

GOVERNMENT OF ANDHRA PRADESH

Office of the  
Commissioner of Technical Education,  
Andhra Pradesh, VIJAYAWADA.

Cir.Memo.No.: T4/1511/2011/Industrial Training/2017

Dt:06 07-2022

Sub: Technical Education – Training and Placement – 6 months Industrial Training in 3<sup>rd</sup> year of Curriculum C-20 in Polytechnics – for the academic year 2022-23 - Guidelines – Issued - Reg.

- Ref: 1. Minutes of Workshop on Industrial Training Assessment for the Diploma Courses held at GPT, Vijayawada on 09.05.2022.  
2. Proces.No.T4/Industrial Training/1511/Volume II/2011 of Special Commissioner of Technical Education, A.P., Vijayawada dated 03-08-2017.  
3. Cir.Memo.No.: T4/1511/2011/Industrial Training/2017, dated 05-07-2022 of Commissioner Of Technical Education, A.P., Vijayawada.

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It is informed that as per Curriculum C-20, Diploma students of all Branches are to be sent for Industrial Training for 6 months in their V / VI semesters as per the schedule (spells) already communicated vide circular 3<sup>rd</sup> cited.

Instructions were also issued to all the Principals and TPOs to meet the top-level management representatives of the industry and appraise the need for industry collaboration and also to explore the possibility of a tie-up with big Industries.

**The present CISCO training for CME and ECE branches as industrial training shall be dispensed with and for these branch students, Industry Connect shall be made with large Software/ Hardware companies.**

In this regard, the detailed Guidelines for Industrial Training for 2022-23 is prepared and given in the Annexure. All the Principals of Government and Private Polytechnics are instructed to communicate these guidelines among the stakeholders and follow them scrupulously.

Encl: Guidelines for Industrial Training

Sd/- Dr. Pola Bhaskar  
COMMISSIONER

To:

All the Principals of Govt / Private Polytechnics for necessary action.

The District Coordinating Principals for information and necessary action

Copy to:

The Secretary, SBTET, AP, Vijayawada for information and necessary action,

The Regional Joint Directors of AU and SVU Regions for information and necessary action

//F.B.O//

D. Pola Bhaskar  
06.7.22  
SUPERINTENDENT

# Industrial Training – Guidelines

## **RESPONSIBILITIES OF THE PRINCIPAL:**

1. Planning for Industry connect by entering MOUs with the Industry for all branches in the Polytechnic involving TPO and Heads of section concerned.
2. Random checks on the overall process of Industry Training activity.
3. Monitoring feedback from the student on Industrial training
4. Random feedback from the Industry Authorities on Students' performance
5. Occasional visits to Industries where students are undergoing Training.

## **RESPONSIBILITIES OF THE HEAD OF SECTIONS:**

1. Head of Section Plays a key role in Industrial Training Activity.
2. Assist the principal in the process of industry connect/ MOU
3. Contacting the Industries and obtaining their consent for Industrial training.
4. Collection of Indemnity bond from students on standard proforma.
5. Collecting the insurance bond from the student.
6. Allocation of students to the Industry and issue of training orders
7. Allocation of staff as mentors or Training In-charges per each batch of students.
8. Issue of training schedule.
9. Orientation class for briefing the student about the appraisals, attendance, marks, Log-books and training reports.
10. Arranging class on safety precautions to be taken by students in industry during training.
11. Issue of guidelines on Dos and Don'ts to students
12. Random inspection of the students undergoing training in the Industry
13. Obtaining feedback from the students during and after training.

14. Coordinating with training partner in Industry periodically
15. Sort out issues between the student and Industry if any.
16. Assessment of students performance at the end of Training as per the SBTET norms.

**RESPONSIBILITIES OF THE TRAINING MENTOR OF THE POLYTECHNIC:**

1. Explain to the students about the appraisals, attendance, marks, Log-books and training reports
2. Explain Dos and Don'ts during training to students.
3. Conduct briefing class on Industry environment and expectations.
4. Continuous interaction with the industry training in-charge before/ during/ after training.
5. Periodical on-site inspections of the students undergoing training.
6. Conduct the internal assessment as per guidelines in coordination with the training incharge of the industry
7. Counselling of students and sorting out of problems between the student and Industry if any
8. Collection of the appraisals, attendance, Log-books and training reports.
9. Conduct the External assessment of the industrial training as per guidelines.

## RESPONSIBILITIES OF THE TRAINEE

1. Must report at the Industry on the date and time mentioned in the Training order.
2. The delay caused in joining will be treated as leave and will be debited to the student's leave account.
3. Must follow the rules and regulations of the industry
4. He/ She should be punctual to the training schedule prescribed by the Industry.
5. Should be attentive and careful while doing work, following all safety and precautionary measures.
6. Should be keen to learn and maintain high standards and quality of work.
7. Should interact positively and politely with the employees of the Organization/Industry
8. Should be honest and loyal to the Organization/Industry and towards their training.
9. Should get their appraisals signed regularly from training in-charge at the Industry.
10. Gain maximum from the exposure given, to get maximum practical knowledge and skills.
11. Should attend the training review sessions / classes regularly.
12. Should be prepared for the arduous working condition and should face them positively.
13. Perform the job assigned by the industry without grumbling.
14. Can avail leaves only in cases of emergencies, that too after obtaining Permission
15. Should take the initiative to do the work as training is the only time where he can get maximum exposure.

16. Shall not participate in any sort of illegal activities or mingle in union activities.
17. Should not behave in such manner, detrimental to the institution's prestige.
18. On completion of Industrial Training, he/ she should submit all the reports, appraisals, logbook and completion certificate to the Institution.
19. Shall exhibit good behaviour & manners and not to belittle the image of Polytechnic
20. Must write logbook on day-to-day basis, compulsorily.
21. Shall get the logbook verified and signed by the concerned supervisor.
22. Produce logbook to the visiting staff members and get it initialled by them on the current page with date.
23. Must put in an attendance of 90%.
24. Must prepare individual report in A4 size and submit, on return to Institute.
25. Must collect the consolidated attendance from the industry at the Time of leaving the industry.
26. The Training report must be thoroughly checked for grammatical and other mistakes.

#### **ROLE OF INDUSTRY INCHARGE:**

1. Arranges proper briefing session/orientation/induction prior to commencement of training.
2. Makes a standardized training module for all trainees.
3. Ensures cordial working conditions for the trainee.
4. Co-ordinate with the polytechnic regarding the training programme.
5. Guides trainees regarding appraisals, training reports, log book etc.

6. Informs the institute about truant trainees.
7. Specifies industrial training's "Dos and Don'ts" to the trainee and safety precautions.
8. Issue of completion certificate & attendance statement to trainees on the last day of training.

**DO'S and DON'TS FOR STUDENT TRAINEES.**

S. No.	Dos	Don'ts
1	Be punctual to the training schedule.	Do not operate the machine without authorization
2	Respect the co-trainees and employees	Do not deviate rules and regulations of the Organization/Industry
3	Enter into the Organization with valid ID and uniform	Do not copy the procedures/methodologies/reports without the permission of the Organization
4	Obey the instructions given by Trainer at Industry	Do not take Photographs inside the Organization without prior permission
5	Follow the safety rules as per norms	Do not take samples without permission
6	Write log book/dairy every day	Do not be absent without applying leave
7	Contact your mentor frequently	Do not mingle in union activities.
7	Maintain 90% attendance	Do not violate the rules and regulations of the Industry
8	Clarify doubts by asking questions	Do not behave in such a manner, detrimental to the Institution's prestige

Sd/- Dr. Pola Bhaskar  
Commissioner

*D. Polu*  
Superintendent 06.7.22