

Government Polytechnic, Mumbai
Department of Computer Engineering

P-23 Scheme

Semester VI

(Course Contents)



Programme: Diploma in Computer Engineering
(Sandwich Pattern)

GOVERNMENT POLYTECHNIC MUMBAI

(Academically Autonomous Institute, Government of Maharashtra)

Learning and Assessment Scheme (P23)

With effect from AY 2023-24

Programme: Diploma in AI/CE/CO/EE/EC/IT/IS/ME/ML/LG/RT

Term / Semester – VI

Assessment Scheme																																					
S. N.	Course Title	Course Type	Course Code	Total IKS Hrs for Sem	Learning scheme				Credits	Paper Duration (Hrs)	Theory						Based on LL & TL			Based on Self Learning	Total Marks																
					Actual Contact Hrs/Week		Self Learning/Week	Notional Learning Hrs/Week				Total				FA-PR		SA-OR				Practical															
					CL	TL														LL				FA TH	T1 Max	T2 Max	SA TH	Max	Min	Max	Min	PR	OR	Max	Min		
1	Implant Training	INP	IP23401	-	-	-	40	6	40	20	-	-	-	-	-	-	200	80	-	200	80	-	400														
	Total			-	-	-	40	6	40	20		-	-	-	-	-	200	80	-	200	80	-	400														

Abbreviations : CL- Classroom Learning , TL- Tutorial Learning, LL-Laboratory Learning, FA - Formative Assessment , SA -Summative Assessment, IKS - Indian Knowledge System, SLA - Self Learning Assessment

Legends : @ Internal Assessment, # External Assessment, * On Line Examination , @\$ Internal Online Examination

Note : 1. FA-TH represents two class tests of 20 marks each conducted during the semester.

2. If candidate is not securing minimum passing marks in FA-PR of any course then the candidate shall be declared as "Detained" in that semester.

3. If candidate is not securing minimum passing marks in SLA of any course then the candidate shall be declared as fail and will have to repeat and resubmit SLA work.

4. Notional Learning hours for the semester are (CL+LL+TL+SL)hrs. * 16 Weeks

5. 1 credit is equivalent to 30 Notional hrs.

6. * Self learning hours shall not be reflected in the Time Table.

Course Category : Discipline Specific Course Core (DSC) : 0, Discipline Specific Elective (DSE) : 0, Value Education Course (VEC) : 0, Intern./Apprenti./Project/Community (INP) : 1, Ability Enhancement Course (AEC) : 0, Skill Enhancement Course (SEC) : 0, Inter Disciplinary Elective (IDE) : 0

APPROVED COPY

CDC Co-ordinator
G. P. Mumbai

Romil Patel

Department Coordinator,
Curriculum Development,
Dept. of Computer Engineering

In-Charge
Curriculum Development Cell

Principal

Programme: Diploma in AI/CE/CO/EE/EC/IT/IS/ME/LT/LG/RT													
Course Code: IP23401						Course Title: Inplant Training							
Compulsory / Optional: Compulsory													
Learning Scheme and Credits						Assesement Scheme							
CL	TL	LL	SLH	NLH	Credits	FA-TH		SA-TH (2.30 Hrs.)	FA-PR	SA		SLA	Total
						T1	T2			PR	OR		
-	-	40	6	40	20	-		-	200	-	200	-	400

Total IKS Hrs. for course: -

Abbreviations: CL- Classroom Learning, TL- Tutorial Learning, LL- Laboratory Learning, SLH-Self Learning Hours, NLH- Notional Learning Hours, FA - Formative Assessment, SA -Summative assessment, SLA- Self Learning Assessment
Legends: @ Internal Assessment, # External Assessment, ** On Line Examination, @\$ Internal Online Examination

Note:

1. FA-PR represents formative assesement of 200 marks.
2. SA-OR represents Summative assesement of 200 marks.

I. Rationale:

Inplant training bridges the gap between academic theory and real-world industry application, providing students with practical skills, industry exposure, and enhanced 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:

- Acquiring fresh perspectives and potential future hires, developing a skilled talent pool to fill immediate needs, and improving productivity through the application of new ideas and solutions.

III. Course Outcomes: Students will be able to achieve & demonstrate the following COs on completion of course based learning

CO1	Apply engineering knowledge to industrial practices.
CO2	Operate tools, equipment, and software safely.
CO3	Work effectively in teams with good communication.
CO4	Identify and solve practical engineering problems.
CO5	Understand quality standards, ethics, and workplace culture

IV. Course Content Details**IMPORTANT GUIDELINES FOR STUDENTS**

- Students will be placed in different industries for in-plant training. Student has to complete minimum 20 weeks of training **or** 800 hours (considering 5 days/week x 8 hrs per shift x 20 weeks) of training **or** number of weeks of training as per the norms of the respective industries.
- During In-plant training, student will be assigned to a polytechnic supervisor and industry supervisor. Polytechnic supervisor will visit the industry during training, guide the students, and resolve the issues of students if any. Industry supervisor will be the officer/shop in-charge/work manager etc., under whom student is working in industry daily.
- Student has to maintain in-plant training diary & in-plant training manual regularly.
- Student has to prepare the In-plant training report at the end of training under the supervision of polytechnic supervisor and industry supervisor.
- Student has to present their work in a seminar.
- TW will consist of updated and signed/certified copies of daily in-plant training diary, weekly diary/in-plant training manual, and In-plant training report.
- Participating/completing specific project, mini project, special assignment etc. and including it in in-plant training report will be an added advantage for the students.

V. Assement Methodology

Type of Assement	Formative Assement		Summative Assement		
	Institute mentor /guide	Industry Supervisor / guide	Institute mentor /guide	Presentation/ Seminar	Industry Supervisor / guide
Assessor					
Criteria	(On the basis of In-plant training diary & Manual)	(On the basis of Attendance & Performance at Industry)	Oral		Oral
Allotted Marks	100	100	50	100	50

VI. CO Vs PO and CO Vs PSO Mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PSO1	PSO2	PSO3
CO 1	3	3	2	2	2	1	1	3	3	3
CO 2	2	2	3	3	2	2	2	3	3	3
CO 3	2	2	2	1	3	2	3	3	3	3
CO 4	3	3	3	2	2	2	2	3	3	3
CO 5	2	2	2	1	2	2	3	3	3	3

VII. Consultation Committee:

Sr. No	Name	Designation	Institute/Organization
1	Ms. Pritam A. Khande	Lecturer in Electronics Engineering	Govt. Polytechnic Mumbai
2	Ms. Swati T. Shinde	Lecturer in Instrumentation Engineering	Govt. Polytechnic Mumbai
3	Ms. Namrata Wankhade	Lecturer in Information Technology	Govt. Polytechnic Mumbai
4	Dr. Mahesh S. Narkhede	Incharge -Curriculum Development Cell	Govt. Polytechnic Mumbai

Coordinator,

Curriculum Development,

Department of Computer_Engineering

I/C, Curriculum Development Cell

Head of Department

Department of Computer_Engineering

APPROVED COPYCDC Co-ordinator
G. P. Mumbai

Principal

IN PLANT TRAINING MANUAL



DEPARTMENT OF COMPUTER ENGINEERING

NAME OF STUDENT: _____

PROGRAMME: _____

SEMESTER/YEAR: _____

ENROLMENT No.: _____

CONTACT No.:_ _____

GOVERNMENT POLYTECHNIC, MUMBAI

(An Autonomous Institute of Government of Maharashtra)

49, Ali Yavar Jung Marg, Kherwadi, Bandra (East), Mumbai – 400 051

Website: www.gpmumbai.ac.in



GOVERNMENT POLYTECHNIC, MUMBAI

(An Academically Autonomous Institute of Govt. of Maharashtra)

49, Kherwadi, Allyawar Jung Road, Bandra (E), Mumbai-400051

Phone: 9029001925, Website: www.gpmumbai.ac.in

Email: gpmumbai@gpmumbai.ac.in,

Principal Mail: principal.gpmumbai@dtmaharashtra.gov.in

principal@gpmumbai.ac.in,

Office Mail : office.gpmumbai@dtmaharashtra.gov.in



GOVERNMENT POLYTECHNIC, MUMBAI

Vision: Transform knowledge into work.

