

Handbook of
Industrial Practice School

B. Tech. (Sem 7th / 8th)

Director
Industrial Practice School



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PREFACE

4th year B.Tech. Students will undergo Industrial Practice School either in 7th semester or 8th semester. Industrial Practice School program is a valuable learning component in our academic program. Talking of Indian Engineering Graduates, employers complain that their on-the-job performance in their first job is substandard, lack ambition and have limited productivity. Our university does not want to produce such graduates. Hence this Industrial Practice School program is aiming at producing engineers who fit the organizational requirements of leading engineering companies.

During the Industrial Practice School program each student can focus on the following parameters and develop:

- a) Problem solving, critical thinking and innovation
- b) Curiosity to learn
- c) Communication skills
- d) Team work
- e) Responsibility
- f) Professional and Ethical behavior
- g) Attitude and Discipline

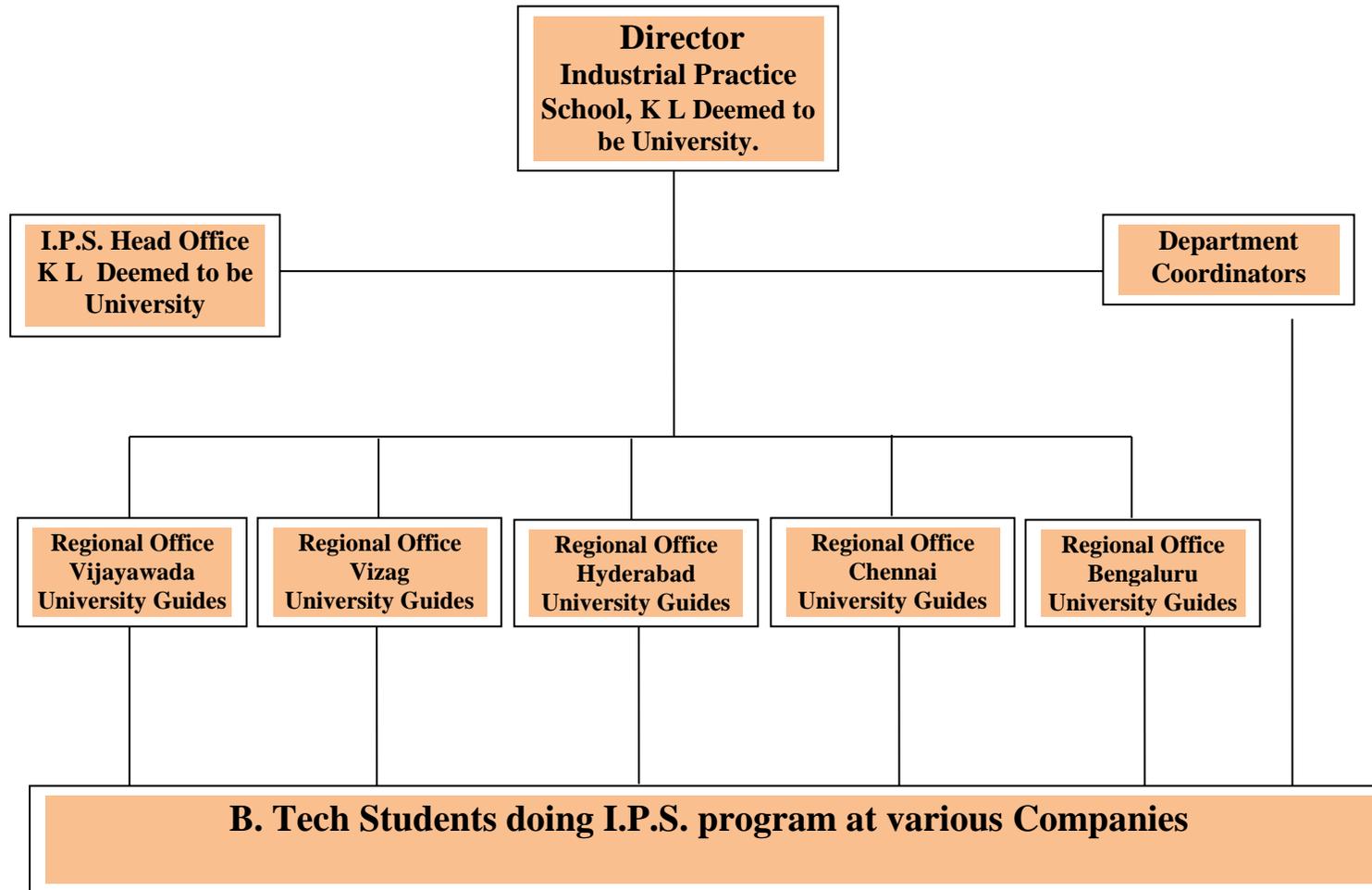
Industrial Practice School is a prelude to final placement efforts. It is during this semester of exposure to the industry that our students can make a mark of hard-work, sincerity, commitment on the host organization. Industrial Practice School program would be a great learning experience since it enables students to apply theory to practice and observe and learn the contemporary developments in technology and industry practices.

