

Programme Name/s	: Architecture/ Hotel Management & Catering Technology/ Interior Design & Decoration/ Interior Design/ Surface Coating Technology
Programme Code	: AT/ HM/ IX/ IZ/ SC
Semester	: Third / Fourth / Sixth
Course Title	: INTERNSHIP (16 WEEKS)
Course Code	: 323019

I. RATIONALE

Globalization has prompted organizations to encourage skilled and innovative workforce. Internships are educational and career development opportunities, providing practical/ hands on experience in a field or discipline. Summer internship is an opportunity for students to get accustomed to modern industry practices, apply the knowledge and skills they have acquired in the classroom to real-world situations and become familiar with industry environment before they enter the professional world. Keeping this in mind, industrial training is incorporated to all diploma programmes as it enables the student to get equipped with practical skills, soft skills and life skills

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 and practices to industrial processes.

III. COURSE LEVEL LEARNING OUTCOMES (COS)

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

- CO1 - Observe time/resource management and industrial safety aspects.
- CO2 - Acquire professional experience of industry environment .
- CO3 - Establish effective communication in working environment
- CO4 - Prepare report of assigned activities and accomplishments.

IV. TEACHING-LEARNING & ASSESSMENT SCHEME

Course Code	Course Title	Abbr	Course Category/s	Learning Scheme					Credits	Assessment Scheme											
				Actual Contact Hrs./Week			SLH	NLH		Paper Duration	Theory				Based on LL & TL				Based on SL		Total Marks
				CL	TL	LL									Practical						
											FA-TH	SA-TH	Total		FA-PR		SA-PR		SLA		
													Max	Max	Max	Min	Max	Min	Max	Min	
323019	INTERNSHIP (16 WEEKS)	IN16	INP	-	-	-	-	40 - 48	16	-	-	-	-	-	100	40	100#	40	-	-	200

***Credits for Industrial Training are in-line of guidelines of NCrF :**

\$\$ The industrial Training is of 16 weeks considering 36-40 hours per week engagement of students (as per Guidelines of GR of Maharashtra Govt.) with guidance of industry supervisor/Mentor.

NOTE :- For the program offering this course, Industrial training duration will be 16 weeks, which will be accomplished considering the weeks available for that term and the period available immediately after the exam of the earlier term. The institution shall work out necessary details for the same.

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 - 16 weeks students engagement time
- b) Period of Time slot - 3rd /4th /5th /6th semester (16 weeks) As per Respective Programme Scheme
- c) Industry area - Engineering Programme Allied industries of large, medium or small-scale, Organization/Govt./ Semi Govt Sectors

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

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

S.No	Activity	Suggested Schedule WEEKS
1.	Collecting information about industry available and ready for extending training with its offered capacity of students (Sample Format 1)	First to third week of previous Semester
2.	Allocations of Student and Mentor as per availability (Mentor: Student Ratio (1:15))	Fourth to Six week of previous Semester
3.	Communication with Industry and obtaining its confirmation	Sixth to Eight week of previous Semester
4.	Securing consent letter from parents/guardians of students (Sample Format 2)	Before Tenth week of previous Semester
5.	Enrollment of Students for industrial training (Format 3)	Before 14th week of previous Semester
6.	Issue of letter to industry for training along with details of students and mentor (Format 4)	Before end of previous Semester
7.	Organize Internship Orientation session for students	Before end of respective Semester
8.	Progressive assessment of industry training by Mentor	Each week during training period
9.	Assessment of training by institutional mentor and Industry mentor	Respective Semester ESE

Suggestions-

- a. Department can take help of alumina or parents of students having contact in different industries for securing placement.
- b. Students would normally be placed as per their choices, in case of more demand for a particular industry, students would be allocated considering their potentials. However preference for placement would be given to students who have arranged placement in company with the help of their parents or relatives.
- c. Principal/HOD/Faculty should address students about industrial safety norms, rules and discipline to be maintained in the industry during training before relieving students for training.
- d. The faculty members during the visit to industry or sometimes through online mode will check the progress of the student in the training, student attendance, discipline, and project report preparation.