Mission: We are committed for:

1. Quality Education for lifelong learning
2. Need based educational programs through different modes.
3. Outcome based curriculum implementation.
4. Development and upgradation of standard laboratory practices
5. Promoting entrepreneurial programmes

We believe in ethical, safety, environment friendly practices & teaching learning innovations.



GOVERNMENT POLYTECHNIC, MUMBAI

(An Academically Autonomous Institute of Govt. of Maharashtra)

49, Kherwadi, Aliywar Jung Road, Bandra (E), Mumbai-400051

Phone: 9029001925, Website: www.gpmumbai.ac.in

Email: gpmumbai@gpmumbai.ac.in

Principal Mail: principal.gpmumbai@demaharashtra.gov.in

principal@gpmumbai.ac.in

Office Mail : office.gpmumbai@demaharashtra.gov.in



DEPARTMENT OF COMPUTER ENGINEERING

VISION:

Develop skilled Computer Professionals to cater the needs of Industry and Society.

MISSION:

The department is committed

- To develop competent technicians who are proficient in the design and implementation of Computational systems.
- To offer programs for sustainable development using continuous curriculum improvements to keep pace with emerging technologies.
- To encourage students to become entrepreneurs.

Program Educational Objectives (PEO's)

1. **PEO 1:** Acquire knowledge in Mathematical, Computing and Engineering principles to excel in professional career or higher education.
2. **PEO 2:** Ability to analyze real life problems, design and implement computing systems appropriate to its solutions that are technically sound, economically feasible and socially acceptable.
3. **PEO 3:** Promote entrepreneurial abilities, ethical attitude, communication skills, team work in their Profession and adapt to recent technologies by providing exposure to industry and engaging in lifelong learning.

Program Outcomes (PO's)

1. **Basic and Discipline specific knowledge:** Apply knowledge of basic mathematics, science and engineering fundamentals and engineering specialization to solve the engineering problems.
2. **Problem analysis:** Identify and analyse well-defined engineering problems using codified standard methods.
3. **Design/ development of solutions:** Design solutions for well-defined technical problems and assist with the design of systems components or processes to meet specified needs.
4. **Engineering Tools, Experimentation and Testing:** Apply modern engineering tools and appropriate technique to conduct standard tests and measurements.
5. **Engineering practices for society, sustainability and environment:** Apply appropriate technology in context of society, sustainability, environment and ethical practices.
6. **Project Management:** Use engineering management principles individually, as a team member or a leader to manage projects and effectively communicate about well-defined engineering activities.
7. **Life-long learning:** Ability to analyze individual needs and engage in updating in the context of technological changes.

Program Specific Outcome (PSO's)

1. **PSO1: Professional Skills:** Develop computer software and applications in the areas related to database, multimedia, web and networking for efficient design of computer systems.
1. **PSO2: Problem-Solving Skills:** Apply standard practices and strategies in software development, assembling, testing operations, maintenance and troubleshooting of computer systems. Provide effective and efficient real time solutions using acquired knowledge in various domains.
2. **PSO3: Career and Entrepreneurship:** Employ modern computer technologies for creating innovative career paths to be an entrepreneur or approaches for higher studies.

STUDENTS PERSONAL INFORMATION

- Student's Full Name: _____
- Programme: _____
- Class/Div: _____ Enrollment No.: _____
- Blood Group: _____ Date of Birth: _____
- Contact No.: _____
- Emergency Contact No.: _____
- Residential Address : _____

**Recent
Photograph**

- Permanent Address : _____

• Parent Details:

1. Father's Name: _____
Occupation: _____ ~~Enrollment~~ Contact No.: _____
Office Address with Contact No.: _____

2. Mother's Name: _____
Occupation: _____ Contact No.: _____
Email Id: _____
Office Address with Contact No.: _____

Name & Sign of the student
student

Name & Sign of Father / Mother of

INDEX

	Page No.
OVERVIEW	04
1. INTRODUCTION	06
2. PURPOSE OF INDUSTRIAL TRAINING	07
3. OBJECTIVES OF INDUSTRIAL TRAINING	07
4. PLANNING OF IN-PLANT TRAINING	08
4.1 Planning for In-plant training	08
4.2 Placement procedure	08
4.3 In-plant Training program	10
4.4 Monitoring of In-plant training	11
4.5 Daily and weekly diaries	11
4.6 Attendance Certification	12
5. GUIDELINES FOR INDUSTRIAL TRAINING	12
5.1 Role of Department	13
5.2 Role of Industry	14
5.3 Guidelines for students	15
5.3.1 Learning through placement	15
5.3.2 Discipline	17
5.3.3 Punctuality	18
5.3.4 Safety	18
5.3.5 Access to information	19
5.3.6 Changeover To other company	19
5.3.7 Clarification of training semester	19
6. TRAINING AREAS	20
6.1 Mechanical Engineering areas	20
7. CURRICULUM OF IN-PLANT TRAINING	22
7.1 Curriculum of Mechanical Engineering	23
7.2 Term work Evaluation	29
7.3 Term End external oral examination	29

7.4	Suggested work load	32
7.5	In-plant Training Report Format	32
7.5.1	Page Specifications	32
7.5.2	Outline of Report	33
8	LETTERS, FORMATS AND CERTIFICATES	36
	In-plant Training selection letter	37
	Student's consent letter	38
	Parent/guardian consent letter	40
	Joining Letter	42
	Joining Report	43
	Weekly Report of In-plant Training	44
	Daily Report of In-plant Training	57
	Industrial training completion certificate	58
	No objection Certificate	59
	Feedback form	61

**DOCUMENTS (PROFORMA'S/FORMATS) TO BE SUBMITTED/COMPLETED
AT VARIOUS STAGES OF IN-PLANT TRAINING**

Sr. No.	Name of the Document	Remark
1.	Student's Consent Letter, Parent/Guardian Consent Letter, Joining Letter, and Joining Report	To be submitted before start of In-plant training
2.	Weekly Report of In-plant Training, Daily Report of In-plant Training	To be maintained updated during In-plant training
3.	Industrial Training Completion Certificate, Term Work & Viva Marks by Industry supervisor in Sealed Packet, No Objection Certificate, and Feedback Form	To be submitted/completed after completion of In-plant training
4.	In-plant Training Diary, Daily Diary, and In-plant Training Report with Seal / Signature of concerned officers.	To be submitted in department at the time of In-plant Training Viva / presentation

OVERVIEW:

Government Polytechnic Mumbai (GPM), established in 1960, is a leading institute in Mumbai region, and has been conferred with an academically autonomous status by the Government of Maharashtra. GPM has always remained at forefront to impart high quality technical education to the society, and continuously updated its curricula as per the technological changes with respect to time, to cater the needs of industries. To be the part of the mission 'Skill India', to achieve an academic excellence by exposing the students with latest technological developments occurring in various field and to enhance their professional skills, Government Polytechnic, Mumbai has uniquely introduced one semester's (Min. 20 weeks) in plant training in curriculum for the programme Diploma in Computer Engineering.

