
Guidelines for Students Undergoing Industrial Project Work

1. Preamble

An Industrial project work is the form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. The students can opt industrial project in any industry/academic institution/R&D/PSU/Government or semi-government organizations. This caters students, the opportunity to gain valuable applied experience and explore networks in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. This will not only help students in gaining professional know-how but also benefits, corporate on fresh perspectives on business issues and even discovering future business leaders.

Keeping this in view, Various Institutions affiliated with Uka Tarsadia University has developed six months to nine months Industrial project work guidelines. These guidelines comprise of Steps for Monitoring, Evaluating & ways to execute this program in flawless manner.

2. Objectives of Industrial Training Programme

The Industrial Project work has to be meaningful and mutually beneficial to the intern, the faculty and the organization. Hence It is important that the objectives and the activities of these programs are clearly defined and understood. Following are the intended objectives for the same:

- Provide industrial exposure to the students, which cannot be simulated in the classroom and hence creating competent professionals in the industry.
- Provide hand on with latest live R&D projects by joining R&D labs or R&D academia during their industrial training tenure.
- Provide opportunity to the faculty mentors, interact with industrial/organization experts to get an insight/exposure of latest technologies used by them.
- Provide possible opportunities for interns to learn, understand and sharpen the real time technical / managerial skills required at the job.

- Provide opportunity to the students to work directly under the faculty mentor on dedicated projects.
- To evaluate student's competency so that respective faculty can guide on the required area.
- To evaluate industrial experience of students.

3. Roles and Responsibilities of the T&P Cell

Training and Placement Cell, Uka Tarsadia University is a nodal point of contact for companies seeking to establish a meaningful relationship with the Institute. The placement team consists of Faculty In-charge, Training and Placement officer, and Student coordinators. The T&P cell will actively implement following roles and responsibilities for Industrial project work:

- The cell will put his best efforts to ensure that top notch opportunities are brought for internship and Industrial trainings.
- The cell will send Invitation mail to Industries/Organization and will invite them for 6 months/9 months Industrial project work or Industries can reach directly T&P cell for hiring interns. During their visit, the cell will be managing all interactions between the visiting companies and the Institute and will provide all the possible assistance to the recruiters for Pre-Placement Talks, Conducting Tests and Interviews to the company personnel.
- The cell will do collaborations or sign MoU with the required Industries/organization/Platforms for availing internship and Industrial trainings opportunities for the students.
- For building relationship and understanding industry needs, the T&P cell officials will also visit organizations. (In some cases, visits can be planned with faculty mentors).
- Any disciplinary issues reported during the industrial project work tenure, will be referred to the T&P cell.

4. Roles and Responsibilities of the Industry/Organization

Being an important pillar of the industrial project work, the Industry/Organization has diverse role to play. In order to create resonance between the Institute and the industry official's certain guidelines need to be mapped. Although industry will be monitoring and evaluating interns/industrial training as per their standard criteria. Still the

organizations/Industry should maintain the basic guidelines shared by the Institute, so that it can be a win-win situation for both.

- The industry/organization will allot at least one mentor, who will be mentoring the interns in the internship/industrial project work tenure.
- Assigned Industrial mentor will monitor and evaluate the interns and also will share the assessment form with the faculty mentor on completion of internship/industrial project, so that students can be groomed in right direction.
- The industry/organization policies and job description should be clearly shared with the interns.
- Industry/organization must maintain the attendance record of the interns.
- To evaluate the students' performance based on their experience with the students.
- To assist the faculty mentor/T&P cell officials in their visit to your organization, as this is a part of project evaluation process.
- To issue an Industrial project work completion certificate to the students.

5. Roles and Responsibilities of the Department

As industrial project work is defined as a learning experience of students, hence the active involvement of concerned departments along with their internship committee and faculty mentor will add value to it. The departments will make arrangements for all those students who do not get any opportunity for industrial project work through T&P cell and assign faculty mentor to assist them for In-house Industrial project, special assignments or research problems. The genesis of performance evaluation will remain same in such cases and the role of industrial supervisor will be performed by the assigned faculty mentor.

- Head of respective departments will constitute Internship committee (1-3 faculty members). The internship committee will assure that a faculty mentor will be allotted to each student before they start their project work. Ideally, 3 to 5 students should be assigned to each faculty mentor, who will do industrial visit, guide and evaluate them during their project work tenure.
- For effective intern supervision, the faculty mentors are expected to have discussion (via social platform like google meet, zoom etc.) with the interns to review their progress on projects, touch base, and provide them feedback. However, the faculty mentor will visit the industry/organization at least once and maximum twice during the industrial project work tenure for student's progress

reports. (Recommending to visit in between 8th week to 12th week from the joining date of the organization). Since there is no provision of foreign travel for student assessment. Indeed, the student feedback in such cases may be taken through video-communication/mail or other possible medium of communication. Pertinent to mention that the faculty mentor must have details of SPOC from the industry/organization to coordinate directly with him/her for any site visit/assessment discussion.