VII. Roles and Responsibilities of students:

- a. Students may interact with the mentor to suggest choices for suitable industry, 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 procedures.
- f. Students must be fully aware that if they disobey any rule of industry or do not follow the discipline then non-disciplinary action will be taken .
- g. Students must Maintain weekly diary (Format 6) 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 problems 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 for submitting to the department at the time of presentation and viva-voce and get it signed from mentor as well as industry training in charge.
- j. Student must submit the undertaking as provided in Format 5.

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, diploma (department), year of submission, name of the institute 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.

- 1. Title Page
- 2. Certificate
- 3. Abstract
- 4. Acknowledgement
- 5. Content Page

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

- o 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.
- o They should also refer the handbook of the major machines and operations, testing, quality control and testing manuals.
- o 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 16 weeks of internships.

Week No	Details of Activities to be completed during Industry	FA Marks distribution for weekly dairy
1	Introduction of Industry and departments.	5
2	Study of Layout of Industry, Specifications of Machines , raw materials, components available in the industry.	5
3	Study of setup and manufacturing processes.	5
4 to 14	Execute given project or work assigned to the students ,study of safety and maintenance procedures.	20
15	Validation from industry mentor regarding project or work allocated.	25
16	Report writing.	15
Total FA Marks		100

XII. CO-PO Mapping

Table to be created by respective faculty for each project

XIII. Formative Assessment of training
A. Suggested RUBRIC of component FA

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	Minimal Knowledge of Departments, processes, products and work culture of the company (Marks – 1-4)	Moderate Knowledge of Departments, processes, products and work culture of the company (Marks – 5-9)	Good Knowledge of Departments, processes, products and work culture of the company (Marks – 10-12)	Extensive Knowledge of Departments, processes, products and work culture of the company (Marks – 13-15)	
2	Presentation of Layout of Industry, Specifications of Machines, raw materials, components available in the industry	Minimal w.r.t. tasks (Marks – 1-4)	Moderate w.r.t. tasks (Marks – 5-9)	Good w.r.t. tasks (Marks – 10-12)	Extensive w.r.t. tasks (Marks – 13-15)	
3	Participation in setup and manufacturing processes	Minimal Participation with poor understanding (Marks – 2)	Moderate Participation with poor understanding (Marks – 3-4)	Good Participation with poor understanding (Marks – 5-8)	Extensive Participation with poor understanding (Marks – 9-10)	
4 to 14	Execution of given project or work to the students, Follow of safety and maintenance procedures	Minimal Participation with poor understanding (Marks – 5-10)	Moderate Participation with lower level understanding (Marks – 10-14)	Good Participation with Good understanding (Marks – 15-17)	Extensive Participation with excellent understanding (Marks – 18-20)	
15	Validation from industry mentor regarding project or work allocated	Minimal Participation with poor performance (Marks – 8-10)	Moderate Participation with acceptable performance (Marks – 11-15)	Good Participation with good performance (Marks – 16-20)	Extensive Participation with excellent performance (Marks – 20-25)	

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	
16	Diary writing	<ul style="list-style-type: none"> Results are not Presented properly, • Project work is summarized and concluded not acceptable • Future extensions are not specified (Marks –1-4) 	<ul style="list-style-type: none"> Results are Presented just casually • Project work is summarized and concluded casually • Future extensions are casually specified (Marks –5-9) 	<ul style="list-style-type: none"> Results are Presented well and properly, • Project work is summarized and concluded to a Good level • Future extensions are well specified (Marks –10-12) 	<ul style="list-style-type: none"> Results are Presented exhaustively • Project work is summarized and elaborated in excellent manner , concluded • Future extensions are excellently specified (Marks – 13-15) 	
Total Out of :100						

B. FA Marks are to be maintained in following table
Name of the industry:

Sr No.	Enrolment Number	Name of student	Marks from FA Table						Total 100
			Week 1	Week 2	Week 3	Week 4 to 14	Week 15	Week 16	

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. XIII above, from the daily diary maintained . Feedback from industry supervisor shall also be considered.