This purpose of developing the In Plant Training Manual is to ensure successful implementation of the proposed In Plant training. The In Plant Training Manual details the guidelines for students, faculty members, departments of the institute, industry persons at different levels, and other stakeholders involved from academic organization as well as industries, for effective implementation of the In Plant training during last semester of the various programmes. It provides practical advice about developing links with industry and setting up appropriate placement opportunities for students. Students will gain more from their training, if properly prepared and advice is given about how they can be supported both before and during the placement. The manual highlights procedure/guidelines related to placement of the students to In Plant training, selection of various training areas, documentation, guidelines for the students, daily and weekly diary formats, student and parent consent forms, monitoring and evaluation, report preparation and certification etc., essential for the successful completion of the In Plant training.

1. INTRODUCTION

Indian industrial sector is passing through highly competitive phase due to globalization. Cut throat competition is predominant and quality is one of the decisive factors for sustainability. Quality has become a decisive factor in attracting students and faculty to an institution. The institutions which offer quality education will survive in present scenario. In Plant Training is one of the essential curriculum requirements of every technical institute. Fresh young diploma students from the finest polytechnics are like uncut diamonds and look useless like trifles, give them proper training and they will dazzle forth in all their glory. In this context Government Polytechnic Mumbai (Academically Autonomous Institute of Govt. of Maharashtra) has taken initiative and included In Plant training in the last semester of all programmes like Computer Engineering. The intention of including the In Plant training is to provide the exposure of actual industrial environment; industrial practices etc. to the students, and enrich their theoretical concepts, as well as practical skills to make them more employable. In Plant Training helps increase the knowledge and skills of a person for doing a particular job. Training enables acquisition of latest skills, and thus increases the versatility of the person for boosting his/her career. Appropriate training teaches proper operation, proper handling of equipment's and develops working confidence with whatever students have learnt. After completion of training, the students will feel much more confident about the field in which they have specialized. If some concepts remain unclear to the students during theoretical learning then at the time of interview, exams or in professional life, students may have to face many problems. Professional people always expect specific and accurate solution to every problem. Hence, In Plant training will be very much useful to the students to clear some concepts, acquire different skills, get new ideas, and mainly to get introduced to the latest technological developments in various fields. Ultimately In Plant training will be useful to enhance the professional life of the students in terms of various skills achieved, intelligence, sharpness, and mainly confidence.

2. PURPOSE OF IN PLANT TRAINING

Industry training has been established to provide students with an overview of industries and to expose them to different aspects of a business, all under the guidance of skilled and experienced persons within the organization. This exposure should include all or most of the following aspects of business such as: management- and personnel policies, financial, marketing and purchasing functions, legal and social aspects, operations and technical activities. These goals can be achieved through the following forms of interaction:

- Introduction to the organizational policy and culture
- Organization of the structure and hierarchy of ranks within the organization
- Liaison with employees at different levels.
- Liaison and cooperation with other engineering disciplines.
- Meaningful work programs or projects done from planning to completion and reporting.

3. OBJECTIVES OF IN PLANT TRAINING

An ultimate objective of an In Plant Training is to make students ready for the employment in the specific discipline at the conclusion of the diploma course in specific branch of engineering. The programme wise knowledge will be enhanced by this opportunity, to relate academic and professional aspects of engineering disciplines. Various objectives of In Plant Training can be listed as:

- To gain hands-on experience of working as an engineering professional, including the technical application of engineering principles and methods.
- To work with other engineering professionals.
- To experience the work discipline in a professional organization.
- To develop technical, interpersonal and communication skills, both oral and written.
- To observe interactions of engineers with other professional groups.

- To study the structure of an organization and observe its functioning.
- To get the exposure of management programmes and systems, effective administration methods.
- To understand the process, drawings, techniques, methods etc., and compile it in documentation form.

4. PLANNING OF IN PLANT TRAINING

The successful implementation of In Plant training involves precise planning. The steps to be followed for its effective implementation are discussed below.

4.1 Planning for In Plant Training

- This step includes the collection of data from various sources such as BOAT, Confederation of Indian industry (CII), websites, of the prospective industries/offices for student's placement etc. The data includes the name of industry, addresses, contact persons, phone nos. and mail id of contact persons, type of business and product etc.
- These prospective industries are to be visited by TPO, HoD, and departmental faculties, etc. to collect the necessary information. This is continuous activity and data is updated regularly.
- Submission of an introductory letter/mail to industrial undertakings.
- Obtaining placements for the students,
- Issue of letters and completion of procedures,
- Assigning industries to departmental faculties for monitoring the In Plant trainees.
- Orientation programme for students two weeks before reporting for InPlant training.
- Monitoring InPlant training (at least once in two weeks for each industry).
- Implementation and evaluation of In Plant training

4.2 Placement Procedure

- Training can be done in one or more areas, such as, production, processing, maintenance service, construction, engineering and development, etc. Relevant information about different firms participating in training scheme can be obtained from the following sources:
 - i. Internet
 - ii. Social networking sites designed specifically for the business community such as LinkedIn, ReferHire, Internshala
 - iii. Library
 - iv. Respective Heads of Departments
 - v. Training and Placement Officer and
 - vi. Websites, Apps etc.
 - vii. Expert Lecture/ Guidance Sessions by various industry experts
- Eligible students can seek guidance from Head of Department, Faculty Members, and Training and Placement Officer for selection of firms.
- Students should give choice of firms in order of preference, to the Training and Placement Officer through concerned Head of Department (keeping in view facilities available and individual's interests).
- A student can also be placed in a new establishment, which has adequate training facilities if specific request for approval is made prior to the start of placement activities.
- Some companies conduct interview and select the candidates. The interviews may be conducted in industry premises or in our institute. Students will be given chance to appear for interview if they satisfy the minimum requirements laid down by the particular establishment. Once selected, no student will be allowed to appear for subsequent interviews with other establishments.
- Students will be placed at other available establishment depending upon the availability of seats, choice and merit. Students are required to be in touch with their department and finalize their placement.
- Once placed into a particular establishment, students are not allowed to change that establishment on any account. Factors like closeness to residence, stipend paid, etc. will have to be taken into account only at the beginning of

training in the larger interest of the polytechnic.

- Approval/consent from the parent/ guardian, and student is required in prescribed form before the students are placed for In Plant Training. Students should collect all forms, letters for the company after submitting the approval.
- Report to the Personnel Manager/Officer or Training Manager/Officer or to the Officer who is in-charge of apprentices/training. In a small firm, this officer may be one of the Directors himself.

Students are required to:

- Fill in the Joining Report in duplicate and get it endorsed by the concerned Officials. Fill in the Joining Report, if any, of the organization also.
- Request the concerned officer to explain to you the rules, regulations and procedures of the organization and to take you around the plant so as to get an overview of the company's facilities, products, processes and organization.
- Get introduced to all the concerned persons of the organization. Request for a plan of "Training Program" for the students, if not prepared. The industry and Faculty Mentors may jointly plan for training program.
- Submit all forms duly filled in to the Faculty Mentor.

4.3 In Plant Training Program:

- Organizing a rigid and identical training program for each student in a discipline may not be practically possible. The training program has to be around facilities available in an individual unit and must fit in the philosophy and thinking of the training organization. Generally, medium and large scale industries have organized training departments. These industries are interested in absorbing the students later in their expansion programme, industries having one-off, batch and mass production activities, industries having a few processes and also industries which have sophistication.
- Some industries believe in 'on-the-job training', some take all six months to give the students understanding of products and processes in their complex,

multi-plant organization, some give assignments, while others give meaningful projects and responsible tasks.

