships shall be Government/Public Limited/ Private limited / Startup /Centre of Excellence/Skill Centers/Skill Parks etc.

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1. Duration of Training - 16 weeks students engagement time
2. Period of Time slot - 6th semester (16 weeks) i.e., commencement of internships will be immediately following the 5th semester exams.
3. Industry area - Engineering Programme Allied industries of large, medium or small-scale, Organization/ Govt./ Semi Govt Sectors.

Table of activities to be completed for Internship

S.No	Activity	Suggested Schedule
		WEEKS
1	Collection of information about industry available and ready for extending training with its offered capacity of students (Sample Format 1)	1 st to 3 rd week of 5 th Semester
2	Allocations of Student and Mentor as per availability (Mentor: Student Ratio (1:15))	4 th to 6 th week of 5 th semester
3	Communication with Industry and obtaining its confirmation Sample letter Format	6 th to 8 th week of 5 th semester
4	Securing consent letter from parents/guardians of students (Sample Format 2)	Before 10 th week of 5 th semester
5	Enrollment of Students for industrial training (Format 3)	Before 12 th week of 5 th semester
6	Issue of letter to industry for training along with details of students and mentor (Format 4)	Before 14 th week of 5 th Semester
7	Organize Internship Orientation session for students	Before end of 5 th Semester
8	Progressive Assessment of industry training by Mentor	Each week during training period
9	Assessment of training by institutional mentor and Industry mentor	6 th Semester ESE

VI Role(s) of Department at the Institute:

Following activities are expected to be performed by the concerned department at the Polytechnics.

Note: Read industry as Architectural professional firm for the programme - AA/ AT/ IX/ IZ

Suggestions-

1. Department can take help of alumni or parents of students having contact in different industries for securing placement.
2. Students would normally be placed as per their choices, in case of more demand for a particular industry, students would be allocated considering their potentials. However, preference for placement would be given to students who have arranged placement in company with the help of their parents or relatives.
3. Principal/HOD/Faculty should address students about industrial safety norms, rules and discipline to be maintained in the industry during training before relieving students for training.
4. The faculty members during the visit to industry or sometimes through online mode will check the

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progress of the student in the training, student attendance, discipline, and project report preparation each week.

Note: Read industry as Architectural professional firm for the programme - AA/ AT/ IX/ IZ

VII Roles and Responsibilities of students:

1. Students may interact with the mentor to suggest choices for suitable industry, if any. If students have any contact in industry through their parents or relatives then the same may be utilized for securing placement for themselves and their peers.
2. Students have to fill the forms/formats duly signed by institutional authorities along with a training letter and submit it to a training officer/mentor in the industry on the first day of training.
3. Students must carry with him/her Identity card issued by the institute during the training period.
4. Students should follow industrial dressing protocols, if any. In absence of specific protocol students must wear college uniform compulsorily.
5. Students will have to get all necessary information from the training officer/mentor at industry regarding schedule of training, rules and regulation of the industry and safety norms to be followed. Students are expected to observe these rules, regulations and procedures.
6. Students must be fully aware that if they disobey any rule of industry or do not follow the discipline then non-disciplinary action will be taken.
7. Students must maintain a weekly diary (**Format 6**) by noting daily activities undertaken and get it duly signed from industry mentor or Industrial training in charge.
8. In case students face any major problems in industry such as an accident or any disciplinary issue then they should immediately report the same to the mentor at the institute.
9. Prepare a final report about the training for submitting to the department at the time of presentation and viva-voce and get it signed from a mentor as well as industry training in charge.
10. Students must submit the undertaking as provided in **Format 5**.

Note: Read industry as Architectural professional firm for the programme - AA/ AT/ IX/ IZ

VIII Typographical guidelines for Industry Training report

Following is the suggestive format for preparing the training report. Actual report may differ slightly depending upon the nature of industry. The training report may contain the following

1. The training report shall be computer typed (English- British) and printed on A4 size paper.
2. Text Font -Times New Roman (TNR), Size-12 point
3. Subsection heading TNR- 12 point bold normal
4. Section heading TNR- 12 capital bold
5. Chapter Name/ Topic Name – TNR- 14 Capital
6. All text should be justified. (Settings in the Paragraph)
7. The report must be typed on one side only with double space with a margin 3.5 cm on the left, 2.5 cm on

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the top, and 1.25 cm on the right and at bottom.

8. The training report must be hardbound/ Spiralbound with a cover page in black color. The name of the candidate, diploma (department), year of submission, name of the institute shall be printed on the cover.
9. The training report, the title page should be given first then the Certificate followed by the acknowledgment and then contents with page numbers.
10. For Architectural Programme- AA/ AT/ IX/ IZ students should prepare portfolio (Minimum A3 Size) of containing drawings/documentation work etc prepared during internship period.

IX Suggestive format of industrial training report

Following format may be used for training report. Actual format may differ slightly depending upon the nature of Industry/ Organization.

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

Chapter 1	Organization structure of Industry and general layout.
Chapter 2	Introduction to Industry / Organization (history, type of products and services, turn over and number of employees etc.)
Chapter 3	Types of Major Equipments/raw materials/ instruments/machines/ hardware/software used in industry with their specifications, approximate cost, specific use and routine maintenance done
Chapter 4	Processes/ Manufacturing techniques and methodologies and material handling procedures
Chapter 5	Testing of Hardware/Software/ Raw materials/ Major material handling product (lifts, cranes, slings, pulleys, jacks, conveyor belts etc.) and material handling procedures.
Chapter 6	Safety procedures followed and safety gears used by industry.
Chapter 7	Particulars of Practical Experiences in Industry/Organization if any in Production/ Assembly/Testing/Maintenance
Chapter 8	Detailed report of the tasks undertaken (during the training).
Chapter 9	Special/challenging experiences encountered during training if any (may include students liking & disliking of workplaces).
Chapter 10	Conclusion
Chapter 11	References / sources of information

For Architectural Programme - AA/ AT/ IX/ IZ

Chapter 1	Introduction and overview of architecture firm practice management and professional ethics as per COA norms
Chapter 2	Architecture design and project management (Agreement between client, consultants and contractors, Municipal approval process, management of the design process to maintain integrity of design objectives)
Chapter 3	Importance of site study and preparation of site analysis report
Chapter 4	Project planning and design
Chapter 5	Study of structural drawings and MEP Services
Chapter 6	Project development and documentation
Chapter 7	Site visit and preparation of report

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Chapter 8	Particulars of Practical Experiences in Industry/Organization
Chapter 9	Detailed report of the tasks undertaken (during the training).
Chapter 10	Special/challenging experiences encountered during training if any (may include students liking & disliking of workplaces).
Chapter 11	Conclusion

X Suggested learning strategies during training at Industry

- 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 to the handbook of the major machines and operations, testing, quality control and testing manuals.
- Students may also visit websites related to other industries wherein similar products are being manufactured.

Note: Read industry as Architectural professional firm for the programme - AA/ AT/ IX/ IZ

XI Tentative week wise schedule of Industry Training

Industrial training is a common course to all Diploma programmes, therefore the industry selection will depend upon the nature of the programme and its related industry. The training activity may vary according to nature and size of industry.

The following table details of activities to be completed during industrial training.

Details of Activities to be completed during Industry training	
Introduction of Industry and departments.	
Study of Layout of Industry, Specifications of Machines, raw materials, components available in the industry	
(For architectural programme - AA/ AT/ IX/ IZ study of layout of Architect's office /Firm)	
Study of setup and manufacturing processes	
(For architectural programme - AA/ AT/ IX/ IZ study of office administration)	
Execute given project or work assigned to the students, study of safety and maintenance procedures	
(For architectural programme - AA/ AT/ IX/ IZ prepared different types of drawings of given architectural project)	
Validation from industry mentor regarding project or work allocated	
Report writing	

XII CO-PO Mapping Table to be created by respective Department/faculty.**XIII. Formative Assessment of training : Suggested RUBRIC**

(Note : Allot the marks in proportion of presentations and outcome observed.)

Week No	Task to be assessed	Outcome Achievement - Poor	Outcome Achievement - Moderate	Outcome Achievement - High		Week-wise total Marks
		Poor	Average	Good	Excellent	
		Marks	Marks	Marks	Marks	
1	Introduction of Industry	Minimal Knowledge of Departments,	Moderate Knowledge of Departments,	Good Knowledge of Departments, processes,	Extensive Knowledge of Departments,	5

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		processes, products and work culture of the company (For architectural programme - AA/ AT/ IX/ IZ minimal knowledge of office administration and work culture of the architectural firm.) (Marks –1)	processes, products and work culture of the company (For architectural programme - AA/ AT/ IX/ IZ Moderate knowledge of office administration and work culture of the architectural firm.) (Marks –2)	products and work culture of the company (For architectural programme - AA/ AT/ IX/ IZ Good Knowledge of office administration and work culture of the architectural firm.) (Marks –3/4)	processes, products and work culture of the company (For architectural programme - AA/ AT/ IX/ IZ Extensive knowledge of office administration and work culture of the architectural firm.) (Marks –5)	
		(Marks –1)	(Marks –2)	(Marks –3/4)	(Marks –5)	
2-3	Presentation of Layout of Industry, Specifications of Machines, raw materials, components available in the industry (For architectural programme - AA/ AT/ IX/ IZ preparation of report of stages of architectural design stages and project management)	Minimal w.r.t. tasks (Marks –1)	Moderate w.r.t. tasks (Marks –2)	Good w.r.t. tasks (Marks –3/4)	Extensive w.r.t. tasks (Marks –5)	5
4-6	Participation in setup and manufacturing processes/ platforms (For architectural programme - AA/ AT/ IX/ IZ preparation of site analysis report)	Minimal Participation with poor understanding (Marks –1-8)	Moderate Participation with poor understanding (Marks –9-12)	Good Participation with poor understanding (Marks –13-17)	Extensive Participation with poor understanding (Marks –18-20)	20
7 to 13	Execution of given project or work to the students, Follow of safety and maintenance procedures (For architectural programme - AA/ AT/ IX/ IZ preparation of execution)	Minimal Participation with poor understanding (Marks –1-8)	Moderate Participation with lower level understanding (Marks – 9-12)	Good Participation with Good understanding (Marks – 13-17)	Extensive Participation with excellent understanding (Marks – 18-20)	20

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	drawings and issuance for building construction of a project)					
14-15	Validation by industry mentor regarding project or work allocated	Minimal Participation with poor performance (Marks –1-10)	Moderate Participation with acceptable performance (Marks – 11-15)	Good Participation with Good performance (Marks – 16-20)	Extensive Participation with excellent performance (Marks – 21-25)	25
16	Diary writing and Report presentation	- Results are not Presented properly, - Project work is summarized and concluded not acceptable - Future extensions are not specified (Marks –1-10)	- Results are Presented just casually - Project work is summarized and concluded casually - Future extensions are casually specified (Marks –11-15)	- Results are Presented well and properly, - Project work is summarized and concluded to a Good level - Future extensions are well specified (Marks –16-20)	- Results are Presented exhaustively - Project work is summarized and elaborated in excellent manner , concluded - Future extensions are excellently specified (Marks – 21-25)	25
Total Out of :100						

Marks for (FA) are to be awarded for each week considering the level of completeness of activity observed as per table specified in Sr.No. XIII above, from the daily diary maintained . Feedback from industry supervisor shall also be considered.

XIV Summative Assessment (SA) of training:

Academic year : 20 -20

i) Suggested RUBRIC for SA

Enrollment Number	Observations from Orals				Presentations				Total (100)
	Tasks undertaken (20)	Overall Understanding (20)	Creativity / Innovation demonstrated (10)	Knowledge acquired (10)	Speech Clarity (10)	Body Language (10)	Presentations (10)	Diary , Report writing and / Product (10)	

Name of mentor:

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Signature of Mentor



INTERNSHIP (16 WEEKS)**Course Code : 316002****XV FORMATS****Format-1: Collecting Information about Industry/Organization available for training along with capacity**

- 1) Name of the industry/organization:
- 2) Address/communication details with 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 _____ students: **Yes / No.**b) If yes, whether you offer 16 weeks training: **Yes/No**

Possible Industrial Capacity:

Students	Programme Name/ Title					Total
	Architecture	Chemical	Travel	Others		
Male						
Female						
Total						

7) Whether accommodation available for interns **Yes / No.**

If yes capacity: _____

8) Whether internship is charged or free:

If charged please specify amount per candidate: _____

Signature of responsible person at Industry:

INTERNSHIP (16 WEEKS)**Course Code : 316002****Format-2: 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 16 weeks of Industrial training for partial fulfillment towards completion of Diploma in _____.

ii) For this fulfillment he/she has been deputed at _____ industry, located at _____ for Industrial training /internship for the period from _____ to _____.

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

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(Academic Year –)

[illegible]

INTERNSHIP (16 WEEKS)**Course Code : 316002****Format-4: Issue Letter to the Industry/Organization for the training along with 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.

The purpose of this training is to equip the student with some essential skills relevant to the demands of the industry and world of work, as well as to provide exposure to the professional environment and work culture. It is hoped that this training may enhance his/her employability and livelihood opportunities. In view of the above, we kindly request your support in facilitating this Industrial Training for the student. He/she has been adequately oriented and guided on the expectations of this training, including the maintenance of a daily diary during the training period. Additionally, the institute has secured the necessary consent and undertaking from the parent/guardian regarding the guidelines for exit training. In view of all the above industry shall refrain from involving students into the mundane and housekeeping activities. Your cooperation in this regard will be highly appreciated.

Diploma programme in _____ Engg.

Sr.No	Enrollment No	Name of Student	Name and designation of Mentor

Diploma programme in _____.

Sr.No	Enrollment No	Name of Student	Name and Designation of Mentor

Kindly extend all possible cooperation to the students for above.

Thanking you

Yours sincerely,

(Principal)
Name of the Institute:
with Seal

Cc- To HoD/Mentor

INTERNSHIP (16 WEEKS)**Course Code : 316002****Format-5: Undertaking by the students**

TO

Principal

Subject: Undertaking regarding Placement for Industrial training of 12/16/18 weeks duration

IReg No:..... S/o/D/o.

.....Studying in ----- at
-----Institute at -----fully aware of the Industrial Training requirement and related
responsibilities and participation in the, Industrial training between From:
..... To.....

I assure you that I will be of good behavior and be obedient to the staff and mentor during the
...../Industrial training. I will also abide and will not participate in all activity. I will also
discipline myself within the rules and regulations of the Institution. I am also aware that I am participating in
the at my own risk and I will not hold the -----Institute responsible in any way in
any eventuality namely Accident /Injury/death or whatever mishap and I myself will be solely responsible for
my safety.

Place :Signature of the student

Date :Reg. No.

Format-5: Undertaking by the students

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TO

Principal

Subject: Undertaking regarding Placement for Industrial training of 12/16/18 weeks duration I
.....Reg

No:..... S/o/D/o.

.....Studying in at

Institute at----- fully aware of the Industrial Training requirement and related responsibilities
and participation in the, Industrial training between From:
To.....

I assure you that I will be of good behavior and be obedient to the staff and mentor during the
..... /Industrial training. I will also abide and will not participate in all activity. I will also discipline
myself within the rules and regulations of the Institution. I am also aware that I am participating in the
..... at my own risk and I will not hold the----- Institute responsible in any way in any
eventuality namely Accident /Injury/death or whatever mishap and I myself will be solely responsible for my
safety.

Place :Signature of the student

Date :Reg. No.

INTERNSHIP (16 WEEKS)**Course Code : 316002****Format-6: Internships Daily Diary**

Name of the Student: _____ Name of the mentor (Faculty) :

Enrollment Number: _____ Semester: _____ Academic Year _____

Week	Day & Date	Discussion Topics/ Activity	Details of Work Allotted Till Next Session /Corrections Suggested/ Faculty Remarks	Signature of Industry Mentor
Week 01	Mon, Date			
	Tue, Date			
	Wed, Date			
	Thu, Date			
	Fri, Date			
	Sat, Date			
Week 02	Mon, Date			
	Tue, Date			
	Wed, Date			
	Thu, Date			
	Fri, Date			
	Sat, Date			
Week n	Mon, Date			
	Tue, Date			
	Wed, Date			
	Thu, Date			
	Fri, Date			
	Sat, Date			

MSBTE Approval Dt. 04/09/2025**Semester - 6, K Scheme**