Name of mentor:

Signature of Mentor

I. Suggested RUBRIC for SA

Enrollment Number	Observations from Orals				Presentations				Total (100)
	Tasks undertaken (Marks-10)	Overall Understanding (Marks-20)	Creativity /Innovation demonstrated (Marks-5)	Knowledge acquired (Marks-10)	Speech Clarity (Marks-5)	Body Language (Marks-5)	Presentations (Marks-20)	Diary , Report writing and / Product (Marks-25)	

Format-1

Collecting Information about Industry/Organization available for training along with capacity

- 1) Name of the industry/organization:
- 2) Address/communication details with email :
- 3) Contact person details:
 - a) Name:
 - b) Designation:
 - c) Email
 - d) Contact number/s:
- 4) Type: Govt / PSU / Pvt / Large scale / Medium scale / Small scale
- 5) Products/services offered by industry:
- 6)
 - a) Whether willing to offer Industrial training facility during May/ June for Diploma in Engineering students: Yes / No.
 - b) If yes, whether you offer 16 weeks training: Yes/No
 - c) Industrial capacity to offer -possible:

Students	Programme name/ Title					Total
	Civil	Mechanical	Chemical			
Male						
Female						
Total						

7) Whether accommodation available for interns Yes / No.

If yes capacity: _____

8) Whether internship is charged or free:

If charged please specify amount per candidate: _____

Signature of responsible person at Industry:

Format-2

**Consent Letter from parents/guardians
(Undertaking from Parents)**

To,
The Principal,

Subject: Consent for Industrial Training.

Sir/Madam,

I am fully aware that -

i) My ward studying in _____ semester at your _____ institute has to undergo 16 weeks of Industrial training for partial fulfillment towards completion of Diploma in _____ Engineering.

ii) For this fulfillment he/she has been deputed at _____ industry, located at _____ for Industrial training /internship for the period from _____ to _____.

With respect to above I give my full consent for my ward to travel to and from the mentioned industry. Further I undertake that –

- a) My ward will undergo the training at his/her own cost and risk during training and/or stay.
- b) My ward will be entirely under the discipline of the organization where he/she will be placed and will abide by the rules and regulations in face of the said organization.
- c) My ward is NOT entitled to any leave during training period.
- d) My ward will submit regularly a prescribed weekly diary, duly filled and countersigned by the training supervisor of the organization to the mentor faculty of the polytechnic.

I have explained the contents of the letter to my ward, who has also promised to adhere strictly to the requirements. I assure that my ward will be properly instructed to take his own care to avoid any accidents/injuries in the industry. In case of any accident neither industry nor the institute will be held responsible.

Signature of Parent/Guardian :

Name : _____

Address : _____

Phone Number: _____

Date: _____

Name and Signature of the student:

Phone Number of students:

Format-4**Letter to the Industry/Organization for the training along with details of students and mentors**

To,
The HR Manager,

Subject: Placement for Industrial training of ____ weeks in your organization....

Reference: Your consent letter no:

Sir,

With reference to the above we are honored to place the following students from this institute for Industrial training in your esteemed organization as per the arrangement arrived at.

The purpose of this training is to equip the student with some essential skills relevant to the demands of the industry and world of work, as well as to provide exposure to the professional environment and work culture. It is hoped that this training may enhance his/her employability and livelihood opportunities. In view of the above, we kindly request your support in facilitating this Industrial Training for the student. He/she has been adequately oriented and guided on the expectations of this training, including the maintenance of a daily diary during the training period. Additionally, the institute has secured the necessary consent and undertaking from the parent/guardian regarding the guidelines for exit training. In view of all the above industry shall refrain from involving students into the mundane and housekeeping activities. Your cooperation in this regard will be highly appreciated.

Diploma programme in _____ Engg.

Sr.No	Enrollment Number	Name of Student	Name and designation of Mentor

Diploma programme in _____ Engg.

Sr.No	Enrollment Number	Name of Student	Name and designation of Mentor

Kindly extend all possible cooperation to the students for above.
Thanking you

Yours sincerely,
(Principal)
Name of the Institute:
with Seal

Cc- To HoD/Mentor



Format-5

Undertaking by the students

TO
Principal

Subject: Undertaking regarding Placement for Industrial training of 12/16/18 weeks duration

I Reg No: S/o/D/o.
..... Studying in at -
--Institute at fully aware of the Industrial Training requirement and related responsibilities
and participation in the, Industrial training between From:
To.....

I assure you that I will be of good behavior and be obedient to the staff and mentor during the...../Industrial training. I will also abide and will not participate in all activity. I will also discipline myself within the rules and regulations of the Institution. I am also aware that I am participating in the at my own risk and I will not hold the -----Institute responsible in any way in any eventuality namely Accident /Injury/death or whatever mishap and I myself will be solely responsible for my safety.

Place :
Date :

Signature of the student
Reg. No.

Format-6

Internships Daily Diary

Name of the Student : _____
Name of the mentor (Faculty) : _____
Enrollment Number : _____
Semester : _____
Academic Year : _____

INTERNSHIP (16 WEEKS)**Course Code : 323019**

Week	Day & Date	Discussion Topics/Activity	Details of Work Allotted Till Next Session /Corrections Suggested/Faculty Remarks	Signature of Industry Mentor
Week 01	Mon, Date			
	Tue, Date			
	Wed, Date			
	Thu, Date			
	Fri, Date			
	Sat, Date			
	Mon, Date			
	Tue, Date			
	Wed, Date			
	Thu, Date			
	Fri, Date			
	Sat, Date			
Week n	Mon, Date			
	Tue, Date			
	Wed, Date			
	Thu, Date			
	Fri, Date			
	Sat, Date			

Programme Name/s	: Architecture Assistantship/ Agricultural Engineering/ Architecture/ Fashion & Clothing Technology/ Dress Designing & Garment Manufacturing/ Food Technology/ Hotel Management & Catering Technology/ Instrumentation & Control/ Instrumentation/ Interior Design & Decoration/ Interior Design/ Medical Laboratory Technology/ Medical Electronics/ Printing Technology/ Polymer Technology/ Surface Coating Technology/ Textile Technology/ Travel and Tourism/ Textile Manufactures
Programme Code	: AA/ AL/ AT/ DC/ DD/ FC/ HM/ IC/ IS/ IX/ IZ/ ML/ MU/ PN/ PO/ SC/ TC/ TR/ TX
Semester	: Fourth / Sixth
Course Title	: SEMINAR COURSE
Course Code	: 324011

I. RATIONALE

Most of the diploma graduates lack the confidence and fluency while presenting papers or interacting verbally and expressing themselves with a large gathering. Seminar presentation boosts the confidence of the students and prepares them precisely for facing the audience, interviews and group discussions. The course on seminar is to enhance student's ability in the art of academic writing and to present it. It also helps broaden the minds of the participants. Through this course on Seminar, students will develop new ideas and perspectives of the subject /themes of emerging technologies and services of their area of studies.

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: Interpret and present a seminar on the selected theme/area of study effectively and confidently to the specific audience and stakeholders.

III. COURSE LEVEL LEARNING OUTCOMES (COS)

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

- CO1 - Identify topics of seminar presenting to the large gathering at the institute/conference.
- CO2 - Collect relevant and updated data and information to prepare a paper of seminar presentation.
- CO3 - Apply presentation skills.
- CO4 - Create conducive environment for learning and discussion through seminar presentation.

IV. TEACHING-LEARNING & ASSESSMENT SCHEME

Course Code	Course Title	Abbr	Course Category/s	Learning Scheme					Credits	Assessment Scheme											Total Marks	
				Actual Contact Hrs./Week			SLH	NLH		Paper Duration	Theory				Based on LL & TL				Based on SL			
															Practical							
				CL	TL	LL					FA-TH				SA-TH		Total		FA-PR			SA-PR
							Max	Max		Max	Min	Max	Min	Max	Min	Max	Min					
324011	SEMINAR COURSE	SEMC	AEC	-	-	1	1	2	1	-	-	-	-	-	25	10	50@	20	25	10	100	

V. General guidelines for SEMINAR

- The seminar must be related to emerging trends in the specialised domain programme or may be inter/multi-disciplinary, based on the industry expected outcomes of the programme.
- The individual students have different aptitudes and strengths. Therefore, SEMINAR should match the strengths of students. For this purpose, students shall be asked to select the TITLE (Theme) of SEMINAR they would like to prepare and present.
- Seminar titles are to be finalized in consultation with the faculty mentor.
- Seminar must involve logic development of applications of various technologies/ processes applicable in industry.
- Seminar must be assigned to the single student. However, support of other students may be sorted while presenting the seminar
- Students are required to prepare using relevant software tools, write ups for presentation
- Students shall Submit One Hard copy and one Soft copy each of the presentation and may be encouraged to keep a recorded copy of the presentation made during the seminar.

VI. Guidelines for Seminar preparation and presentation :

Once the title/topic of a seminar has been finalized and allotted to the student, the teacher's role is important as guide, mentor and motivator, to promote learning and sustain the interest of the students.

Following should be kept in mind while preparing and presenting the seminar:

- **Seminar Orientation cum -briefing:** the seminar topics/themes should be innovative, novel and relevant to the curriculum of the programme, and also aligned to the expectations of industry.
- **Seminar Literature survey:** Information search and data collection: the information and data should be authentic, realistic and relevant to the curriculum of the programme.
- **Seminar Preparation, and presentation:** The seminar shall be present with suitable software tools and supporting handout/notes. The presentation of seminar should not be more than 20 minutes including Q-A session.

VII. Criteria of Assessment /Evaluation of Seminar**A. Formative Assessment (FA) criteria**

The assessment of the students for Progressive Assessment (PA) of 25 marks shall be done based on following criteria.

Suggestive RUBRICS

Sr. No.	Criteria	Marks
1	Selection Topic/Theme of seminar	05
2	Literature review and data presentation	03
3	Quality of Preparation and innovativeness	05
4	Q-A handling	05
5	Time Management	02
6	Seminar Presentation report	05
	Total	25

B. Summative Assessment criteria/

The summative assessment of the students End-Semester-Examination (ESE) for 50 marks shall be done by the faculty based on following criteria.

Suggestive RUBRICS

Sr. No.	Criteria	Marks
1	Quality of information/Knowledge presented in SEMINAR	10
2	Creativity, Innovation in SEMINAR presentation	10
3	Response to the question during seminar presentation	10
4	Coverage of Topic	10
5	Neatness in Dressing	05
6	Oratory Skills : Confidence, statement building practice	05
	Total	50

C. Self Learning Assessment

Following RUBRICS shall be used for Self Learning Assessment.

Suggestive Rubrics

Sr. No.	Criteria	Marks
1	Maintenance of Seminar Diary	10
2	Literature Survey	5
3	Practice with Presentation and Language	5
5	Timely Submissions	5
	Total	25

VIII. Suggestive CO-PO Mapping

Course Outcomes (COs)	Programme Outcomes (POs)							Programme Specific Outcomes* (PSOs)	
	PO-1 Basic and Discipline Specific Knowledge	PO-2 Problem Analysis	PO-3 Design/ Development of Solutions	PO-4 Engineering Tools	PO-5 Engineering Practices for Society, Sustainability and Environment	PO-6 Project Management	PO-7 Life Long Learning	PSO-1	PSO-2
CO-1	3	1	0	-	2	2	3		
CO-2	2		2	-	2	1	3		
CO-3	3	1	1	2	1	2	3		
CO-4	2	0	0	2	1	2	3		