- Very important aspect is an understanding for meaningful training which fits in the framework of both our curriculum and organization's philosophy. Training programs have to be structured around the student, the curriculum, facilities and the thinking about how to train. Every task provides an opportunity to learn through observations, doing, reading and discussion around the task/assignment/problem or project.

Students who are modest and inquisitive, who take initiative, keep their eyes, ears open and demonstrate better attitudes for learning gain most. One realizes what is right and what should be done. Exact repetition of tasks like copying or memorizing does not provide learning of skills or knowledge.

4.4 Monitoring of In Plant training

- Each department has organized and well-planned system for supervision of the students while they are in training. A faculty member is assigned to a group of students and firms.
- He / She visit each student once a fortnight on the average and maintains close liaison with his/her counterpart in the organization.
- In case of any problem or difficulty, students have to contact their Faculty Mentor and communicate the issue.
- All reports, records and project work are to be submitted through this Faculty Mentor. Respective Heads of Department of concerned disciplines are in charge for satisfactory implementation of the scheme including placement, supervision, evaluation and related issues. Overall co- ordination of the programme is affected by Principal's Office and Training and Placement Officer.
- In case of strike/lockout or urgency, students should contact section in-charge of industry in which they are working, Faculty Mentor, concerned Head of Department and Training and Placement Officer.

4.5 Daily and Weekly Diaries

Students are required to maintain the record of day-to-day work done in industry. Such records are called 'Daily Diaries'. The main purpose of writing daily and weekly diary is to nurture the habit of documenting and to encourage the students to search for details. It also cultivates the students' own thought process and reasoning abilities. The students should record day to day account of the observations, processes, impressions and information gathered etc. in the daily training diary. It should contain the sketches, calculations, plannings, rough works, & drawings etc. related to the observations made by the students. The diaries are to be written regularly and records are to be maintained updated in diaries. The weekly diary has also to be maintained and it should contain the salient work performed in the particular week. All days for the week should be accounted for clearly giving attendance, absenteeism, leave, etc. The daily and weekly training diaries should be signed after every week from the supervisor/ incharge of the section in which the student has been working. The diary should also be produced to the Faculty Mentor visiting the industry from time to time and get signed on the day of his visit.

4.6 Attendance Certification

Every week, students have to get their attendance certified by the training supervisor of the industry in the weekly diary. Regularity in attendance and submission/completion of reports will be duly considered while giving the term-work marks. The students may be allowed to take leaves as per rule of the industry/Government Polytechnic Mumbai. If, at any stage, the leaves are exceeded beyond the limit, the employer may take action such as stopping the payment of stipend or Principal may extend the training period in marginal cases. If the students remain absent for the considerable period, he/she may be detained for the semester as per the rules, ultimately training may be cancelled. In such cases, final decision taken by respective head of department and the Principal will be the final.

5. GUIDELINES FOR IN PLANT TRAINING

It is mandatory for all the students of Computer Engineering to complete In Plant training at an approved organization, during final year (sixth semester). The duration of training will be of minimum 20 weeks or 800 hours (considering 5 days/week x 8 hrs shift x 20 weeks) of training or number of weeks of training as per the norms of the respective industries.

Important aspects of in-plant training can be highlighted as:

5.1 Role of Department

- Department have to send training request letter to various industries well in advance before commencement of training.
- After getting sufficient number of seats from the industries, students will be placed in different industries for In Plant training.
- Collect student and parent consent letter from students undergoing training and their parents.
- Department will issue an order letter to industry for the said training mentioning the name and enrollment number of students.
- All above activities have to be carried out in advance of previous semester as plan out of placement in consultation with students. The students would normally be placed as per their choices, in case of more demand for a particular industry students would be allocated place based on their relative merit (based on declared last semester result)
- Collect joining report and copy of joining letter from student.
- During the training period, the faculty mentors in consultation with head of dept. will maintain a schedule for monitoring of In Plant Training and according to it they will monitor training of students in various industries.
- Visit industry/ follow up the students at training place at least once in every two weeks for evaluating student's activity and their progress.
- The institutional guide during the visit to industry will check the progress of the student in the training, his/ her attendance, discipline, presentation if any,

and In Plant training report preparation etc.

- Evaluate the daily diary, weekly diary, training reports etc. as a part of the term work assessment.
- Evaluate the students through presentation, viva at the end of the term as a part of term end assessment.

5.2 Role of Industry:

- Industry will give effective training to the students for improving their practical/professional skills.
- Industry is expected to assign group of the students under training to some middle management level person as on job industrial guide/Mentor for supervision and guidance (industrial guide).
- Industry Mentor has to assign the daily work to the students and monitor the students on daily basis. Industry Mentor has also to sign the daily and weekly diaries also.
- Industry Mentor may allot some projects, assignments, tasks to an individuals or group of students under training. Those students who have been allotted such assignments, projects, etc. has to include a dedicated chapter about the task, problem solution methodology etc. in In Plant Training report.
- Industry Mentor should see that, the students are performing the given task under his/her supervision only.
- Industry Mentor has to guide students for preparing the In Plant Training report. This report should not contain any confidential document /drawing/formula/specifications etc. of the industry. He should verify/certify training report from rules and regulation of industry related to confidentiality of the content.
- Industry is expected to maintain attendance of the students undergoing training and report any irregularity of the students to the concerned Faculty Mentor, Head of Dept., or Training and placement officer.
- Industry is also expected to issue following certificates on their letter head in

the prescribed format along with comments if any for student's record and motivation.

- a. Joining Report of student at the beginning of training
- b. In Plant Training Completion Certificate
- c. No objection certificate
- d. Feedback form

5.3 Guidelines for Students

- Students would interact with the identified faculty Mentor of the department to suggest his/her choices for suitable industry.
- Students have to fill consent letters, duly sealed and signed by authorities along with training order letter and submit it to faculty Mentor before joining the industry.
- Students must carry his/her Identity card issued by institute during training period.
- He/she will have to get the entire necessary information from the training officer regarding schedule of the training, rules and regulations of the industry. Student is expected to follow these rules, regulations, procedures etc obediently.
- During the training period students has to keep record of all the useful information in note book (daily diary) and maintain the daily, and weekly diary
- Prepare an In Plant Training report finally about the whole training for submitting to the department at the time of final presentation and viva.

5.3.1 Learning through placement

In Plant Training provides an opportunity for students to develop new skills and attributes, to apply theoretical concepts they have learnt within their programme and to contextualize what they have learnt. Work-based learning is very different to traditional class-based learning in a number of ways:

- First, work-based learning is centered around reflection on work practices; it is not merely a question of acquiring knowledge and a set of technical skills [although these are important], but a case of reviewing and learning from experience.
- Secondly, work-based learning views learning as arising from action and problem-solving within a working environment, and this is centered on live projects and

challenges to individuals and organizations. Work-based learning also sees the creation of knowledge as a shared and collective activity, one in which people discuss ideas and share problems and solutions.

- Finally, work-based learning requires not only the acquisition of new knowledge but the acquisition of meta-competence – learning to learn.

