

<b>Programme Name/s</b>	<b>: Architecture Assistantship/ Automobile Engineering./ Artificial Intelligence/ Agricultural Engineering/ Artificial Intelligence and Machine Learning/ Automation and Robotics/ Architecture/ Cloud Computing and Big Data/ Civil Engineering/ Chemical Engineering/ Computer Technology/ Computer Engineering/ Civil &amp; Rural Engineering/ Construction Technology/ Computer Science &amp; Engineering/ Fashion &amp; Clothing Technology/ Dress Designing &amp; Garment Manufacturing/ Digital Electronics/ Data Sciences/ Electrical Engineering/ Electronics &amp; Tele-communication Engg./ Electrical Power System/ Electronics &amp; Communication Engg./ Electronics Engineering/ Food Technology/ Computer Hardware &amp; Maintenance/ Hotel Management &amp; Catering Technology/ Instrumentation &amp; Control/ Industrial Electronics/ Information Technology/ Computer Science &amp; Information Technology/ Instrumentation/ Interior Design &amp; Decoration/ Interior Design/ Civil &amp; Environmental Engineering/ Mechanical Engineering/ Mechatronics/ Medical Laboratory Technology/ Mining &amp; Mine Surveying/ Medical Electronics/ Mining Engineering/ Production Engineering/ Printing Technology/ Polymer Technology/ Surface Coating Technology/ Textile Technology/ Electronics &amp; Computer Engg./ Travel and Tourism/ Textile Manufactures</b>
<b>Programme Code</b>	<b>: AA/ AE/ AI/ AL/ AN/ AO/ AT/ BD/ CE/ CH/ CM/ CO/ CR/ CS/ CW/ DC/ DD/ DE/ DS/ EE/ EJ/ EP/ ET/ EX/ FC/ HA/ HM/ IC/ IE/ IF/ IH/ IS/ IX/ IZ/ LE/ ME/ MK/ ML/ MS/ MU/ MZ/ PG/ PN/ PO/ SC/ TC/ TE/ TR/ TX</b>
<b>Semester</b>	<b>: First Year Exit</b>
<b>Course Title</b>	<b>: EXIT-INTERNSHIP01</b>
<b>Course Code</b>	<b>: 311011</b>

**I. RATIONALE**

Preamble: NEP-2020 envisioned that the learner should have options for Multiple Exits and Multiple Entries (MEME). This shall be applicable only in the condition of students due valid financial/family/other situation and needs due to which he/she is unable to continue his/her education in present time and wish to take momentary Exit from the programme. The exit internship shall be addressing the needs of providing hand-on skills through industry practices to enable students to earn livelihood or become employable after this exit.

**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 as per requirements of respective work environment.

**III. COURSE LEVEL LEARNING OUTCOMES (COS)**

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

- CO1 - Acquire essential employable skills at exit level.
- CO2 - Establish effective communication in working environment.

**EXIT-INTERNSHIP01****Course Code : 311011****IV. TEACHING-LEARNING & ASSESSMENT SCHEME**

Course Code	Course Title	Abbr	Course Category/s	Learning Scheme					Credits	Paper Duration	Assessment Scheme										Total Marks
				Actual Contact Hrs./Week			SLH	NLH			Theory			Based on LL & TL				Based on SL			
				CL	TL	LL					FA-TH	SA-TH	Total	Practical				SLA			
														FA-PR	SA-PR	SLA					
Max	Max	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min										
311011	EXIT-INTERNSHIP01	EI1	INP	-	-	-	-	0	4	-	-	-	-	-	25	10	25@	10	-	-	50

**Total IKS Hrs for Sem. : Hrs**

Abbreviations: CL- Classroom Learning , TL- Tutorial Learning, LL-Laboratory Learning, SLH-Self Learning Hours, NLH-Notional Learning Hours, FA - Formative Assessment, SA -Summative assessment, IKS - Indian Knowledge System, SLA - Self Learning Assessment

Legends: @ Internal Assessment, # External Assessment, \*# On Line Examination , @\$ Internal Online Examination

Note :

**NOTE :- The duration of Exit-Internship shall be of 4 weeks and its credits are inline to the guidelines provided by NCrF.**

**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.

- a. Duration of Training - 4 weeks students engagement time
- b. Period of Time slot - End of Semester
- c. Industry area - Workshops, Outlets/Skill based learning Environment in small scale commercial domain or industries.

**Note : Exit Internship shall be aligned with the skill based courses defined in First Year Exit Scheme.**

**VI. Role(s) of Department at the Institute:**

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

S.No	Activity	TimeLine
1	Institution should collect the data of students who wish to exit Diploma after first year.	After the examinations of first year
2	Institutions must ensure that the student has acquired 40 credits and passed first year . Enroll the student on MSBTE portal for exiting by uploading the student Application.	After declarations of results
3	Institution places the qualified student for 4 weeks internships	During summer break or immediately after result declaration.
4	MSBTE blocks the student Enrollment in immediate next academic year.	On scrutiny of uploaded student documents by the institute
5	Institute uploads the internship certificate of the student on completion of Internship.	On completes the exit-internship
6	MSBTE issues online Certificate of Vocation	On scrutiny of internship certificate and on passing the internship evaluation
7	Institute issues the above certification of vocation to the student and maintains document related to it.	

**VII. Roles and Responsibilities of students:**

- a. Students may interact with the mentor to suggest choices for suitable industry/commercial domain, if any. In case of students have any contact in industry through their parents or relatives then same may be utilized for securing placement for themselves and their peers.
- b. Students have to fill the forms/formats duly signed by institutional authorities along with training letter and submit it to training officer/mentor in the industry on the first day of training.
- c. Students must carry with him/her Identity card issued by the institute during training period.
- d. Students should follow industrial dressing protocols, if any. In absence of specific protocol student must wear college uniform compulsorily.
- e. 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 procedure scrupulously.
- f. Students not following the industrial rules, regulations, and safety measures may face disciplinary action taken by the industry.
- g. Students must Maintain weekly diary by noting daily activities undertaken and get it duly signed from industry mentor or Industrial training in charge.
- h. In case students faces any major problem in industry such as an accident or any disciplinary issue then they should immediately report the same to the mentor at the institute.
- i. Prepare final report about the training get it signed by industrial mentor and submit it to the institute at the time of presentation and viva-voce.

### 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

- a. The training report shall be computer typed (English- British) and printed on A4 size paper.
- b. Text Font -Times New Roman (TNR), Size-12 point
- c. Subsection heading TNR- 12 point bold normal
- d. Section heading TNR- 12 capital bold
- e. Chapter Name/ Topic Name – TNR- 14 Capital
- f. All text should be justified. (Settings in the Paragraph)
- g. 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 the top, and 1.25 cm on the right and at bottom.
- h. The training report must be hardbound/ Spiralbound with cover page in black colour. The name of the candidate, name of programme, academic year, name of the institute and industry shall be printed on the cover [Refer sample sheet (outer cover)]
- i. The training report, the title page [Refer sample sheet (inner cover)] should be given first then the Certificate followed by the acknowledgment and then contents with page numbers.

### 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 work places).
Chapter 10	Conclusion
Chapter 11	References / sources of information

### 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 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.

## 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 programme and its related industry. The training activity may vary according to nature and size of industry.

The following table details suggestive schedule of industrial training for all programmes offering 4 weeks of internships.

Week No	Details of Activities to be completed during Industry training	FA Marks distribution for weekly dairy
1	Introduction of Industry and departments.	05
2	Study of Layout of Industry, Specifications of Machines, raw materials, components available in the industry, Execute work assigned to the students	10
3/4	Validation from industry mentor regarding project or work allocated	05
4	Report writing	05
	<b>Total FA Marks</b>	<b>25</b>

## XII. Formative Assessment (FA) of training : Suggested RUBRICS

### A. Basis for Assessment

Week No	Task to be assessed	Outcome Achievement - Poor	Outcome Achievement - Moderate	Outcome Achievement - High		Week-wise total Marks
		Poor Marks	Average Marks	Good Marks	Excellent Marks	
1	Introduction of Industry and departments.	Minimal Knowledge of Departments, processes, products and work culture of the company <b>(Marks -1)</b>	Moderate Knowledge of Departments, processes, products and work culture of the company <b>(Marks -2)</b>	Good Knowledge of Departments, processes, products and work culture of the company <b>(Marks -3/4)</b>	Extensive Knowledge of Departments, processes, products and work culture of the company <b>(Marks -5)</b>	
2	Study of Layout of Industry, Specifications of Machines, raw materials, components available in the industry, Execute work assigned to the students	Minimal w.r.t. tasks <b>(Marks -3)</b>	Moderate w.r.t. tasks <b>(Marks -5)</b>	Good w.r.t. tasks <b>(Marks -6-8)</b>	Extensive w.r.t. tasks <b>(Marks -9/10)</b>	
3/4	Validation from industry mentor regarding project or work allocated	Minimal Participation with poor performance <b>(Marks -1)</b>	Moderate Participation with acceptable performance <b>(Marks -2)</b>	Good Participation with Good performance <b>(Marks -3/4)</b>	Extensive Participation with excellent performance <b>(Marks -5)</b>	

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4	Report writing	<ul style="list-style-type: none"> <li>Results are not Presented properly,</li> <li>Project work is summarized and concluded not acceptable</li> </ul> <b>(Marks –1)</b>	<ul style="list-style-type: none"> <li>Results are Presented just casually</li> <li>Project work is summarized and concluded casually</li> </ul> <b>(Marks –2)</b>	<ul style="list-style-type: none"> <li>Results are Presented well and properly,</li> <li>Project work is summarized and concluded to a Good level</li> <li>Future extensions are well specified</li> </ul> <b>(Marks –3/4)</b>	<ul style="list-style-type: none"> <li>Results are Presented exhaustively</li> <li>Project work is summarized and elaborated in excellent manner &amp; concluded</li> <li>Future extensions are excellently specified</li> </ul> <b>(Marks –5)</b>	
<b>Total Out of :25</b>						

**B. Maintain marks as per above rubrics in following table.****Name of the industry:**

Sr. No	Enrolment Number	Name of student	Marks from FA Table				Total 25
			Week 1	Week 2	Week 3	Week 4	

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. XII above, from the daily diary maintained .

Name of mentor:  
Signature of Mentor:

**XIII. Summative Assessment (SA) of training: Suggested RUBRIC**

Enrollment Number	Assessment from Viva-voce				Presentations				Total (25)
	Tasks undertaken	Overall Understanding	Creativity /Innovation demonstrated	Knowledge acquired	Speech Clarity	Body Language	Presentations	Diary , Report writing and / Product	

**MSBTE Approval Dt. 01/10/2024****Semester - , K Scheme**