- In case, because of any reason any student is unable to grab industrial project work opportunity, then it's the responsibility of HoD/Internship committee, to assign a faculty mentor who will allocate In-house Industrial project, special assignments or research problems during project work tenure to the student.
- For conducting student's Final assessment, the HoD will constitute different faculty groups (3 faculty members recommended in each group), to evaluate the project report/presentation of all the students.
- In case faculty mentor/HoD/internship committee members get any disciplinary issue report/feedback from the industrial mentor, it may be shared with T&P office (placement@utu.ac.in).

6. Evaluation

Since a defining characteristic of Industrial project work is a focus on learning, providing feedback is even more important for interns. In fact, it is crucial to the learning process that interns know in which areas their performance is meeting or exceeding employer standards, and in which areas they need to work harder or make adjustments (as well as suggestions for what those adjustments might be). While it is up to organization which way they want go, we recommend the below mentioned evaluations process to be part of industry feedback mechanism.

Student's performance evaluation will majorly be segregated into three phase –

- First Assessment (will be done within 4 weeks by the faculty mentor) will be conducted to understand the student's vision and strategy for internship tenure. The faculty mentor will assist him/her in grooming, goal setting and defining milestones for internship tenure.

(refer Annexure-B for further details)

- Mid-Assessment (will be done on the basis of Industry visit) will be conducted by the faculty mentor by visiting organization and post interaction with the industrial mentor and students, credits will be given on the basis of outcomes of milestones set during the first assessment. ***(refer Annexure-C and Annexure-D for further details)***

- Final assessment will be done in two sections that is Final Assessment (A) and Final Assessment (B). The Final assessment (A) will be done by the Industrial mentor (**refer Annexure-E for further details**), while the Final assessment (B) will be done by the faculty group constituted by the Head of the respective departments. (**refer Annexure-F for further details**)

Aggregation of above three phases will be used for assigning final marks.

Activity	Submission timeline (from internship starting date)	Assessment/Marks awarded by
First Assessment	Within 4 weeks	Faculty Supervisor
Mid- Assessment	Between 8th week – 12th week (to be evaluated during the field visit)	Faculty Supervisor
Final Assessment (A)	Within last 2 weeks of the Internship	Industrial Mentor
Final Assessment (B)	Project Report	By Faculty Group

7. Guidelines for Students

Industrial project work are student centric activities. These are great opportunities for them to learn in industrial environment without being an employee of the company. Following are the guidelines for the students:

- Students should register themselves for participating in the industry defined project work through the registration medium provided by individual institution only.
- Before starting their Industrial project work, every student should coordinate with their department for assigning a faculty mentor to monitor and guide them, during their project tenure.
- Students on joining industrial project at the concerned Industry/Organization, should submit the Joining letters to their respective supervising faculty mentor and T&P cell with the contact details of their internship supervisor. (**refer Annexure-A**)
- The T&P process and policies will be applicable on the students throughout the process. Hence, they must go through these (<http://utu.ac.in/utuplacement/#/ProcessPolicy>) before participating in Industrial project cum placement drive cases where students are grab by industries after the completion of project work tenure as an employee.
- Students may submit their Industrial project work experience through the Student Feedback form (**refer Annexure-G**) to their respective department for future reference.

8. Annexures

- Annexure–A: Joining Report (To be shared by the student within a week of joining any organization)
- Annexure–B: First Assessment Report (To Be Filled by the Student and the Faculty Mentor)
- Annexure–C: Field Visit Report (To Be Filled by Faculty Mentor)
- Annexure–D: Mid-Assessment Report (To Be Filled by Faculty Mentor)
- Annexure–E: Final Assessment (A) Report (To Be Filled by Industrial Mentor)
- Annexure–F: Final Assessment (B) Report (To be filled by Evaluating faculty group/mentor)
- Annexure-G: Student Feedback Form (To Be Filled by Students After Internship Completion)

JOINING REPORT

(To be sent by student within a week of joining by scanned copy to the faculty mentor)

1. Roll No. _____

2. Name _____

3. Contact Number _____ Email _____

4. Name of Organization _____

5. Location (City) of Organization _____

6. Stipend Received (If any) _____ (Rupees per Month)

Any Other Facility provided

(Like meals/Accommodation/Conveyance etc.)

I hereby inform that I have joined the organization on _____ for
the Industrial project of the final semester.

Date:

Signature of the Student

CERTIFICATE BY THE INDUSTRIAL MENTOR/HR DEPARTMENT

Certified that Mr./Ms. _____ has joined
our organization for industry project as a part of his/her curriculum credit offer by
institution in final semester.

