

C18-CCP-601P - INDUSTRIAL TRAINING

Course Title	: Industrial Training	Course Code	: C18-CCP-601P
Semester	: VI	Course Group	: Core
Teaching Scheme in periods (L : T :P)	: 0:0:7	Credits	: 25
Methodology	: Training	Total Contact Periods	: 6 months

Rationale: Industrial is introduced in the VI semester for the students as a part of the program to make the passed out students industry ready thus saving the training and apprenticeship needs in the industry and also help in capacity building of the Telangana state and the country.

Course Objective:

To enable the students to

1. Acquaint with Industry environment and culture.
2. Develop professional skills
3. Enhance the usage skills of modern tools
4. Develop Communication and leadership skills.
5. Encourage entrepreneurship

➤ **Evaluation and assessment of Industrial Training**, shall be done and marks be awarded in the following manner, provided the candidates concerned have put up minimum 90% attendance of Industrial Training.

Industrial assessment at Industry : 600 marks (in two spells of 300 marks each)

Institutional Evaluation : 300 marks

Semester End Examination : 100 marks

(Seminar/viva-voce at Institution)

TOTAL 1000 marks

Assessment parameters at Industry

Sl No	Learning Parameter	Assessment I (First Quarter)	Assessment II (Second Quarter)
1	Attendance and punctuality	20	20
2	Familiarity of tools and material	30	30
3	Engineering skills	50	50
4	Application of knowledge & Problem solving skills	50	50
5	Comprehension and observation	10	10
6	Professionalism/Professional ethics	20	20
7	Safety and environmental consciousness	10	10
8	Communication skills	20	20
9	Supervisory skills	50	50
10	General conduct during the period	40	40
Total marks for Industry Evaluation		300	300
		600 marks	

Assessment parameters at Institution (End Examination)

Institution Level Evaluation Scheme			
Sl No	Criteria	Marks	Time
1	1 st Report Submission	50	within 4 Weeks
2	Seminar-I	50	9th to 10 th week
3	2 nd Report Submission	50	Within 12 weeks
4	Log book	100	--
5	Seminar-II	50	Before Viva-Voce
	Institute Evaluation Total	300	
Semester End Examination			
1	Viva-Voce	50	After 24 weeks
2	Presentation/Demonstration of skills	50	
	Total	100	

The assessment at the institute level will be done by a minimum of three members i.e. Internal Faculty, Industrial Experts/External Examiner and H.O.D. and the shall be averaged

The industrial training shall carry 1000 marks and the passing minimum is **50%**. A candidate failing to secure the minimum marks should complete it at his own expense. No apprenticeship training stipend is payable in such case.

During training the candidate shall put in a minimum of 90% attendance. The Project report should be signed by the Organizational Representative and contain the observations made by the Candidate.

OBJECTIVES: On completion of a spell of practical training in an industry, the student will be able to –

1.0 Organisational set up

- 1.1 Identify the type of organisation
- 1.2 Draw the organisational chart
- 1.3 List the powers, duties/responsibilities of various organisational positions as per the above chart.
- 1.4 Identify the various functions of the organisation.

2.0 Automation of the organization

- 2.1 Identify the different atomised activities of the organisation.
- 2.2 List the equipment, software used for each of the activities.
- 2.3 List various atomised operations you are trained/exposed to.

3.0 Accounts.

- 3.1 Identify the various accounting systems followed in the organisation.
- 3.2 List the accounting packages.
- 3.3 Narrate the exposure you have to the Accounting systems.

4.0 Secretarial

- 4.1 Draw the Office Lay out
- 4.2 Explain the nature of the office lay out.
- 4.3 List the office operations.
- 4.4 List the various office automation used.
- 4.5 Describe the filing system used.
- 4.6 Explain the types of meetings conducted in the organisation.
- 4.7 Draw a model meeting notice, agenda for a meeting and minutes of the meeting.
- 4.8 List the modes of communication.
- 4.9 Narrate your exposure to various secretarial operations mentioned above.

5.0 Inventory

- 5.1 Explain the Inventory methods adopted in the organisation.
- 5.2 Explain the automation used in inventory management.
- 5.3 Narrate your exposure to inventory management of the organisation.

6.0 Miscellaneous

6.1 Narrate any exposure other than the above.

INSTRUCTIONS TO STUDENTS:

1. A candidate shall be assessed twice in each spell of industrial training i.e. at the third and sixth months before he/she completes the industrial training.
2. The assessment shall be carried out by a committee comprising of –
 - a) A representative of the Industry where the candidate is undergoing training.
 - b) A staff member of the concerned section of the polytechnic.
3. The assessment at the end of the third and sixth months of training shall each carry 300 marks for the progress made during the corresponding period of training.
4. The remaining 400 marks are allotted as follows for the training record.. 50 marks, log book.. 50 marks, seminar..200 marks and Viva-Voce..100 marks. These are to be evaluated at the institution at the end of each spell of training by a committee consisting faculty members and Head of Department concerned.