IX. Typographical instructions/guidelines for seminar preparation & presentation

- The seminar PPT shall be computer typed (English- British)
- Text Font -Times New Roman (TNR), Size-12 point
- Subsection heading TNR- 12 point bold normal
- Section heading TNR- 12 capital bold
- Chapter Name/ Topic Name – TNR- 14 Capital
- All text should be justified. (Settings in the Paragraph)
- Different colors text/diagrams /tables may used
- The name of the candidate, diploma (department), year of submission, name of the institute shall be printed on the first slide of PPT.

X. Seminar Report

On completion and presentation of Seminar, every student will submit a brief report which should contain the following:

1. Cover Page (as per annexure 1)
2. Title page (as per annexure 2)
3. Certificate by the Guide (as per annexure 3)
4. Acknowledgment (The candidate may thank all those who helped in the execution of the project)
5. Abstract of Paper presented in the seminar (It should be in one page and include the purpose of the seminar & methodology if any .)
6. Index
7. List of Figures
8. Introduction
9. Literature Review
10. Information/Chapters related to Seminar topic
11. Advantages and Disadvantages
12. Conclusion
13. References

NOTE: Seminar report must contain only relevant details of related technology or platform.

Details of Softcopy :

The soft copy of seminar presentation is required to be provided on the back cover of the seminar report in clear packet, which should include the following folders and contents:

1. Presentation (should include a PPT about project in not more than 15 slides)
2. Documentation (should include a word file of the project report)

NOTE: Soft copy must be checked for any harmful viruses before submission.

Annexure-

MSBTE
LOGO

SEMINAR Report

Annexure-

Institute
Logo

“SEMINAR Title _____”

as a partial fulfilment of requirement of the

YEAR / SEMESTER DIPLOMA of

Submitted by

Name of Student

Enrollment Number

FOR THE ACADEMIC YEAR 20__20__

(H.O.D)

(Principal)

(Internal Guide)

(External Examiner)

Programme Name/s	: Architecture Assistantship/ Agricultural Engineering/ Architecture/ Fashion & Clothing Technology/
	Dress Designing & Garment Manufacturing/ Food Technology/ Hotel Management & Catering Technology/ Instrumentation & Control/
Programme Code	: AA/ AL/ AT/ DC/ DD/ FC/ HM/ IC/ IS/ IX/ IZ/ ML/ MU/ PN/ PO/ SC/ TC/ TR/ TX
	: Fourth / Sixth
Course Title	: CAPSTONE PROJECT
Course Code	: 334001

I. RATIONALE

Projects at institute level provide opportunity towards practical training and help students demonstrate their ability to apply theoretical knowledge effectively. At the same time projects enhance creativity and practical problem-solving abilities, which are crucial for job roles. Thus projects offer practical experience, skill development, and a competitive edge in the job market and better employability.

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 and Execute solutions for real field problems effectively as a team within a given time frame and present report.

III. COURSE LEVEL LEARNING OUTCOMES (COS)

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

- CO1 - Identify field problem from the perspective of project work at institute.
- CO2 - Carry out feasibility & viability analysis (data collection, experiments, resources, cost, support) of the project work.
- CO3 - Apply the acquired knowledge and skills in providing solutions to the real field/industrial problems.
- CO4 - Present Project and its output/ findings / achievements along with its exhibits.

IV. TEACHING-LEARNING & ASSESSMENT SCHEME

Course Code	Course Title	Abbr	Course Category/s	Learning Scheme				Credits	Assessment Scheme												
				Actual Contact Hrs./Week			SLH		NLH	Paper Duration	Theory				Based on LL & TL				Based on SL		Total Marks
				CL	TL	LL									Practical						
											FA-TH	SA-TH	Total		FA-PR		SA-PR		SLA		
															Max	Min	Max	Min	Max	Min	
334001	CAPSTONE PROJECT	CP01	SEC	-	-	2	4	6	3	-	-	-	-	-	50	20	50#	20	100	40	200

V. General guidelines for PROJECT WORK

- The Project- problems must be related to the programme or may be interdisciplinary, based on the industry expected outcomes.
- The individual students have different aptitudes and strengths. Project work, therefore, should match the strengths of students. For this purpose, students should be asked to identify the type of project work they would like to execute.
- Project titles are to be finalized in co-ordination/consultation with the Faculty mentor. However, faculty may form a team of students as per specific roles- Literature survey/data collection, data Analysis, model/prototype developers, testers. Study type project is NOT advisable.
- Project must be assigned to a group of 3-4 students under the guidance of identified faculty mentor.
- Students are required to prepare a prototype/working model/software of the Project and simultaneously prepare a report.
- Students shall Submit One Hard copy and one Soft copy each of Project Report and soft-copy of the project code or the working model.
- Students must maintain a project execution diary having the progress steps and details. The concerned faculty should check the diary on a weekly basis and accordingly interact with students based on the progress shown and keep proper record with feedback if any.
- Project shall address National Thrust area such as Environment, Digitization, Automation, sustainability and similar applicable domains

VI. Project facilitation guidelines:

Once the project has been finalized and allotted to the students, the teacher's role is very important as guide, motivator, catalyser to promote learning and sustain the interest of the students. At the same time the teacher is not expected to guide the students on each step, otherwise it will curb the creativity of the students-group. The teacher has to work as a mentor. Following should be kept in mind while facilitating the project at the institute:

1. Project orientation cum -briefing: the project should be relevant to the curriculum of the programme. The project shall be cost effective taking safety aspects, ethical issues, environmental issues and confidentiality as per expectation of industry (if any) into consideration, The work may be industry sponsored.

2. Information search and data collection: the information and data should be realistic and relevant to the problem /project. Hypothetical data shall not be taken into consideration.

3. Implementation and Monitoring: The project must have important steps /milestones to achieve as per the time frame/action plan prepared by students and faculty. The monitoring mechanism such as daily/weekly dairy (**Annexure**) must be clearly explained and delineated for the students.

VII. Criteria of Assessment /Evaluation of Project work**A. Formative Assessment (FA) criteria**

The assessment of the students under formative for 50 marks shall be done based on following criteria.

Suggestive Rubrics for Assessment of the team (30 marks)

Sr.No.	Criteria	Marks
1	Project Selection & Problem definition	05
2	Literature survey and data collection/ Gathering	05
3	Design / concept of project/ Working - Execution of Project	10
4	Stage wise progress as per Action plan/milestone	05
5	Quality Report Writing	05
Total		30

Suggestive Rubrics for Individual Assessment

Sr.No.	Criteria	Marks
1	Contribution as a team member	05
2	Depth of Knowledge	10
3	Presentation	05
Total		20

B. Summative Assessment Criteria

The summative assessment of the students in the End-Semester-Examination (ESE) for 50 marks shall be done based on following criteria. This assessment shall be done by the faculty.

Suggestive RUBRICS

Sr.No.	Criteria	Marks
1	Knowledge and skill-set developed	10
2	Quality & Potential level of project	10
3	Creativity, Innovation and Team work	10
4	Project design, development and Execution	10
5	Presentation of project	10

C. Self Learning Assessment**Max Marks -100**

Sr.No.	Criteria	Max Marks	Marks Obtained
1	Project Selection & Problem definition	20	
2	Literature survey and data collection/ Gathering	10	
3	Design / concept of project/ Working - Execution of Project	30	
4	Stage wise progress as per Action plan/milestone	20	
5	Quality Report Writing	20	

VIII. CO-PO Mapping

CO-PO mapping will vary project wise and shall be prepared by concerned faculty for the given project

IX. Typographical instructions/guidelines for Project report writing

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 PROJECT 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, diploma (department), year of submission, name of the institute 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.

X. Project Report

On completion of the project work, every student will submit a project report which should cover the following points:

1. Cover Page (as per annexure 1)
2. Title page (as per annexure 2)
3. Certificate by the Guide (as per annexure 3)
4. Acknowledgment (The candidate may thank all those who helped in the execution of the project.)
5. Abstract (It should be in one page and include the purpose of the study; the methodology used.)
6. Table of Contents (as per general guidelines): Detailed description of the project (This should be split in various chapters/sections with each chapter/section describing a project activity in totality).

Chapter–1 Introduction (background of the Industry or User based Problem/Task)

Chapter–2 Literature Survey (to finalize and define the Problem Statement)

Chapter–3 Scope of the project

Chapter–4 Methodology/Approach, if any

Chapter-5 Details of designs, working and processes

Chapter-6 Results and Applications

7. Conclusion

8. References (The listing of references should be typed 2 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. It should be numbered consecutively (in square [] brackets, throughout the text and should be collected together in the reference list at the end of the report. The references should be numbered in the order they are used in the text. The name of the author/authors should be immediately followed by the year and other details).

NOTE: Project report must contain only relevant and short mentioned – technology or platform or tools used. It must be more focussed on project work carried out and its implementation

Annexure-I

Project Report

“Project Title-----”

as a partial fulfilment of requirement of the

THIRD YEAR DIPLOMA IN

Submitted by

1)Name Of Student

Enrollment Number

2)Name Of Student

Enrollment Number

3)Name Of Student

Enrollment Number

4)Name Of Student

Enrollment Number

Are the bonafide on

FOR THE ACADEMIC YEAR

20----20---

(H.O.D)

(Principal)

(Internal Guide)

(External Examiner)

Institute Name

(An Affiliated Institute of Maharashtra State Board of Technical Education)

INDEX		
Sr.No.	Chapter	Page No.
1.	Chapter-1 Introduction (background of the Project Problem)	1
2.	Chapter-2 Literature Survey (to finalize and define the Problem Statement)	5
3.	Chapter-3 Scope of the project	
4.	Chapter-4 Methodology/Approach, if any	
5.	Chapter-5 Details of designs, working and processes	
6.	Chapter-6 Results and Applications	
7.	REFERENCES	

*Students can add/remove/edit chapter names as per the discussion with their guide

Annexure - II

PROJECT DIARY (Weekly/Daily)

Name of the Student : _____

Name of Guide (Faculty) : _____

Enrollment Number : _____ Semester: _____ Project batch Number : _____

WEEK : _____

Date	Activity carried out (Details)	Achievement of mile stone/step as per plan	Remark of Faculty
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Dated Signature of Faculty

Dated Signature of HOD

Annexure- III

Project Assessment /Evaluation – Summative Assessment (Suggestive)

Roll No./ Enrol. No.	Name of Student	Criteria				
		Knowledge and skill-set developed Max Marks- 10	Quality & Potential level of project Max Marks- 10	Creativity, Innovation and Team work Max Marks- 10	Project design, development and Execution Max Marks-10	Presentation of project Max Marks-10

MSBTE
LOGOInstitute
Logo

Certificate

This is to certify that

Mr./Ms.

bearing examination seat No. has

Satisfactorily completed his/her **PROJECT** entitled

Along with his/her batchmates in partial fulfillment for the

Diploma Course in< **PROGRAMME NAME** >

CAPSTONE PROJECT**Course Code : 334001**

Of the Maharashtra State Board of Technical Education at our Polytechnic during the Academic Year 20 -20 .

The Project is completed by a group consisting of ___ Persons under the guidance of the Faculty Guide

Faculty Name and Signature (Internal)	External Expert Name and Signature	HOD Name and Signature with Department Stamp
Date and Time		

MSBTE Approval Dt. 21/11/2024**Semester - 4 / 6, K Scheme**