The student should also focus on additional areas during In Plant Training

- Location and Description of industrial facility
- Company Profile
- Complete set of Technical datasheets covering the full range of products and/or services Proper specifications and technical procedures for performing all contracted and/or commissioned work
- Types of raw materials used, including unit prices, storage & procurement procedures
- Role of various departments in industries.
- Procedures used in manufacturing products and related equipment's.
- Learn and employ any software packages and/or tools which are employed in industries.
- Grievance handling procedures.
- Identify proper procedures for requesting and performing all types of changes.
- Identify any discrepancies between design and analysis methods covered in theory and practical considerations and procedures that might be employed in practice.
- Learn & practice industrial detailing procedures.
- Review all necessary steps for approval of design documents and/or drawings
- Review and practice necessary procedures for approving completed works.
- Identify proper procedures for creating bill of quantities.
- Review industrial safety procedures and whether these are properly implemented
- Review quality assurance regulations and procedures which are implemented in the facility.
- Material handling systems
- Preventive and breakdown maintenance procedure

5.3.2 Discipline:

Students are required to follow the rules and regulation of the organization. Their attitude and discipline should be exemplary. Students should remember that they are an ambassador of our institute when they are working as a trainee. Training of the students in future will depend upon the image created by the trainees. Hence, trainees must maintain good relations with the company authorities.

Student's behavior may create positive or negative response and subsequent batches of students will be affected by the same. The following acts are highly undesirable by any of the students undergoing training and may result in severe punishment and cancellation of the term. Such instances have been observed and properly dealt with in the past. Students were punished for the same after proper investigation:

- Offending behavior with the supervisors, colleagues and workers.
- Refusal to work if a job / problem is given.
- Mixing with the workers and involving in labor union activities
- Threatening staff of the company and also instigating worker against staff and superiors.
- Not remaining on the job assigned.
- Grouping with other trainees and passing away time.
- Loitering outside, sitting in the canteen during working hours.
- Asking someone else to sign for him on the muster or punch his card.

5.3.3 Punctuality:

Students should be regular and punctual during complete training period. Students must avoid the following:

- Late going to or coming early from the organization without permission or proper reason
- Taking leave without prior sanction from concerned person/s
- Habitual absenteeism
- Taking leave in excess of what is allowed.

If it becomes essential to take leave for the considerable period, due to unavoidable circumstances, contact with reasons to Industry Mentor, training supervisor from institute and Head of Department, prior going to leave.

5.3.4 Safety:

If you are safe, then only the question of further training comes. Students should not operate any machine without permission. He/she must familiarize with the job requirements/method/sequence of operation and safe practices. Students may be injured or may cause injuries to others or damage to the property.

5.3.5 Access to Information

Companies need to maintain secrecy regarding their design/ product/process. Student should co-operate with the company in maintaining this secrecy. Student should not present any information/sketches/calculations, etc., of company without prior permission of the officials. Student should attach therefore 'No Objection Certificate' from the company in In Plant Training report. No company would like such information to go to their competitors or any others. Proper identity regarding student/guardian background should be revealed to the company before start of the training so that later on problems do not arise.

5.3.6 Changeover to Other Company

Once placed in a company, no change is allowed during the training period. Students should not change the companies amongst themselves. Similarly, he/she should not join any company on his/her own. Students have to join the company where they are placed by the Polytechnic.

If students wish to take training in any company not on departmental list, he/she may apply to Training and placement officer / HoD and get a request letter. Specific approval of company has to be obtained well in advance. Training supervisor/ department head/TPO from the institute may then visit the company, or discuss with the company persons. If they are satisfied that adequate training facilities and staff are available, then only student

will be placed in that factory.

Once the students are placed, change of the company will not be allowed on any account, and students are required to adopt to work situations. If students change the company by their own, training may not be approved and students may have to repeat the term.

5.3.7 Clarification of Training Semester

Students will surely gain when they will try to correlate theoretical concepts with practice. Every student must ensure that he/she has acquired some skills, gained experience, observed practices, visualized work situation, and thus learnt something. Students may have some doubts or queries about product process etc.

- Every student will see that all progress or work diaries are written, countersigned, and submitted to the Faculty Mentor time to time.
- Student shall also ensure that In Plant training report is completed, duly cleared by the company and duly signed by concerned supervisors.

6. TRAINING AREAS

The students may be the part of the project, small tasks, observe the procedures or collect the information pertaining to the following broad areas:

6.1 Domains and Areas for Computer Engineering

Following are some of the important areas of In Plant training and supervisory work for Computer Engineering students:

- Software Development
- Front End Development
- Back End Development
- Middleware Programming
- Full Stack Development
- Web Development

- Database Administration
- Mobile App Development
- Android App Development
- iOS Development
- Internet of Things (IoT)
- Industrial Internet of Things (IIoT)
- Cloud Computing
- Data Analytics
- Data Science
- Hardware Engineering
- Network Engineering
- Cyber Security
- Artificial Intelligence
- Multimedia Animation, Video and Film Making
- Digital Image Processing
- Social Media
- Digital Marketing
- E-Commerce
- R & D

7. CURRICULA OF IN-PLANT TRAINING

Government Polytechnic Mumbai has been awarded an academic status by Govt. of Maharashtra vide government resolution, Higher and Technical Education, and Employment Dept. No. WBP- 1093/(2640)(69)/VE-5, dated 30th May, 1994 to fulfill the demands of the industry as per the technological changes taking place in various fields of application. In this context, to monitor the overall functioning of the institute, various committees namely Governing Body, Board of Studies, Planning Committee, Evaluation Committee, Examination Committee, Appeal and Grievances Committee, and Purchase Committee were constituted under the autonomous institute by Govt. of Maharashtra vide government resolution, Higher and Technical Education, and Employment Dept. No. WBP-1093/(2640)(69)/VE-5, dated 31st May, 1994. As per the above referred resolution, Governing body is empowered to approve modifications in the present curriculum in order to meet the changed demands of the industry, society from time to time (Governing body- Function 7). In tune with the same, Board of Studies committee, is also empowered to prepare the syllabi of various courses, and develop curriculum, keeping in view the objectives of institute and the national requirement, provided syllabi shall be equivalent to the syllabi of Board of Technical Education (Board of Studies-function 1).

Head of the Department, Academic co-ordinator, Principal, and Program wise Board of Studies (PBOS). The proposed schemes also have MSBTE equivalence for the academic year 2015-18 vide letter no.: MSBTE/D-52/Auto-Poly/Eqv. (2015-2018)/2018/1056, Dated: 14 Feb. 2018. As per the scheme, in-plant training is mandatory for all the students of the programs. The student must complete in-plant training at an approved organization, during even term of the final year. The duration of training will be of minimum 20 weeks of training or 800 hours (considering 5 days/week x 8 hrs shift x 20 weeks) of training or number of weeks of training as per the norms of the respective industries.