The University Guide and Company Guide have a vital role to play in this endeavor. We believe that, as always, the students and their Guides will put their best foot forward to make Industrial Practice School program successful by making it valuable to the Companies. K L Deemed to be University shall always provide all the support whenever required, for making Industrial Practice School program a winning proposition to all the stakeholders.

With best wishes...

***Director
Industrial Practice School***

ORGANIZATION STRUCTURE OF INDUSTRIAL PRACTICE SCHOOL



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1) INTRODUCTION

The Industrial Practice School (IPS) program forms an important component of education at K L Deemed to be University. It is an attempt to bridge the gap between an academic institution and the corporate world. At K L Deemed to be University, students undertake one semester Industrial Practice School program in companies during final year of B.Tech. (Semester 7th or 8th). The Program carries a weightage of 6 credits. The Program, which would be a simulation of real work environment, requires the students to undergo the rigor of professional environment, both in form and in substance. In the process, it provides an opportunity for the students to satisfy their inquisitiveness about the corporate world, provides exposure to practicing technical skills, and also helps them acquire social skills by being in constant interaction with the professionals of an organization.

At K L Deemed to be University, the Industrial Practice School program is an opportunity to satisfy the student's curiosity. The student is expected to actively participate /take ownership of the engineering practices and experience the professional environment, thus making the program meaningful of both the company with which the student works and also to the student himself to further his/ her career prospects.

During the IPS program, every student will be constantly guided by a **University Guide** and a **Company Guide** for successful training and completion of the program. For any other technical guidance/help, students can contact their concerned department through their **Department Coordinator. Department Committee** will help the student right from the finalization of title of the work, providing any technical support during the IPS program, conducting interim evaluation and final evaluation.

2) OBJECTIVES OF I.P.S.

The objectives of the Industrial Practice School program are –

- To provide an opportunity to students to practice the concepts learnt in a classroom, in real-life situations/company;
- To sensitize the students to the touch of workplace by assigning time-bound projects in a company;
- To create awareness among the students about their strengths and weaknesses in the work environment;
- To provide the students a platform to take up on-the-job Engineering Training and develop a network which will be useful in enhancing their career prospects; and
- To make the students industry ready that will help in job placements.
- To achieve the above objectives, the Industrial Practice School program focuses on on-the-job Engineering Training.

Engineering Training: Every student is required to undertake On-the- Job Engineering Training (OJET) in his/her domain area along with day-to-day functions of the company, both at the assistance and the execution level. This will help the student to gain a deeper understanding of the professional work, culture, organizational targets, delivering results, work pressure, etc. of an organization.

Engineering Training involves task orientation, teamwork, goal orientation and managing the interpersonal relationships. Therefore, it helps students to develop the qualities required for an Engineer. A good Industrial Practice School program undertaken with all the seriousness provides an excellent learning opportunity to the student and also paves the way for job placement.

3) PHASES OF LEARNING

Industrial Practice School program can be broadly classified into two phases viz., (i) Orientation in the Company, and (ii) On-the-Job Engineer Training.

3.1. Orientation in the Company

During the first two weeks of the Program, every student shall undergo extensive orientation program in the Company. During this period, the student shall understand the company, its products and the processes. The study done during this period shall help in the preparation of a report consisting of the **Company, its Organizational structure, Technology, Processes and Products**. The student shall thoroughly understand the technology deployed by the company, understand the processes of production/manufacturing, and understand the technological environment in which the industry is operating.

The student shall also get oriented to various departments of the company and get to know the key functionaries. The students shall meet these functionaries with prior appointment and understand various perspectives from them in managing their departments. This provides a unique opportunity for the students to gain insights into managing the departments directly from the head of those departments. The students shall also get to know their Company Guide and other executives/supervisors who shall be closely guiding them during the period of Industrial Practice School program.

The student shall also understand the organizational structure.

The University Guide of a student shall facilitate the orientation program at the company. It is suggested that the orientation program be prepared in advance in consultation with the company authorities and circulated to the students for smooth implementation.

3.1.1. Understanding the Organizational structure

It is important for a student to know organizational architecture and how it functions as a cohesive and productive unit.

3.1.2. Understanding the Products

The student must get a thorough understanding of the products manufactured by the firm, their technical specifications, application, the profile of end users and the kind of problems faced during their usage.

3.1.3. Understanding the Technology

The student should understand how the products are manufactured/produced. This would mean getting an insight into the technology used, production processes, machinery used, etc. Effort should be made on various aspects of technology usage, machinery installed, etc.

3.1.4. Understanding the Processes

The student is also expected to understand the production processes and manufacturing policies and understand the strengths, weaknesses, opportunities and threats vis-à-vis the competition in a given segment of operations.

3.2. On-the-Job Engineer Training

On-the-Job Engineer Training (OJET) may stretch from the beginning to the end of Industrial Practice School program. During this period, the student would be assigned various tasks by the organization, which is part of the day-to-day functioning of the department within the organization. Engineer Training gives direct exposure to execution and support functions of the department. It gives a flavor of teamwork, organizational culture, team dynamics, result orientation, organizational pressures, complexities in achieving the desired goals, etc. The student should take this as a learning experience and be ambitious of achieving the desired targets or accomplishing the required tasks, through professionalism and business knowledge. OJET provides a good scope for developing the necessary engineering skills and a positive attitude in the students.

