



Meerut Institute of Engineering & Technology
Department of Computer Science & Engineering

DR. A.P.J KALAM TECHNICAL UNIVERSITY LUCKNOW



LAB MANUAL

B.TECH

COMPUTER SCIENCE AND ENGINEERING

SESSION – 2018-2019

Lab Code: NCS-753

Lab: Industrial Training Lab

Faculty Name:

Mr. Raghuraj Singh (Assistant Professor)

Mr. Pushpendra Tyagi (Assistant Professor)

Academic Course Description

Industrial Training (NCS-753)

MEERUT INSTITUTE OF ENGINEERING & TECHNOLOGY, MEERUT

Department of Computer Science & Engineering

Course objectives:

1. To expose students to the 'real' working environment and get acquainted with the organization structure, business operations and administrative functions.
2. To have hands-on experience in the students' related field so that they can relate and reinforce what has been taught at the university.
3. To promote cooperation and to develop synergetic collaboration between industry and the university in promoting a knowledgeable society.
4. To set the stage for future recruitment by potential employers.

Procedures:

1. Call up the company first before sending out the application letters.
2. Find out whether there is a vacancy for industrial trainees.
3. If the company has vacancies, you have to ask for the person in charge.
4. The person in charge may be from the HR department, training department, or any other departments of the company.
5. Try to get the name of the person so that you can address the letter to the person in charge correctly in your application letter.
6. Choose a company
7. Send the documents to the company directly
8. Wait for the company's response.
9. If you don't get a response from the company within about 2 weeks or so, give them a call and enquire on your application status.
10. Don't wait until the last minute.

11. It is your responsibility to contact and follow-up with the company of your choice.

Grading:

The training is graded based on:

Presentation : 25%

Student's reports : 40%

Viva voce : 25%

Duration of the training: 10%

Note:

- Presentation will take place the following week after you complete your training. The presentation is evaluation by your class incharge and a panel.
- Report must be submitted during presentation. The report evaluation is done by your class incharge.
- A Viva voce comprising comprehensive questions based on your presentation and training undergone will be put forth after your presentation.

Task:

- Discuss with your company supervisor about any project or assignment/tasks.
- Try to understand the systems in your work place - Organization, administrative or practical
- Record all the work done or knowledge gained
 - Maintain logbook
 - Email to lecturer softcopy every week

Etiquette:

- Dress properly
- Behave well
- Portray good image as a university student
- Be punctual
- Observe work ethics
- Concern for safety
- Be professional

Computer usage: knowledge in WINDOWS and MS office to draft the report

Class schedule: one 50 minutes session per week, for 10-11 weeks.

Section Schedule

A G1 & G2- (11.10-12.30pm)

B G1 &G2 - (03.10-04.00pm)

C G1 &G2 - (11.10-12.30pm)

D G1 & G2 - (03.10-04.00pm)

Obtaining Industrial Placement

One academic staff from each engineering discipline has been appointed as Adviser for Industrial Training. Contact her/him to request a letter from the Department confirming that you are a student of MIET and AKTU University, and supporting your efforts to find an industrial placement.

It is the responsibility of each student to obtain her/his own industrial placement. The Adviser might assist you with a list of possible contacts within the industry. If you have any doubts or questions about a proposed employment, you should consult the Adviser for Industrial Training in your discipline. You may also consult other academic staff on the availability of Industrial Training.

The Industrial Training Report

An Industrial Training report should be prepared for each period of approved employment. The report is expected to demonstrate development of practical and professional skills in Engineering through technical experience and application of theoretical knowledge. Development of skills in dealing with people, and communication skills form part of the training experience. Students should seek advice from their employers to ensure that no confidential material is included into the report. The student should be able to present the report to prospective employers, as a complement to their degree.

Guideline for Preparation of Industrial Training Report

Introduction

The purpose of the Industrial Training is to provide exposure for the students on practical engineering fields. Through this exposure, students will have better understanding of engineering practice in general and sense of frequent and possible problems. This training is part of the learning process. So, the exposure that uplifts the knowledge and experience of a student needs to be properly documented in the form of a report. Through this report, the experience gain can

be delivered to their peers. A properly prepared report can facilitate the presentation of the practical experience in an orderly, precise and interesting manner.

Purpose of the Report

- a) Put down in writing the record of the training experience i.e personal performance reflection;
- b) Implanting engineering expertise onto the students, that is, preparation of technical reports, communications, technical evaluation and design;
- c) Means of summarizing the experience of a student;
- d) Train student in effective writing as a preparation for the Final Year Project.

c) Abstract/Preface

This section of the report should consist of brief description of the following:

- i. Activities of the Organization
- ii. Summary of the Report
- iii. Acknowledgement

This section of the report is limited to two (2) pages only.

d) Table of Contents

This section of the report should consist of:

- i. Titles
- ii. Sub-titles
- iii. Page numbers

Every appendix must have a title and each page must be page numbered accordingly.

e) Background of Company/Organization

Brief and concise description of the company/organization in which the student is undertaking the industrial training. The main items are:

- i. History
- ii. Structural organization of main activity
- iii. Title and position of the officer in responsible

iv. Others deemed necessary (no more than three (3) pages)

f) Summary of Duties

This section should be the brief description of the time, duration and types of duty carried out during the training. The description must follow the schedule of the training, that is, in chronological order (2 weeks). The days when the student is not on duty must be properly recorded with reasons given. Letter of permission must be attached in the appendix.

g) Working Experience

In this section, the student must describe the experience gained according to titles considered appropriate. For example, the main items are:

i. Projects carried out

ii. Supervisory works

iii. Problems encountered

iv. Problems solved

h) Summary

Student should provide an overall discussion in this section and arrive at a conclusion with regards to the industrial training undergone. Subjects that may be presented are:

i. Types of experience gained

ii. Problems

iii. Views and recommendations

i) References

Provided that there are important resources that are used as references while preparing the report, a complete list of the titles of references concern must be included.

j) Appendix

Appendixes are additional information considered appropriate to support the main text. Suggested appendixes are:

i. Investigation/project report during the industrial training

ii. Technical drawings etc.

Others

a) Figures/Tables

All figures, tables and similar contents must be captioned and labeled. Every figure or table must be mentioned in the main text.

b) List of Notations and Symbols

If the report contains notations and symbols, the full definition must be given when each notation or symbol first appeared in the main text. The list of notations and symbols with the full definitions can be placed after Table of Contents. Every appendix must have a title and be mentioned in the main text where appropriate. All page numbers must for appendixes must be continual from the main text. **DO NOT include irrelevant materials, e.g. brochures from the organizations, order forms, organization newsletters and similar materials.**

Completion of Industrial Training

At completion of a training period, a confirmation letter must be obtained from your employer. Industrial Training Report is to be submitted to the department within 7 days after the completion of Industrial Training. Upon approval of your Industrial Training report by the department, this confirmation letter will be included in your student file, as evidence of a successfully completed industrial experience.