7.1 In-plant Training Curriculum of Computer Engineering Department

P19 Scheme: At a Glance

Sr	Semester I	Semester II	Semester III	Semester V	Semester V	Semester VI
	Applied Physics (SC23103) (3/175)	Communication Skills (HU23501) (3/150)	Digital Techniques and Microprocessor (CO23502) (3/150)	Optional Course II 1) Web Development using PHP (CO23201) (3/100)	Optional Course II 1) Cloud Computing (CO23204) (2/100)	In-plant
				2) Internet of Things (CO23202) (3/100)	2) Data Analytics using R (CO23205) (2/100)	Training (IP23401) (20/400)
1				3) Artificial Intelligence (CO23203) (3/100)	2) Microcontroller and Embedded Systems (CO23206) (2/100)	
2	Basic Mathematics (SC23501) (4/150)	Engineering Mathematics (SC23502) (3/150)	Programming in Java (CO23105) (4/175)	Operating System (CO23109) (3/175)	Fundamentals of AI and ML Algorithms (CO23113) (4/175)	
3	Basics of Electrical and Electronics Engineering (CO23501) (3/100)	Object Oriented Programming using C++ (CO23102) (3/100)	Programming with Python (CO23106) (3/100)	Software Engineering (CO23110) (3/150)	Computer Security (CO23114) (3/175)	
4	Logic Development Using C Programming (IT23102) (4/200)	Computer Hardware Networking (CO23103) (3/100)	Computer Networks (CO23107) (3/175)	Advanced Java Programming (CO23111) (3/100)	Software Testing (CO23115) (3/175)	
5	Web Page Design (CO23101) (2/75)	Data Structures (CO23104) (4/175)	Database Management Systems (CO23108) (4/175)	Next Generation Database (CO23112) (3/175)	Entrepreneurship and Start-ups (IT23402) (2/75)	
6	Multimedia and Video Creation (CO23601) (3/100)	Environmental Studies (CE23301) (2/75)	Client Side Scripting (CO23603) (2/100)	Mobile Application Development (CO23604) (3/100)	Major Project (CO23402) (4/150)	
7	Universal Human Values I (UV23301) (1/50)	(Spoken Tutorial LaTeX) (CO23602)	Universal Human Values II (UV23302) (1/50)	Project Stage I (Seminar) (CO23401) (2/100)	MOOC (Interdisciplinary) (CO23605) (2)	
	(20/850)	(20/750)	(30/700)	(20/900)	(20/850)	(20/400)
			Total Credits		Total Marks	3800

7.1 Term Work Evaluation

Regular monitoring of the students will be done by the faculty mentors. Progress of the students will be monitored jointly by the mentors from institute and industry. Faculty mentors will visit the company/ organization monthly to monitor the progress of the students. Online meetings of students, Industry Mentors and faculty mentors can also be conducted in some special situations. Faculty mentors will take review of daily and weekly diary during every visit / online meeting.

- Term work of the students will be evaluated jointly by the Industry Mentor and Faculty Mentors, based upon the performance of the students, work done by the student during the training.
- As a part of term work, Industry Mentor will evaluate out of 150 marks, considering the following points :

i) Punctuality , ii) Discipline, iii) Learning initiatives, iv) Daily and weekly diary maintenance, and v) knowledge gained /skills achieved.

Institute Mentor will evaluate the students out of 250 marks considering the following points

i) Punctuality , ii) Daily and weekly diary maintenance, iii) Learning initiatives, iv) In Plant training report writing, and v) knowledge gained /skills achieved.

- Total marks given by Industry Mentor and Institute Mentor will be the total term work marks obtained by students during In Plant training (out of $150+250=400$). Respective department shall maintain the record of the same.

7.2 Term End Semester External Oral Examination

Evaluation of end semester external oral examination for 100 marks will be done jointly by the internal examiner from the respective department and external examiner, preferably from industries. Students should be evaluated based on presentation, knowledge gained and viva exam. The basic/core practical skills out of the total skills which students are supposed to have learnt during their in plant training should be examined. Various documents such as training report, daily and weekly diaries, presentations slides, special task work, projects, assignments etc. can be reviewed for the same.

Term work evaluation criteria for In Plant Training is as given below:

Term work evaluation for In Plant Training	
Name of Trainee	Mr/Ms.....
Enrolment No.	
Period of Training	From ___/___/20 To ___/___/20
Industry Name	

Formative Assessment by Industry Mentor

	Punctuality/ Discipline	Learning initiatives/ Attitude	Daily and weekly diary maintenance,	In- plant training report writing	Knowledge gained /skills achieved	Total marks
Max. Marks	20	20	20	20	20	100
Marks obtained						
Name and signature, and seal of Industry supervisor						

Formative Assessment by Faculty Mentor

	Punctuality	Daily and weekly diary maintenance,	Learning initiatives taken,	In- plant training report writing	Knowledge gained and or skills achieved	Total marks
Max, Marks	20	20	20	20	20	100
Marks obtained						
Name, signature , and seal of Polytechnic supervisor						

- **Viva (Oral exam.) evaluation criteria for In Plant Training is as given below:**

Viva (Oral exam.) evaluation for In Plant Training	
Name of Trainee	Mr/Ms.....
Enrolment No.	
Period of Training	From ___/___/20 To ___/___/20
Industry Name	

Summative Assessment (Oral exam.) evaluation by Industry supervisor

	Ability to apply knowledge in practice	Leadership qualities	Interpersonal skills	Inculcation of safety attitude	Presentation & learning outcomes	Total marks
Max. Marks	10	10	10	10	10	50
Marks obtained						
Name and signature, and seal of Industry supervisor						

Summative Assessment (Oral exam.) evaluation by Polytechnic Supervisor

	Review of industrial assignments/ work done	Team skills	Industrial safety awareness	Correlation of theory and industrial practices	Presentation & learning outcomes	Total marks
Max, Marks	25	25	25	25	50	150
Marks obtained						
Name, signature , and seal of Polytechnic supervisor						

7.3 Suggested Work Load

Faculty members of the concerned department must visit periodically to the concerned industries to take follow up of the students during training for evaluating student's activity and their progress. The teaching load of 4 hrs per week may be considered for Faculty Mentor for guiding and monitoring industrial trainees. Department has to prepare time table for the faculty members in such a way that the concerned teachers remain free for one complete day (may be different days for different teachers) in each week for industrial visits. Working Saturdays and Sundays should be excepted while making the timetable as most of the companies have weekly off on Saturdays and Sundays.

7.4 In Plant Training Report Format

It is essential to document the knowledge gained, skills achieved, activities performed, processes observed, and assignments completed during training period, etc. along with the brief information of section, department, and industry etc. in the form of In Plant Training report at the end of the training. The report is an important document for the reader who may be a technical or non-technical person, an expert and a third person not concerned with the training. The report should consist of major headings, results, conclusions and comments. Brief information of an industry, process performed, details of equipment's used, procedure followed, observations, calculations etc. must be included in this report. Statistical & data tables necessary but not essential can be placed in the appendix. The report should be written in such a way that a student should be able to refer the same in future. The report must reflect everything new the student has come across in the industry thus enlarging his horizon. Students may visit websites as their learning tool during In Plant Training. Such sources of learning like videos, animations are required for preparation of PPT, as well as literature for project report during the training period.

7.5.1 Page Specifications

The training report should be prepared with the following specification Paper size : A4

Left Margin : 3.5 cm

Right Margin : 3.0 cm

Top Margin : 2.54 cm / 1 inch Bottom Margin : 2.54 cm / 1 inch

Heading – Font Size: 14, Bold, Times New Roman.

Normally Body Text – Font Size: 12, Times New Roman, 1.5 Spacing, Paragraph

Section Heading and Subsection Heading – Font Size: 12, Bold, Times New Roman.

Page numbers – All text pages as well as program source code listings should be numbered using numerals at the bottom center of the pages.

7.5.2 Outline of Report

- Training report must have a formal title page.
- Report should include various certificates namely training completion certificate, No objection certificate etc. signed by the concerned authorities.
- Report must have preface at the beginning, stating the purpose of the report, sources of the information and the authority under which the work is conducted.
- The acknowledgement page follows the preface. The trainee has to express their gratitude where they underwent training, sponsor of the programme, industrial persons, Faculty Mentor, Head of department, TPO, Principal, and other concerned.
- Table of contents or index.
- List of tables and list of figures
- Abstract- an abstract should summarize the outcomes of an In Plant training such as knowledge gained, skills achieved, special task performed if any, etc. during the complete training period, in one or two paragraphs.

Report should be divided into chapters or sections, major headings depending on the area and the size of operations. Each chapter may include organizational details of the particular industry, section wise report, learning experiences etc.

