

This document describes in brief highlights of the Industrial Internship being imparted to all students of GSFC University during their course and serves to lay down brief guidelines to help industries to understand the intent and roles and responsibilities of all stakeholders – Students, Faculty, Industry mentors

# Student Industrial Internship GUIDELINES GSFC Univeristy

GSFCU-Intern-Note-Rev00

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## Revision Details

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## 1. INTRODUCTION

GSFC University is being modelled as a boutique university to produce 100% industry ready manpower with 80% students getting employment. It is housed in lush green surroundings of Fertilizer Nagar.

The SOToffers three courses-

- Bachelor of Engineering (B.E.) - Chemical, Mechanical, and Civil.

The teaching at GSFC University is inspired by medical education principles. In case of a Medical College, a Hospital is attached to it, where students learn to apply theoretical knowledge to practical aspects of medical treatment. Here our University is housed at handshaking distance from GSFC's 22 plants.

A four pillar approach is adopted so that theoretical knowledge application in day-to-day working of the organizations / industries is practised. First pillar is e-enabled virtual labs, where students grapple with various aspects of virtual instruments and carry our experiments n number of times and understand 'why' of theory. Second pillar is physical labs where students perform same experiments in physical world with real fluids and lab model equipment. Third pillar is their exposure to real plant and machineries to full scale sizes, where full understanding of theories thought in classrooms as applied to industry is experienced by students at superficial level. Fourth pillar is 4 weeks internship after every semester where he is expected to deep dive and understands the plant and machinery, processes etc.

In order to achieve the above GSFC university has made Industrial Training (internship) a part of continuous education by,

- a. Having 4 weeks (per session) of hands-on industrial training / internship after each semester, i.e., spending approximately 15 - 20% of total duration of the courses
- b. Have a syllabus for each session with defined outcomes
- c. Assessment with weightage of 2 credits for each session, i.e., 15 – 20% of overall percentage

## 2. ADVANTAGE TO INDUSTRY / ORGANIZATION

The companies who become part of this endeavour may derive one or more of the benefits as given hereunder:-

- a. Able to accesses prospective students suitability for longer period, this is likely to eliminates error associated with conventional recruitment process
- b. Organizations reduce training time thus future recruits shoulder responsibilities much earlier.
- c. Active engagement with faculty may help out of box thinking leading to resolution of technical issues by using interdisciplinary knowledge available with University.
- d. University will issue an appreciation certificate to company and to the company mentors involved in internship.

### 3. ACTIVITIES FOR INTERNSHIP

The following activities are to be carried out prior to commencement of industrial internship training:-

a. **Student pre-requisites:**

- i. Safety training: All the students are trained in Industrial Safety by Safety department of GSFC. At the end of the training each students has to successfully pass an assessment test
- ii. University will ensure that each Student has a personal safety kit comprising of – safety shoes, safety goggles and helmet. After discussion with concerned organization if anything extra is required, students will be asked to acquire.
- iii. Each student is enrolled in a Group Accident Insurance Policy (Rs 1 Lac)
- iv. The students shall assigned to various internship by the faculty responsible for internship
- v. The units will be assigned on basis of previous semester Grades, except for first Semester, which will be based on 12<sup>th</sup> standard passing grades.
- vi Those students who are having ATKT exam will be accommodated in GSFC/local industries.

**Role and responsibility of Industry:**

- v. Industry decides to give training to a specified number of students
- vi. Nominates a mentor from technical stream for the duration of training
- vii. Faculty mentor (from University) will meet and discuss with Industry mentor and finalise the training schedule and learning outcomes based on the broad outlines as provided in Training Syllabus
- viii. Take a brief about the company, other **do's and don'ts** during the training
- ix. Industry mentor has to do periodic assessment of student as decided with Faculty mentor

b. **Assessment of Students:**

- i. Each training session has a broad outcomes defined
  - Familiarization with organization functions (HR, Finance, Marketing, purchase etc.)
  - Familiarization with labs, plant and machinery
  - Hands on training on shop floor to relate theoretical knowledge with practical application and understanding of managerial functions
- ii. Faculty mentor will define the assessment criteria in consultation with industry mentor and inform students prior to start of training.
- iii. This will broadly may comprise of all or part as decided between industry and faculty mentors:-
  - Attendance, safety practices and discipline
  - Daily logs and weekly reports - good work ethic, professionalism
  - Viva voice – verbal communication skills
  - Team work – a group of students to be given problems which they need to solve by using open book methodology
  - Final report / PPT - ability to absorb knowledge, written communication

c. **Role of Faculty mentors:**

- i. To finalize the nitty gritty of the training
- ii. To finalize assessment criteria with the help of company mentors and explain to the students
- iii. Visit the host companies weekly and review the industrial training progress along with company mentors
- iv. Establish and maintain communication with students and company mentors
- v. Complete and collect all the assessment forms from company mentors at the end of the assessment visit and compile the score of the students
- vi. Address internship matters and update respective departments / course coordinators
- vii. Discuss with company mentors as to any field problems and see whether it can be resolved by university as a project

d. **Other points**

i) The university being an independent university, the academic schedule is flexible.

The internship for batch of particular Department & year can be shifted from end semester .In case of any major shut down or overhauling, the students can be

deputed for internship in mid semester. They can also be sent for two months if needed so that semester academics can be completed for two semester after the internship.

- ii) A Format for mentor assessment will be filled up by the student.
- iii) The students have to be submit by the Assignment & other records within two days of completion of internship & the faculty has to compile the marks/grades given by industry mentor & their own assignment by 10 days.They have to submit the same to controller of exams.
- iv) The ideal batch size would 15-20 with further breakdown to 4 groups of 4-5 students.