Date: Signature of Industry Official

(With Seal)

1. Name of Industry Official: _____

2. Designation: _____

3. Contact No.: _____

4. E-mail: _____

FIRST ASSESSMENT REPORT

(To Be Filled by the Student and the Faculty Mentor)

Student Name:	Roll No:
Branch:	Faculty Mentor:
Industry Name:	
Industry Mentor Name:	
Industry Mentor E-mail Address:	
Industry Mentor Contact Number:	
Mode of Interaction with student -	
Note - During the industrial project work tenure, the Student will work in the direction to achieve below mentioned milestones. It is mandatory to set at least 3 Milestones. (Interns should discuss with their faculty mentor before setting milestones). These milestones progress will also be discussed and evaluated during the faculty mentor field visit.	
Student Input	Faculty Mentor Comments
A1.	
A2.	
A3.	

Students Signature**Faculty Mentor Signature**

FIELD ASSESSMENT REPORT

(by faculty mentor)

Student Name:	Roll No:
Branch:	Faculty Mentor:
Industry Name:	
Industry Mentor Name:	
Industry Mentor E-mail Address:	
Industry Mentor Contact Number:	
Mode of Interaction with student -	
Recommendation – The industrial mentor, faculty mentor and the student should sit together and evaluate the efforts put be the students to achieve the Milestones set during the first assessment.	
Outcome (refer the first assessment milestone)	Faculty Mentor Assessment
A1.	
A2.	
A3.	

Industrial Mentor Remarks

Faculty Mentor Signature

MID ASSESSMENT REPORT

(by Faculty Mentor during Field Visit)

Date of Visit: _____

Name of Student: _____

Branch: _____ Roll No: _____

Name of Organization: _____

Name of HR Person: _____

Contact Detail: _____ Email: _____

Name of Industry Mentor _____

Contact Detail: _____ Email: _____

Stipend (if any): _____ (Rupees Per Month)

BRIEF PROGRESS REPORT

Topic/Title of the Project: _____

Type of Project: _____

Details of Project Assignment:

Assistance required from the Institute:

Response from the Industry/Remarks of Industry Coordinator

Remarks of the Faculty Mentor

Is Industry ready to sign MoU for Future Drive: _____Yes / _____No

Signature of Faculty Mentor

Signature of Industry Mentor

FINAL ASSESSMENT (A) REPORT

(to be filled by industrial mentor)

Date: _____

Student Name: _____ Roll No: _____

Industrial Mentor: _____

Project Title: _____

Organization Name: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following behaviours: (please evaluate on the basis of top 6 relevant metrics)

ASSESSMENT MATRIX	5	4	3	2	1
Technical Knowledge (refers to knowledge, clarity of fundamentals, and latest development)					
Job Knowledge (refer to the ability to generate new and practical ideas for improvement of systems and operations related to the job).					
Work Quality (refer to the value of work delivered by the student, accuracy and competency level)					
Interpersonal Relationship (refers to ability to work harmoniously with superiors and subordinates)					
Problem Solving Skills (refer to the involvement to find best alternative for any problem)					
Communication Skills (refer to the way of expression/ communication/ presentation of idea/thought)					
Professional Attitude (refer to the way of handling the problems)					
Regularity and Punctuality (toward assigned tasks)					
Time Management (complete task in given time frame)					
Adaptability to New Environment (refers to the ability to acclimatize with new work environment/culture)					

Remarks/Suggestion for the Institute (Can be related to academic curriculum/Core subjects etc.)

Signature of Industry Mentor

FINAL ASSESSMENT (B) REPORT

FINAL ASSESSMENT (by faculty group)	
Student Name:	Roll No:
Branch:	Faculty Group:

ASSESSMENT METRIX	Excellent 8	Good 6	Fair 4	Average 2	Poor 0
Application of Engineering Principles and software/mathematical tools/Latest technology					
Quality of the report writing (layout, structure, written and graphical material, referencing)					
Presentation Skills					
Innovation and understanding (level of difficulty, innovation and understanding of work completed)					
Outcomes (results, conclusions and learning outcomes achieved)					

Specific Remarks, if any:

Signature of Faculty Group

STUDENT FEEDBACK FORM
(to be filled after completion of internship)

Student Name: _____

Branch: _____ Roll No _____

Faculty Mentor: _____

Stipend Received (Per Month): _____

Organization Name: _____

Supervisor Email: _____

Dates of Internship: From _____ To _____

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

_____ Yes, to a large extent _____ Yes, to a slight extent _____ No, not related at all

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty mentor served such a function? Why or why not?

What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship?

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Date _____

Student Signature _____