Enclosure s/ Attachme nts	In plant training completion certificate, No Objection Certificate , Feedback from Industry
Chapter I	Introduction of the Industry, Location, Turn over, Man power, Technical, Non-technical Skilled personnel, marketing strategies software services and products.
Chapter II	Organizational structure – hierarchy, administration chart, communication system and Categories of communication between personnel and department, learning experience, work culture, safety, designs and models, sketches, quality control and problem solving strategies. Roll of engineers, personnel & any other human resource features should be highlighted..
Chapter III	Learning materials collected : - photographs, charts, diagrams, pictures, Specifications, research papers, etc
Chapter IV	Detailed report on the specialized work, task, project, assignments, etc.,undertaken during In Plant training.
Chapter V	Conclusions should include overall learning outcome in form of gain in the area of technical knowledge, behavioural changes, personal gains, etc. from In Plant training.
References	References may include the resources referred for completion of In Plant training report. The references includes books, magazines, websites, videos, research papers published etc.
Appendix:	This section could contain essential charts, diagram, tables, photographs, drawings, etc. necessary but not essential in the main frame of the report but must be referred to in the main report. Except for the suggestions & recommendations report must be written in past tense and first person.

8. LETTERS, FORMATS AND CERTIFICATES

This section includes various letters, formats, and certificates required to be filled, signed, and certified by the concerned authorities for the successful competition of the In Plant Training.

GOVERNMENT POLYTECHNIC, MUMBAI

(An Academically Autonomous Institute of Govt. of Maharashtra)

49, Kherwadi, Aliywar Jung Road, Bandra (E), Mumbai-400051

Phone: 9029001925, Website: www.gpmumbai.ac.in

Email: gpmumbai@gpmumbai.ac.in

Principal Mail: principal.gpmumbai@demaharashtra.gov.in

principal@gpmumbai.ac.in

Office Mail : office.gpmumbai@demaharashtra.gov.in



Date:

To,

SUBJECT : Regarding In Plant Training of students of Government Polytechnic, Mumbai.

Sir/Madam,

Government Polytechnic, Mumbai is an autonomous institute of Government of Maharashtra offering diploma programmes in various disciplines, as started in the year 1960, now it is a leading institute in Mumbai.

Our institute has started running P-19 Curriculum Scheme from year 2019-20. The main feature of the P-19 scheme is that all the programmes are having Sandwich Pattern. In Sandwich Pattern students have to undergo In Plant Training in industry during their sixth (final) semester. There is no course work in this duration; they have to work in industry for full time. Duration of this training is of 20 to 24 weeks.

In this context we propose to send our final year Computer Engineering students for the In Plant Training in your organization/ Firm/ Company from 1st February 2022. Kindly provide an opportunity for the same.

You are requested to issue following certificates on your letter head in the prescribed format along with comments if any for student's record and motivation.

- Joining Report of student at the beginning of training
- In Plant Training Completion Certificate
- No objection certificate
- Feedback form

Thanking you.

Principal
Government Polytechnic Mumbai

GOVERNMENT POLYTECHNIC, MUMBAI

(An Academically Autonomous Institute of Govt. of Maharashtra)

49, Kherwadi, Aliyaware Jung Road, Bandra (E), Mumbai-400051

Phone: 9029001925, Website: www.gpmumbai.ac.in

Email: gpmumbai@gpmumbai.ac.in,

Principal Mail: principal.gpmumbai@dtmaharashtra.gov.in

principal@gpmumbai.ac.in,

Office Mail : office.gpmumbai@dtmaharashtra.gov.in



Date:

LETTER TO PARENTS/ GUARDIANS

To,

SUBJECT : IN PLANT TRAINING

Sir/Madam,

As a part of prescribed curriculum of Diploma Computer Engineering, your son/daughter/ward

....., Enrolment
no., has to undergo 20 to 24 weeks of In Plant training in
industry during Even term of the final year. He/she is being placed at
.....
.....(name and address of company), for In Plant training from
date to

In this regard, I wish you to be acquainted with certain rules/regulations/aspects of
In Plant training as detailed in students/parents consent letter attached herewith.

Thanking you.

Principal
Government Polytechnic Mumbai

STUDENT'S CONSENT LETTER

Date: / /

To,
The Principal,
Government Polytechnic, Mumbai Kherwadi, Bandra (E),
Mumbai - 400 051.

Sub.: In Plant Training Consent

I undersigned Kumar/Ms..... Enrol.
No....., presently studying in Third/ Second year COMPUTER Engg. I
am awarethat during this semester myself is being placed in
.....(name of the
company) for In Plant training as part of the Diploma programme in COMPUTER
Engg.

I am also aware that:

1. I will submit a joining report in the prescribed form, duly countersigned by the Officer of the Organization where I will be working as In Plant trainee.
2. I will entirely under the disciplinary control of the organization where I will be placed, and will abide by the rules and regulations in force of the said organization.
3. I will make aware of the safety rules, and regulations of the concerned industry in a first week of the training itself. I will not start/operate any machine, process, operations, work, etc. which may cause injury to me, others, an accident, or property loss etc. without permission and under the observations of the concerned supervisors
4. I will always work under the supervision of the Industry Mentor allotted to me. In case, I do not follow the safety rules and regulations of the organization where I am placed for In Plant training, and some injury/accident takes place to me or others, myself will be responsible for it. In such cases, Government polytechnic Mumbai or concerned industry will not be responsible for it.
5. I am also aware that I will maintain the confidentiality of the industrial documents, formulas, processes, sequences, drawings, methods etc. If knowingly or unknowingly I am disclosing such documents, and industry suffers financial loss or any other kind of loss/defame, I will be responsible for it. No other persons like Faculty Mentor or Industry Mentor will be responsible for it.
6. I am also aware that if any property loss, injury occurs to me or others, because

- of my negligence, concerned organization as well as Govt. Polytechnic, Mumbai will not be responsible for it.
7. During training period, I will be entitled to the leave as per the rules laid down by the Polytechnic as well as concerned organization in this behalf. In case I need leave in unavoidable circumstances, I will get the leave sanctioned by the organization and my training supervisors.
 8. I will maintain the prescribed daily diary, weekly diary etc. regularly and also get it countersigned by the concerned officer of the organization as well as training supervisor of the Polytechnic.
 9. In Plant Training will be granted only if myself attends industry on all working days, completes minimum 20 weeks, maintains good progress, and undergoes the training to the satisfaction of the authorities of the Polytechnic and the Industry.
 10. During the tenure of In Plant training period, myself may or may not get the stipend. Also the expenses such as travelling expenses, food charge etc. will be done by me.
 11. Once myself joins the specific organization for In Plant training, I will not change/interchange the organization in any circumstance by my/our own, without informing the concerned authorities
 12. After start of the In Plant training, I will follow the stipulated training programme. If I do not complete the In Plant training of minimum period, academic term of In Plant training i.e. last semester may not be considered. In such a case I will have to complete the minimum period or repeat the complete term as decided by the concerned head of the department.

Yours faithfully,

Date: Place:

Name and Sign of student with Enrl.
No

*** Note: This copy should be submitted to the concerned
Department**

PARENT/GUARDIAN CONSENT LETTER*

Date: / /

To,

The Principal,
Government Polytechnic, Mumbai Kherwadi, Bandra (E),
Mumbai - 400 051.

Sub. : In Plant Training Consent

I undersigned Mr./Mrs..... aware that my son
/daughter/ward Master/Ms.....,
Enrol. No..... is studying in Third/Second year (Sixth/Fourth Semester)
COMPUTER Engg in your Polytechnic. During this semester he/she is being placed
in
..... (name of
the company) for In Plant training as part of the Diploma programme in COMPUTER
Engg.

I am also aware that:

1. My son/daughter/ward will submit a joining report in the prescribed form, duly countersigned by the Officer of the Organization where he/she will be working.
2. My son/daughter/ward will be entirely under the disciplinary control of the organization where he / she will be placed, and he/she will abide by the rules and regulations in force of the said organization.
3. My son/daughter/ward will make aware of the various safety rules and regulations of the industry in the first week of the training.
4. My son/daughter/ward will always work under the supervision of the Industry Mentor allotted to him/her. I am also aware that he/she will maintain the confidentiality of the industrial documents, formulas, processes, sequences, drawings, methods etc. If knowingly or unknowingly he/she is disclosing such documents, and industry suffers financial loss or any other kind of loss he/she will be responsible for it. No other persons like Faculty Mentor or Industry Mentor will be responsible for it.
5. I am also aware that during entire training period, if my son/daughter/ward is not following the safety rules, and regulations laid by the concerned organization, and if any injury /accident occur to him/her, only he/she will be responsible. Organization as well as Govt. Polytechnic Mumbai will not be responsible for such causes.
6. I am also aware that if any property loss, injury to him/her or others, an accident etc.

occurs during the training period because of the negligence of my son/daughter/ward, concerned organization as well as Govt. Polytechnic, Mumbai will not be responsible for it.

7. During training period, my son/daughter/ward is entitled to the leave as per the rules laid down by the Polytechnic as well as concerned organization in this behalf. In case he/she needs leave in unavoidable circumstances, he/she should get the leave sanctioned by the organization and his/her Training Supervisor.
8. My son/daughter/ward will maintain the prescribed daily diary, weekly diary etc. regularly and also get it countersigned by the concerned officer of the organization as well as training supervisor of the Polytechnic.
9. In Plant Training will be granted to my son/daughter/ward only if he/she attends his/her organization on all working days, completes minimum 20 weeks, maintains good progress, and undergoes the training to the satisfaction of the authorities of the Polytechnic and the organization of his/her In Plant training.
10. During the tenure of In Plant training period, my son/daughter/ward may or may not get the stipend. Also the expenses such as travelling expenses, food charge etc. will be done by him/her.
11. Once my son/daughter/ward joins the specific organization for In Plant training, he/she will not change/interchange the organization in any circumstance by his/her own, without informing the concerned authorities.
12. Once my son/daughter/ward starts his/her In Plant training, he/she will follow the stipulated training programme. If he/she do not complete the In Plant training of minimum period, his/her academic term of In Plant training i.e. last semester may not be considered. In such a case he/she has to complete the minimum period or repeat the complete term as decided by the concerned head of the department.
13. I have explained all above contents to my son/daughter/ward, who has promised to adhere strictly to the rules and regulations of the industry as well as Government polytechnic Mumbai.

Yours faithfully,

Date:

Place:

Name and Sign of father/mother/
guardian

* Note: This copy should be submitted to the concerned Department

JOINING LETTER

Date: ... / ... /20....

To,

.....
.....
.....
.....

Subject: Permission for joining the In Plant training at your organization

Reference:

Respected Sir,

With reference to above subject, myself Mr./Ms
....., student of Govt.
Polytechnic Mumbai, studying in Final year Diploma in Computer
Engineering Enrolment number....., reporting for joining the In
Plant Training at your organization on(date).

I assure that, during complete training period, I will follow the rules and
regulation of your organization.

You are kindly requested to permit me to join the In Plant training. Thanking
you.

Yours obediently

(Signature of Student)

JOINING REPORT*



Letter Head with Logo of the Company/ Organization

*Date: ... / ... /20....

To,

The Principal,
Government Polytechnic, Mumbai, Kherwadi, Bandra (E),
Mumbai 400 051.

Subject: Joining report for the In Plant training

Reference:

Respected Madam / Sir,

With reference to above subject, Mr./Ms

....., student
of Govt. Polytechnic Mumbai, has joined for the In Plant Training at
..... (name of
organization) on (date).

Signature of the Industry Personnel

Seal of the Organization

* This copy should be retained in this report for information.

GOVERNMENT POLYTECHNIC, MUMBAI

49, Kherwadi, Ali Yawar Jung Marg, Bandra (E), Mumbai-51

Weekly Report of In Plant Training

Name of the Student _____ Enrollment No: _____

Programme: _____ Dept./Plant/Section: _____

Company name & address _____

W e e k N o .	Date		Brief weekly report of the workdone/observation made	Attend ance No. of days
	F r o m	T o		
				Present = Absent = Leave =
				Present = Absent = Leave =

Students Signature:

Dated Signature of Industry Mentor

Dated Signature of Faculty
Mentor

GOVERNMENT POLYTECHNIC, MUMBAI

49, Kherwadi, Ali Yawar Jung Marg, Bandra (E), Mumbai-51

Daily Report of In Plant Training *

Name of the Student _____ Enrollment No: _____

Programme: _____ Dept./Plant/Section: _____

Company name & address _____

W e e k N o .	Day and Date	Brief report of the work done/observation made etc. in a day

Sign of the student

(* This is the format of daily report maintained by the student during training period. Students shall make separate 200 pages notebook as a daily diary, and maintain the records/observations / work/report etc. done on a particular day as per the above format.

Student shall carry this diary with them regularly during training period, and maintain the records in it. Also get this diary signed by the Industry Mentor as well as Faculty Mentor periodically. The information from this diary may be useful while writing the weekly diary, and In Plant training report, examinations etc.)



Letter Head with Logo of the Company/ Organization

IN PLANT TRAINING COMPLETION CERTIFICATE

This is to certify that Mr./Ms.....
Student of Government Polytechnic, Mumbai has successfully completed the In
Plant Training ofweeks at our organization
..... (name and address of
organization).

Training start Date:

Training completion date:

The performance and conduct of the above student was good during the
complete training period.

Name and Signature of Industry Mentor

Date:

Name and Signature
Head of Organization
Seal of the Organization

***Note:** Two copies of this certificate are to be printed on the letterhead of the Organization. One
copy will be included in the In Plant Training report, and one copy will be retained with the
student.



Letter Head with Logo of the Company/ Organization

NO OBJECTION CERTIFICATE

This is to certify that Mr./Ms.....
student of Government Polytechnic, Mumbai has successfully completed the In
Plant Training of weeks at our organization
.....
..... (name and address of organization) from (start date of
training) to(Completion date of training).

This report does not contain any confidential document of the company such as
design, drawing, formula, specifications, documents, procedures, etc., which may
cause any type of loss to this company.

Name and Signature of Industry Mentor

Date:

Name and Signature
Head of Organization
Seal of the Organization

***Note:** Student should take the printout of this certificate on the letterhead of the Organization,
and include in the In Plant Training report.

FEEDBACK FORM

A. Feedback about the student

(Name of student.....)

Enrolment No.....)

During complete training period,

- i. Student performance and conduct was ... Good/Average/poor
- ii. Student was found to be good at
- iii. Improvement of the student is desired in
- iv. Students willingness to learn new things.....Good/Average/poor
- v. Any other
points.....

.....

.....

B. Overall Feedback

- i. Subjects/topics which you fill to be included in the new curriculum

.....

.....

- ii. Areas that needs further improvement

.....

.....

- iii. Suggestion for the modification of existing curriculum

.....

.....

- iv. Any other points

.....

.....

Name and Signature
Date: