



# **G. H. RAISONI COLLEGE OF ENGINEERING**

(An Autonomous Institute affiliated to Rashtrasant Tukdoji Maharaj Nagpur University, Nagpur)

Dual Accreditations NAAC "A+" Grade & NBA (Tier-I)

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## **General Guidelines for Industry Project and Internship**

G. H. Raisoni college of Engineering, Nagpur has introduced one semester internship/field project with an aim to provide exposure to industrial environment considered necessary to groom students for their profession. Every department has framed in detail guidelines for Internship/Project. Following are some general guidelines, Dos and Don'ts to be followed.

### **The objectives of the Industrial Training/Internship are**

1. To provide an opportunity for students to familiarize with the industry of their discipline, experience work culture and discover the organizations within the industry. Students will acquire interpersonal skills through meeting with professionals in their field of study.
2. To provide an opportunity for students to correlate theoretical lessons and principles with practical applications. Students will acquire practical skills and experience working on projects alongside industry experts.
3. To provide an opportunity for students to discover grass root problems and fundamental issues in industry with a view to take up major project and development of innovative solutions.
4. To provide the opportunity for the industry to identify potential employees and actively contribute to the teaching-learning process by ensuring that program curriculum satisfies the expectations of the industry and continual improvement.

### **Expected Learning outcomes after the training/internship are:-**

- Exposure to Organizational skills and professional practices.
- Ability to work under supervision and directions.
- Efficiently completing tasks, fostering good relationship with seniors and subordinates
- Improved Communication & interpersonal skills.
- Work Ethics of the company/industry.
- The industry, its markets and its governing operation standards.
- Expectations of the company /industry in general on employees.
- Exposure to latest technology applications to the specific discipline.
- Identification of relevant problems in the industry and innovative solutions.

## **Procedure for applying for field project/internship.**

All applications for field project/internship are required to be made online through the student Portal at [www.ghrce.edu.in/portal](http://www.ghrce.edu.in/portal). Detailed instructions for use are also available on this URL.

It is mandatory for all students to use their raisoni.net email address in order to access this portal.

- All students (not only 1-2 in group) must fill in the online Internship Request form. (IRF)
- The form will be scrutinized and approved by III department. Students can see the status of their application online. Usually this requires 1-day time.
- After approval is done, students are required to collect the printed letter from T&P Cell.
- After receiving confirmation from the industry, students should fill the joining details online within 2 weeks of joining. Backdated entries won't be entertained.
- *It is mandatory to fill correct joining details of HR manager and Supervisor, failing which the internship/ Project is liable to be cancelled.*
- After the Internship/Project is completed, students need to upload their certificates individually within one week of receipt of certificate. Students will not be allowed to appear for examination if they fail to upload certificate in stipulated time.

### **Stages in Field project/ Internship**

#### **Stage 01: Orientation in the company**

*02 months.*

- i. During the first two months of internship, the intern shall undergo an extensive orientation programme in industry.
- ii. The intern should carry out a detailed study of products /services, processes offered by the industry.
- iii. Intern should identify the suppliers, customers and competitors of the industry.
- iv. Intern should understand the organization structure, vision, mission policies and top management of the industry.

#### **Stage 02: Identification of Problem/Case study & Survey**

*02 months.*

- i. Intern should identify relevant problem based on issues involving product design and development, automation, process optimization , cost reduction, quality control, material handling, logistics, lay out design, energy audit, waste reduction, pollution control etc.
- ii. Intern should carry out comprehensive field/literature survey relevant to the selected topic.
- iii. Intern should finalize the methodology along with relevant software tools and prepare preliminary design , evaluate alternative solutions.

#### **Stage 03: Completion of Project/ Case study**

*02 months*

- i. Intern is expected to arrive at final solution/conclusion for the stated problem.
- ii. Intern should prepare a comprehensive report on the work done in the industry in the prescribed format.
- iii. Intern is expected to publish/present his contribution at national/international project/paper presentation competitions after obtaining necessary prior permissions.

## **Dos and Don'ts**

### **Dos**

1. Always report in time and be regular.
2. Always maintain formal dress code as per company rules.
3. Strictly adhere to all rules and regulations and safety norms.
4. Be polite and cordial in all your interactions with industry personnel.
5. Make a habit of noting down important points during meeting/discussions.
6. Maintain strict confidentiality of company information.
7. Take initiative and complete all assigned tasks with enthusiasm.
8. Have a focused approach and positive attitude.
9. Be open to constructive criticism.
10. Always stay in touch with your college guide.
11. Report your progress on fortnightly basis to college and industry.

### **Don'ts**

1. Compromise with your safety.
2. Do not talk or criticize company policies/executives.
3. Take leaves without prior permission of industry/college.
4. Be late.
5. Misuse the facilities offered by the company.
6. Take photographs/videos without permission.
7. Encourage friends, relatives visiting workplace.
8. Handle equipments in the absence of company supervisor.

## **SOP for extension of six months industry internship in same Industry under credit transfer scheme**

<b>Sr. No.</b>	<b>Activity</b>	<b>Responsibility</b>
1	Student having CGPA of more than 8.25 will be allowed to avail for extension of six months Industry Internship under CTS	Head
2	Request letter from Industry for six months extension with adequate reason	III Cell
3	Request letter from student for extension with parents undertaking	III Cell and Head
4	Details regarding reputation of Industry for six months extension for Industry Internship to be prepared.	III Cell and Head
5	Formation of committee to scrutinize the Industry and students applications for final decision. Committee consists of Dean III Cell, Dean Academic and Head of the concerned department.	Committee
6	Getting approval from the Director of the Institute	Dean Academics
7	Preparation of equivalence scheme for respective semester of the student	Head
8	Discussion of equivalence scheme with students.	Committee
9	Signed approval letter by Director, Dean Academics and Head shall be sent to the respective Industry for approval.	Heads
10	After final approval from Industry, III Cell shall inform to students for joining the same industry	III Cell
11	Students shall be abide by the equivalence scheme prepared by the committee. In addition students have to follow all the guidelines given by the III Cell and Industry for six months Industry Internship.	III Cell
12	After final decision given by the committee, student shall not be allowed to cancel the extension.	Committee
13	Student will not be allowed to leave the industry in between. In case, he/she leaves or gets detained in the respective semester, he/she shall take fresh admission at GHRCE with regular fees in the respective semester in next academic year.	Head
14	Student availing facility of extension will make his/her own staying arrangement at the venue of concerned industry. Stay and other living charges will be paid by the student.	Student
15	On completion of evaluation by industry, the industry shall submit the score to GHRCE as per equivalence scheme.	Industry

**(SAMPLE EQUIVALENCE )**

**G. H. RAISONI COLLEGE OF ENGINEERING, NAGPUR**  
**NOTESHEET**

**Subject:-** Equivalence for Credit Transfer Scheme

**Industry Name:-** Kion India Pvt. Limited, Pune

For the requirement of degree, the said students have to earn 23 credits in eight semesters. They should be evaluated on the basis of the performance in the Industry as per the scheme attached profarma of evaluation sheet.

**Name of Student:-** Miss Puja Bhajan, Mr. Prajwal Rathod, Mr. Sandesh Awasti,  
Mr. Pratmesh Ingle BE seventh semester Mechanical Engineering.

Name of Subject/Code	Credits	End Semester Exam. Marks	End Semester Examination Evaluation on the basis of performance for one semester(up to April 2019)	Internal Evaluation		
				TAE	CAE	Total Internal marks
Operation Research & Management (BMEL403) Theory	4	60	To appear for end semester examination (ESE) Summer 2019, it is suggested to use NPTL lectures, MOOCs, reference books, Impartus lectures of the institute for preparation of subjects. Internal marks will be based on offline CAE examination & TAE submission on email.	20	20	40
Automation in Production (BMEL404) Theory	3	60		20	20	40
Automation in Production (BMEP404) (Practical)	1	25	To appear for end semester practical examination (ESE) Summer 2019, for internal assessment, he/she has to submit practical report before practical examination	-	-	25
Major Project Phase II (BMEP407)	8	50	He has to complete project based on said industry Internship work and <b>regular project</b> & submit project report at the end. To appear for end semester project examination (ESE) Summer 2019. Internal project work to be evaluated by project coordinator & guide at institute. Students need to come at college for progress seminar of major project phase II as per the academic calendar.	-	-	50

ELECTIVE –II (Theory)	3	60	To appear for end semester examination (ESE) Summer 2019, it is suggested to use NPTL lectures, MOOCs, reference books, Impartus lectures of the institute for preparation of subjects. Internal marks will be based on offline CAE examination & TAE submission on email.	20	20	40
ELECTIVE –II (Practical)	1	25	To appear for end semester practical examination (ESE) Summer 2019, for internal assessment, he/she has to submit practical report before practical examination.			25
ELECTIVE - III	3	60	To appear for end semester examination (ESE) Summer 2019, it is suggested to use NPTL lectures, MOOCs, reference books, Impartus lectures of the institute for preparation of subjects. Internal marks will be based on offline CAE examination & TAE submission on email.	20	20	40
<b>Total Credits</b>	<b>23</b>					

Note: Students need to come at college for CAE and monthly progress seminar of major project phase II as per the academic calendar.

**Dr. R.S.Shelke**  
Head of Department

**Dean Academics**

**Director**