4) UNIQUE OPPORTUNITY

Industrial Practice School Program is a unique opportunity to the students to get exposed to the corporate culture and acquire professional skills and experience by implementing the theoretical concepts learnt in the classroom. During Industrial Practice School Program the student will be developing his/her technical skills along with other corporate skills. The endeavor of the student during this period is to optimize his/her learning and convert the Practice School Program opportunity into an enriching learning and placement opportunity through dedication, commitment and hard-work. This requires discipline, positive attitude, focused approach and inquisitiveness to learn.

5) REGISTRATION AND ALLOTMENT

All students participating in Industrial Practice School program should register themselves as per the notices given by IPS Head Office, K L Deemed to be University. Delayed registrations are not permitted. The procedure of registration and the documents to be submitted at the time of registration will be announced in the above notices.

Some companies will select the students as per their requirement, through on campus or off campus interviews. For the unselected students, companies will be allotted by the Director IPS, as per their CGPA. The list of companies with their vacancies and other details are displayed in advance on the notice board, well before the allotment day. On the day of allotment, each branch of students will be called in the descending order of CGPA to choose the companies, as per the vacancies available at that point of time.

After the allotments are made to the students at IPS Head Office, K L Deemed to be University, they shall attend an orientation program to understand overview of IPS program, their concerned Regional Offices, Companies, evaluation components, duties and responsibilities of the students etc.

Students shall submit the following documents duly signed to IPS, Head Office, (a) Industrial Practice School Registration Form, (b) Code of conduct, (c) Undertaking by the Parent, and (d) Insurance Form. Then the students will be issued Allotment Letters.

All the students shall report to their concerned Regional Offices in time. On arrival at the Regional Office, a student shall submit (a) copy of Company Allotment Letter and (b) Reporting Form at Regional Office to the Manager. Reporting Form at Regional Office shall be filled in by the Student at the time of reporting.

The University Guide shall accompany the students to the Company on their first visit and introduce the students to the Company Guide(s). In case this could not be done on the day of reporting, the University Guide has to visit the Company as early as possible and ensure smooth settlement of the student.

6) PROFESSIONAL BEHAVIOR

Industrial Practice School Program is a unique opportunity provided to the student to get exposed to corporate world, professional experience and putting the theoretical concepts learnt in the classroom for developing engineering skills. The endeavor of the student during this period is to optimize his/her learning and convert the opportunity into placement opportunity through dedication, commitment and hard-work. This requires discipline, positive attitude, focused approach and inquisitiveness to learn.

To ensure success of the students during their Industrial Practice School Program the following guidelines have been framed for effective implementation and attainment of objectives of Industrial Practice School program.

6.1. Attendance Policy

Absolute attendance (100%) is a symbol of dedication and commitment of the student. Unless there is a dire need for leave, student should not be granted leave. Dedicated effort from the student paves the way for healthy relationship with the organization and continued relationship. Analysis of the previous Industrial Practice School experiences prove that those with good attendance record performed better on the job and also secured better job placement offers.

With a view to encourage attendance and reward those who are regular, the following guidelines are introduced:

*The attendance system followed in the company in which Industrial Practice School program is being pursued should be followed by the student. The student is permitted to avail a maximum of **5 days leave** during the period of Industrial Practice School program with prior approval from the Company Guide and University Guide. Format of Application for leave is to be filled and submitted to University Guide.*

*For leaves availed beyond the stipulated 5 days, there will be a penalty in terms of **reduction of 3 marks/day**. Absence without prior approval will be viewed seriously and may even lead to termination of Industrial Practice School program.*

6.2. Transfer from one Company to Another Company

Once a student registers with a company, he/she should continue with the same company till the completion of Industrial Practice School program. Change of company will not be entertained

6.3. Conduct and Behavior

The students must bear in mind that they are the ambassadors of KL Deemed to be University and conduct themselves in a manner befitting the KL Deemed to be University standards. The KL Deemed to be University expects the students to maintain high professional and social standards.

K L Deemed to be University expects that the students shall at all times, during Industrial Practice School program, conform to the rules and regulations of his/her place of work. It is particularly important to be regular, punctual, obedient, honest, ethical and sincere at work. Unprofessional behavior, dishonesty, misconduct, indiscipline, irregularity at work, unethical practices and unsatisfactory performance will lead to cancellation of Industrial Practice School program of the student.

7) DO'S AND DON'TS FOR STUDENTS

Do's: Students should –

- ✓ Get an overview of the Company/Industry in which he/she is placed. This includes understanding Organizational structure, products manufactured, services provided, the technology used, processes followed, key personnel in the company, manufacturing units of the company, etc.
- ✓ Make an analysis of the technology environment of the company vis-à-vis the industry and prepare SWOT analysis.
- ✓ Always maintain formal dress code.
- ✓ Always be polite in your dealings and maintain cordial relationship with the Company personnel.
- ✓ Always conduct/perform all transactions as per the laid down policies of the company and fulfill the commitments made by you.
- ✓ Always be positive and open to suggestions. ü Always make a note of the important points during meetings/discussions.
- ✓ Get in touch with the University Guide, if the situation warrants.
- ✓ Maintain strict confidentiality of the company's information.
- ✓ Consult the department faculty or refer to textbooks to reinforce relevant concepts.
- ✓ Always submit bills on time when reimbursement is to be claimed. Get conversant with the company's policies/rules before incurring expenditure.
- ✓ Always be present whenever the University Guide visits the company.
- ✓ Focus on assignment and complete the individual tasks allotted on schedule.

Don'ts: Students should not –

- X Criticize the company's policies and the Company Engineers/Managers/Executives.
- X Criticize or make adverse comments about K L Deemed to be University or the University Guide or other executives.
- X Attend the office in informal dress.
- X Get into arguments and lose temper.
- X Misuse the facilities offered by the company.
- X Go to meetings and presentations unprepared or ill-prepared.
- X Be late to the office/meetings.
- X Leave the office without prior permission from the Company Guide.
- X Be impolite or rude to the Company Engineers/Managers/Executives.
- X Exceed the mandate given by the Company Guide and collect information that is confidential in nature.
- X Hold back any material/equipment/accessories provided by the company on a returnable basis.
- X Borrow money or any other personal effects of the Company personnel.
- X Interfere in third party assignments.
- X Encourage friends visiting workplace during office hours and cause inconvenience to others.

8) GOALS FOR I.P.S. PROGRAM

The goals for Industrial Practice School program are as follows:

- a) **On-the-Job Engineer Training (OJET):** Each student is expected to focus on setting challenging organizational targets in consultation with Company Guide and University Guide at the beginning of Industrial Practice School program and work towards achieving these targets. Such targets should be specific and measurable. The objective of the student should be to meet the targets set by the Company by being creative and innovative. At any time, the student can contact their concerned Department Faculty through Department Coordinator, for any technical help.
- b) **Project Report:** On-the-Job Engineer Training (OJET) Shall culminate into a Project Report towards the end of the Industrial Practice School program. The Project Report shall be evaluated and marks awarded. Marks shall then be converted into grade as per the University norms.
- c) **Stipend:** Normally, to motivate the students, some companies may reward students based on performance by paying stipend during Industrial Practice School program. University Guide should submit a statement of stipend paid to the students, certified by the Company.
- d) **Job Placements:** Some companies may absorb the students doing internship based on their performance. Hence, the students shall work to the expectation of the Company Guide and impress upon to get job placement offers by the end of P.S. program. University Guides shall also help the students in their job placement.
- e) **Allocation ratios:**
 - a. University Guide to Students ratio is 1:25.
 - b. Company Guide to Students ratio is 1:5 (desirable).
 - c. Company to Students ratio is 1:10 in a single location. However, exceptions may be approved by the Director, Industrial Practice School.
- f) **Fortnight Review Meetings:** Fortnightly review meetings shall be conducted by the University Guide with the Company Guide at the company premises. There must be a minimum of 8 such review meetings during the period of Industrial Practice School program. The agenda for review meetings would include performance of the students on Engineer Training, other academic/placement related matters, etc. University Guide must ensure that these meetings are useful, productive, and the Company Guide finds value in them.
- j) **Coordination:** Director and I.P.S. Head Office, K L Deemed to be University will coordinate with all the students, University Guides, Regional Managers, Department Coordinators and Department Heads for smooth and successful implementation of I.P.S. program.

- k) **I.P.S. Calendar:** All the stakeholders are required to strictly adhere to the P.S. calendar for various activities including evaluation.

9) ROLE OF STUDENT

Each student is assigned to a University Guide and a Company Guide at the beginning of the Industrial Practice School program. She/he must discuss with the Guides, Various components of OJET and seek clarifications on any matters related to them.

The students shall –

- Strictly follow the Industrial Practice School program guidelines contained in this Handbook.
- Prepare and submit Company profile as soon as possible.
- In the initial stages of Industrial Practice School program, understand the company and study its technical environment and prepare reports as required.
- Achieve the goals/targets set for the Industrial Practice School program by actively participating in the OJET assigned.
- Have continuous interaction with the University Guide, Company Guide.
- Interact with the Department Faculty through Department Coordinator for any further help.
- Submit reports at various stages strictly as per Industrial Practice School program calendar.
- Take presentation as an opportunity to impress the host company and ensure its success.
- Submit fortnightly progress report to the University Guide.
- Endeavor to secure job placement offer in the Company through dedicated work and result orientation.

10) I.P.S. PROGRAM PROPOSAL AND FINALISATION OF TITLE

Once a project is assigned, the student must formulate a well-conceived Industrial Practice School Program Proposal. This will lead to proper implementation of the project. The student should think through the Proposal in the initial days and finalize the implementation plan appropriately.

Head of the Department will nominate a Department Committee with senior professors/ associate professors having more than 10 years of experience as members along with the Department Coordinator. Department Committee shall help the students of their department doing IPS, right from the finalization of title of the work, providing any technical support during the IPS program, conducting interim evaluation and final evaluation.

Each Industrial Practice School Program Proposal must have a title that shall fit to the students' actual work. All the students shall send their proposals to their Department Coordinator. Department Committee will vet the titles submitted by the students and suggest for modifications, if required.

The following components shall be considered while validating the titles:

- Name of the organization where IPS is to be carried out.
- Measurable/quantifiable targets for OJET.
- Clear identification of Products/Services related to the achievement of target.
- Technical description where the operations have to be carried out to achieve targets.

Example of title for Executive Training:

- Design of safety belts for automobiles in M/s. Autoliv India Pvt., Lt., Bengaluru

Example of title which is not suitable for Executive Training:

- Designing of auto safety belts.

Care should be taken at the time of choosing Industrial Practice School Program title, as it will reflect in the resume of the student at the time of campus placements. Hence the title should be of interest to the prospective employer and should reflect the actual work done by the student.

Department Coordinators shall submit the finalized titles of all their concerned students to the Director, IPS.

11) I.P.S. EVALUATION COMPONENTS

The Industrial Practice School program carries a weightage of **6 credits** and therefore the evaluation is critical to Students' overall performance. The evaluation will be based on the performance of the student during the OJET. Evaluation shall be based on results achieved and not just the effort put in. Evaluations should be transparent and fair. The evaluation shall be carried out at different stages viz. fortnightly progress reports, interim evaluation, and final evaluation as per the IPS calendar.

Industrial Practice School program is evaluated for a maximum of **100 marks**. The aggregate marks awarded to each student shall subsequently be converted into grades as per the University regulations.

11.1. Weightage for Evaluation Components

Overall, 100% weightage is given to Industrial Practice School program. Various components of evaluation and weightages are given below:

Component	Evaluator	Marks
<i>Fortnightly Progress Reports</i>	<i>University Guide & Company Guide</i>	<i>40 (10+30)</i>
<i>Interim Evaluation</i>	<i>Department Committee</i>	<i>20</i>
<i>Final Evaluation</i>	<i>Department Committee</i>	<i>40</i>
	Total Marks	100

11.2. Evaluation Criteria - Fortnightly Progress Report

1. Fortnightly progress reports shall be submitted every fortnight, as per the calendar of IPS, by every student without fail.
2. Fortnightly progress reports shall be evaluated by the concerned University Guide and Company Guide. This should be done till the completion of the Industrial Practice School program.
3. Each fortnightly progress report carries 40 marks. The average of all the fortnightly reports is taken at the end of I.P.S.
4. University Guide will evaluate on the following parameters:
 - a) Student discipline, b) regularity, c) punctuality, d) commitment, e) willingness to work hard, f) attitude & behavior etc.
5. Company Guide will evaluate on the following parameters:
 - a) Progress achieved during the fortnight on OJET, b) work engagement, c) ability to solve problems, d) knowledge application, e) professional behavior, f) team work, g) new ideas generated for the company, h) appreciations received etc..
6. Every fortnight, the University Guide shall have a personal interaction with the student and the Company Guide before awarding marks.
7. If the student does not submit fortnightly report in time, the marks will be awarded '0' for that fortnight.

11.3. Evaluation Criteria – Interim Evaluation

During the interim evaluation, the student shall prepare and submit a report and give a presentation before his/her Department Evaluator at the Company/Regional Office and evaluate the student for 20 marks.

11.3.1. Report

The student may refer to the following guidelines for writing the Interim Report, which may consist about 20-30 pages.

Parameters for the evaluation of interim presentation are the following:

1. **Objective:** State the objectives of the Engineer Training and explain clearly the specific tasks set by the Company.

2. **Target/Tasks:** The target/tasks of the training should be stated and also be clearly measurable. The specific dates as to when these targets/tasks would be completed/achieved should also be mentioned.

3. **Strategy:** An outline of how the student is undergoing the Engineer Training in terms of the various activities and plans employed (or designed) to achieve the set targets should be specified.

4. **Achievements:** The achievements vis-à-vis the targets and tasks of the job assigned should be clearly mentioned.

5. **Conceptual Framework:** The student should articulate the concepts studied in the classroom and their application in his present task. This is critical for appreciation of the student's ability to apply theory to practice. It should also highlight the innovative and creative aspects of student's thinking in application.

6. **Mid-course Correction:** *It is a review of the targets/tasks assigned by the organization and any revision thereof. The reason for the revision may be detailed.*

7. **Limitation:** *The constraints in achieving the targets/tasks should be highlighted in this section. The student should outline any specific problems or hurdles encountered. They should explain any significant obstacle that they might have encountered if it calls for a change in plan. They should also outline the changed plan.*

8. **Conclusion:** *The student should draw together the main issues discussed in the main sections and identify any implications of the work that he/she has described. The student should also describe how tasks and targets could have been better achieved, or the performance be improved upon.*

Interim report will be evaluation on the following parameters:

- **Goals and Targets:** *Achievement of targets; progress made; Variance, reasons for variance, learning from experiences.*
- **Quality of Report:** *Description of tasks, choice of strategies and techniques, technical details; objectives achieved.*
- **Planning efficiency:** *Adherence to Schedules.*
- **Resource mobilization:** *Details of resources deployed, S/W tools used.*

- **Compliance to guidelines:** Adherence to guidelines prescribed in Handbook and Instructions by the Company.

11.3.2. Presentation

A presentation for about 20 minutes, on the progress achieved till date should be made by the student to Department Evaluator. The objective is to provide an opportunity to get insights into the performance of the student and suggest actions for improved performance. This would also help the students to involve themselves actively in the operational review and make it more meaningful to the host company.

Parameters for the evaluation of interim presentation are the following:

- Achievement of targets: Accomplishment of the time bound assignments tasks in progress; reasons for variance
- Strategies or Techniques applied, Action plan for unachieved targets
- Application of Management tools, State of the art skills; appropriate S/W tools
- Reliability: Carrying out jobs entrusted; delivery of results.
- Conduct: Values and attitudes; punctuality; discipline
- Question & Answers

Normally, such presentation should take place at the Company/Regional Office where the student is undergoing his/her Industrial Practice School program.

11.4. Evaluation Criteria – Final Evaluation

During the final evaluation, the student shall prepare and submit a report and give a presentation before his/her Department Committee at the University. The Department Committee will evaluate the student for 40 marks.

11.4.1. Report

Successful Engineer Training shall enhance placement opportunity for the student. It is therefore essential that the student is result-oriented and make his training valuable to the Company. In the final evaluation, a student should prepare a report for about 60-90 pages, on his/her Engineer Training covering the following aspects:

- a. Objectives of the training
- b. Targets/Tasks set.
- c. Strategy adopted.
- d. Analysis of performance vs. Target. Reasons for variance, if any.
- e. Problems/Constraints/Limitations.
- f. Relating theoretical concepts to the practices during training.
- g. Learning in the Engineer Training.
- h. Awards/rewards received during Training including earnings.

Final report is evaluated on the basis of the following parameters:

- Achieving Goals and Targets: Target, actual results, variance, effectiveness or corrective measures indicated during interim report.
- Content: Description of assignments undertaken, company details, product analysis, competition analysis, SWOT, strategic tools used, objectives, achievements, future outlook of industry/function, and learning from the project.
- Quality of Report: Structure of the report, formatting, conformity to guidelines, spelling, grammar, appropriate language, professional presentation of report.
- Planning Efficiency & Implementation: Approach to the project; overcoming complications; management and organization; reliability and punctuality; individual contribution to the project..
- Resource Utilization: Tools and techniques used, knowledge, skills acquired, learning from the results.
- Compliance to Guidelines: Adherence to K L Deemed to be University IPS/Company.

11.4.2. Presentation

The presentation on Engineer Training by a student is a valuable component of the Industrial Practice School program. The presentation made by the student before the Department Committee should be impressive.

The presentation can be made for about 30 minutes. Such presentation should take place at the University, after completion of the Industrial Practice School program.

Parameters for the evaluation of final presentation are the following:

- *Achievement of targets: Targets assigned; tasks worked on; desired outcome; timely completion; variance, if any.*
- *Strategies applied: Action plan for achieving the targets*
- *Performance: Result orientation; quality of output; reliability; ownership; resourcefulness; team work; effectiveness and efficiency in carrying out job entrusted; Overall success.*
- *Overcoming Limitation: Effective ways of overcoming constraints, problems.*
- *Attitude and Conduct: Appearance; Interpersonal skills; punctuality, discipline and sincerity.*
- *Questions & Answers*

12) FINALISATION OF MARKS AND GRADING

All the University Guides from the Regional Offices shall submit the Fortnightly Progress Reports, along with the students' leaves data to the Director, I.P.S. Head Office, KL Deemed to be University. Department Coordinator shall submit I.P.S. program proposal, interim evaluation forms and final evaluation forms to the Director, I.P.S. Head Office, K L Deemed to be University.

Director will consolidate the marks of all the above reports and submit the same to the Controller of Examinations. Exams Section will do the grading process as per the University norms and declare the results of I.P.S. students.

13) PROCEDURE OF SUBMISSION OF REPORTS

Fortnightly Progress Report: Each student shall submit a hardcopy to the University Guide. University Guide shall ensure that he and the Company Guide have awarded the marks appropriately and duly signed.

University Guide shall forward the fortnightly reports of all his concerned students, to the Director, I.P.S. Head Office, K L Deemed to be University, once in every fortnight. Late submission of reports shall not be entertained.

Interim Report: Student shall submit 2 copies of the reports duly signed by Company Guide, one copy to the Company Guide and the other to the Department Evaluator at the time of evaluation.

The Department Evaluators of each department shall submit these evaluation reports to the Director, P.S. Head Office, K L Deemed to be University, immediately after the evaluation, through their Department Coordinator.

Final Report: Student shall submit 2 copies of the reports duly signed by Company Guide, one copy to the Company Guide and the other to the Department Committee at the time of evaluation in the University.

The Department Evaluators of each department shall submit these evaluation reports to the Director, P.S. Head Office, KL Deemed to be University, immediately after the evaluation, through their Department Coordinator.

Leave Letters: Students shall take prior approval of leave from Company Guide and University Guide. Duly filled and signed leave letters in the prescribed formats are to be submitted to the University Guide.

University Guides shall maintain all the leave letters at their Regional Offices. Regional Manager will send a consolidated statement of leaves of all the students of the region to the Director, P.S. Head Office, KL Deemed to be University, along with the fortnightly reports.

Student shall keep one copy of each fortnightly report, interim report and final report with him/her. A copy of all the reports retained by the student is meant for future use, including for placement purposes.

14) CLOSING OF I.P.S. PROGRAM

On successful completion of the Industrial Practice School Program, the student must collect a relieving letter and a no dues certificate from the host Company and submit them at Industrial Practice School Head Office, K L Deemed to be University.

15) IMPORTANT Tip

Apart from giving the students an exposure to real work situations, the Industrial Practice School program provides them a meaningful opportunity to learn the art and skills of the practice of engineering.

The Engineer Training under Industrial Practice School program could be of significance to the host organization – in terms of their objective of technical documentation aiming at updating or modernization of information systems. The students, therefore, should take care to properly document their work. They should consult University Guide/Company Guide for any problems they might encounter.

For any further help with regard to technical matters of their specialization (either at the time of finalizing titles and at the time of preparing reports), the students can contact their concerned Department Faculty through Department Coordinator. Entire department is available for the students for any technical assistance.

The students are advised to strictly adhere to the deadlines of submitting reports and making presentations. Non-submission of reports by the due date may lead to the student not being evaluated.

The students are advised to submit the Engineer Training report to the host Company for scrutiny before submitting it to the University Guide. This gives an assurance to the host organization on maintaining the confidentiality of certain data.

At the outset, by the end of the PS. program, every student is expected to have sufficient exposure the work culture of industry, with which the student can get better job placement offers.

Director

Industrial Practice School

INDUSTRIAL PRACTICE SCHOOL :: K. L. Deemed to be University
B. Tech program, Practice School course Proposal, (IPS-__, A.Y. 20____ - __)
Part A- PS program Details

University ID Number			
Regional Office Number			
Name of the student			
Program	B, Tech in-----		
Name of the University Guide			
Name of the Company			
Address of the Company	Primary Street		
	Secondary Street		
	City		
	District		
	State		
	Country		
	PIN		
Name of the Company Guide			
Designation of company guide			
Company Guide Address Details	Primary Street		
	Secondary Street		
	City		
	District		
	State		
	Country		
	PIN		
	Phone (Off)		
	Phone (Res)		
	Fax (Office)		
Email Address			

Reporting Date at the company	DD	MM	YY

Part B – Engineer Training

Serial Number	Subject	Content
1	Orientation in the Company	Organization Structure
		Products
		Technology
		Processes
2	Who's who of the company, in brief	
3	On-the-Job Engineer Training:	Title
		Goals
		Task for Month-1
		Task for Month-2
		Task for Month-3
		Task for Month-4
		Task for Month-5
4	Title (Finalized by the Departmental Committee)	

Signature of the Student)

Name:

Date:

Signature of Department Coordinator)

Name:

Date:

INDUSTRIAL PRACTICE SCHOOL :: K. L. Deemed to be University.

FORTNIGHTLY PROGRESS REPORT B.TECH. (IPS-__, A.Y. 20____ - __)

1.Name of the Student		2.University ID No.		3.Branch	
4.Regional Office		5.Industrial Practice School Company			
6.Company Guide		7.University Guide			
8.Project Title (Should be uniform for all fortnight reports)					
9.Fortnight No.	10.Commencing date of this fortnight	11.No. of working days in this Fortnight	12.No. of days present in this Fortnight	13. No. of Leaves availed	
				This fortnight	Till date
Report on On-the-Job Engineer Training (OJET)					
14. Work Performed during this Fortnight (Provide full details of work done in this fortnight with attachment of 2-3 pages)					
15. Plan for the coming fortnight (mention in detail) From: _____ To: _____					
16. Exceptions, if any (such as time over run, unanticipated problems, etc.)					
Date: _____				Signature of the Student _____	
Evaluation by University Guide & Company Guide					
17. Criteria for evaluation: a) student discipline, b) regularity, c) punctuality, d) commitment, e) willingness to work hard, f) attitude & behavior				Assessed by UG for 10 M per fortnight	
(Signature of University Guide)					
18. Criteria for the evaluation: a) Progress achieved during the fortnight on OJET, b) work engagement, c) ability to solve problems, d) knowledge application, e) professional behavior, f) team work, g) new ideas generated for the company, h) appreciations received etc.				Assessed by CG for 30 M per fortnight	
(Signature of Company Guide with Seal)					
19. Feedback, if any, to the student				Total Marks for the fortnight (10+30=40 M)	
(University Guide shall forward to the Director, Industrial Practice School)					

INDUSTRIAL PRACTICE SCHOOL, KL Deemed to be UNIVERSITY.

LEAVE APPLICATION

Name : _____

University ID No : _____ Program: B. Tech, Sem VII/VIII Branch: _____

Regional Office : _____ Location of Project: _____

Company : _____

PSP Title : _____

University Guide: _____ Company Guide : _____

Number of days leave availed till date: _____

Period of Present Leave: From: _____ To: _____ No. of days: _____

Reason:

I am aware of the guidelines for leave and I understand the implications thereof. I request you to grant me leave as per the above details.

Date:

Signature of Student

FOR OFFICE USE ONLY

Signature of Company Guide

Signature of Operational Guide

Date:

Date:

INDUSTRIAL PRACTICE SCHOOL :: K. L. Deemed to be University.

**INTERIM EVALUATION – REPORT
B. Tech Practice School, (IPS- __, A.Y. 20__ - __)**

University ID Number	
Regional Office Number	
Name of the student	
Branch	
Name of the Company	
Location of the Company	
Title of the project	
Department Committee	
Company Guide	
University Guide	

Sl No	Description	Max. Marks	Obtained Marks
1.	Goals and Targets: Achievement of targets; progress made; Variance, reasons for variance, learning from experiences.	30	
2.	Quality of Report: Description of tasks, choice of strategies and techniques, technical details; objectives achieved.	25	
3.	Planning efficiency: Adherence to schedules.	20	
4.	Resource mobilization: Details of resources deployed, S/W tools used.	15	
5.	Compliance to guidelines: Adherence to guidelines prescribed in Handbook and Instructions by the Company.	10	
Total		100	

Remarks, if any

Place:

Date:

(Signature of Department Evaluator)

INDUSTRIAL PRACTICE SCHOOL :: K. L. Deemed to be University

**INTERIM EVALUATION – PRESENTATION
B. Tech Practice School, (IPS-__, A.Y. 20__ - __)**

University ID Number	
Regional Office Number	
Name of the student	
Branch	
Name of the Company	
Location of the Company	
Title of the project	
Department Committee	
Company Guide	
University Guide	

Sl No	Description	Max. Marks	Obtained Marks
1.	Achievement of targets Accomplishment of the time bound assignments; tasks in progress; reasons for variance	30	
2.	Strategies or Techniques applied Action plan for unachieved targets	20	
3.	Application of Management tools State of the art skills; appropriate S/W tools	20	
4.	Reliability Carrying out jobs entrusted; delivery of results.	10	
5.	Conduct Values and attitudes; punctuality; discipline	10	
6.	Question & Answers	10	
Total		100	

20% Weighted Marks of Interim Evaluation = [Report (100) + Presentation (100)] /10 =

Place:

Date:

(Signature of Department Evaluator)

INDUSTRIAL PRACTICE SCHOOL: K. L. Deemed to be University.

FINAL EVALUATION – REPORT

B. Tech practice school, (IPS-__, A.Y. 20__ - __)

University ID Number	
Regional Office Number	
Name of the student	
Branch	
Name of the Company	
Location of the Company	
Title of the project	
Department Committee	
Company Guide	
University Guide	

Sl. No	Description	Max. Marks	D.C. Judge1	D.C. Judge2	D.C. Judge3	Average Marks
1	Achieving Goals and Targets: Target, actual results, variance, effectiveness or corrective measures indicated during interim report.	30				
2	Content: Description of assignments undertaken, company details, product analysis, competition analysis, SWOT, strategic tools used, objectives, achievements, future outlook of industry/function, and learning from the project.	25				
3	Quality of Report: Structure of the report, formatting, conformity to guidelines, spelling, grammar, appropriate language, professional presentation of report.	10				
4	Planning Efficiency & Implementation: Approach to the project; overcoming complications; management and organization; reliability and punctuality; individual contribution to the project..	15				
5	Resource Utilization: Tools and techniques used, knowledge, skills acquired, learning from the results.	10				
6	Compliance to Guidelines: Adherence to KLU-PS/Company	10				
Total		100				

(Signatures of Department Committee Judges)

Place:

Date:

INDUSTRIAL PRACTICE SCHOOL :: K. L. Deemed to be University.
FINAL EVALUATION – PRESENTATION
B. Tech Practice School, (IPS-__, A.Y. 20__ - __)

University ID Number	
Regional Office Number	
Name of the student	
Branch	
Name of the Company	
Location of the Company	
Title of the project	
Panel Judges	
Company Guide	
University Guide	

Sl. No	Description	Max. Marks	D.C. Judge1	D.C. Judge2	D.C. Judge3	Average Marks
1.	Achievement of targets: Targets assigned; tasks worked on; desired outcome; timely completion; variance, if any.	20				
2.	Strategies applied: Action plan for achieving the targets	20				
3.	Performance: Result orientation; quality of output; reliability; ownership; resourcefulness; team work; effectiveness and efficiency in carrying out jobs entrusted; Overall success.	30				
4.	Overcoming Limitation: Effective ways of overcoming constraints, problems.	10				
5.	Attitude and Conduct: Appearance; Interpersonal skills; punctuality, discipline and sincerity.	10				
6.	Questions & Answers	10				
Total		100				

40% Weighted Marks of Final Evaluation = [Report (100) + Presentation (100)] * 4/20 =

(Signatures of Department Committee Judges)

Place: