WATER HARMONY ERASMUS+

Student placement manual

MANUAL ON STUDENT PLACEMENT
AT INDUSTRIES

1. INTRODUCTION

This manual provides guidelines to identify the essential components of Industrial Training. Also this document outlines the details of the Industrial Training program and specifies the expected student responsibilities during their training at enterprises. It also provides a summary of major issues and/or activities that should be considered by the students. Finally, the document outlines the report and presentation requirements for the students. Another objective of this manual is to demonstrate the university regulations regarding the organization of industrial collaboration for field visits, research activities and students' industrial training.

The placement of students in the industries during the period of their undergraduate studies aims to improve their employability through skill development. The Intended Learning Outcomes (ILO) for the Industrial Training shall be as follows.

Intended Learning Outcomes:
- Apply the theoretical knowledge that they have gained from the academic curriculum

- Make individual decisions while handling [engineering] related problems

- Work as a team

- Adhere to company rules and regulations

- Taking responsibility of a given task

- Ability to learn more from the existing literature and keep updating the knowledge

- Expose to professional [engineering] practices.

- Acquiring awareness of the workplace behaviors and nature

- To prepare and maintain work related documents and reports

- To build long lasting relationship with the industrial experts to increase employability

2. Policies and procedure for student placement at industries

2.2 Policies and procedures governing student placement at industries

According to the rules and regulations of the [xxxxxx} degree programme of the [xxxxxx University] industrial training is a [compulsory/optional] component, and the duration and the segments of the industrial training are as follows.

[The students in the [xxxxxx] degree programme need to complete [24 weeks (960 working hours)] of industrial training as it is one of the requirement for the degree. Industrial training should be carried out as follows.

i. Training segment 1 - 12 weeks of training at the end of second year

ii. Training segment 2 - 12 weeks of training at the end of third year]

2.2 Role of individuals in the industrial training program

The student registered in the [xxxxxx] degree program who is the trainee, the training organization which is the trainer and the ["Industrial Training Unit (ITU)" of the xxxxx University] are the major partners in the industrial training program.

ITU holds the responsibility for arranging the training programs for the trainee. The ITU is formed under the management the institution and a [Director/Coordinator] shall be appointed as the in-charge of the ITU. A detailed functions of ITU is given in 3.0. An advisor is a representative of each department of the faculty and the ITU.

A trainer or a supervisor is an external member who mentors the trainee in the training organization.

In special cases, a government organization (GRO) which regulate the terms and conditions of the vocational training and industrial training shall liaise with ITU to regulate the policies and standards of the industrial training.

Depending on the university – industry working principles, the ITU develop a procedure and obtain the necessary approval from the university for student placement at industries.

2.2.1 Registration of industries and placement procedure

a) Registration of training organization

The training organization should satisfy following requirements to provide the training for the students in the [xxxx] degree programme. List of requirements is provided below.

[Registered/recognized organization, Qualified staff for supervision , License obtained from safety, facilities required].

b) Placement procedure

[ITU invites prospective organisations/industries in the early months of every Academic Calendar to submit the information in the prescribed to the ITU at the University. After confirmation by the organisation, a pre-placement presentation, will be arranged on the date.

Each student will be allowed to list down five organizations in their priority order within two weeks after the completion of the briefing session conducted by the ITU. They will be given with an application form on which they have to specify their priority for industrial training. A sample list for the undergraduate preference is given in Figure 1. After the decision taken by the ITU on industrial training placement, students should submit a registration form to confirm their training (See Annex 1).

Students will be given an option to list down the industries/enterprises at their choice according to their priority. ITU has the authority to select the appropriate organization for training each undergraduate, depending on the priority of the undergraduates and the current standing (cumulative GPA) of the student if more than one student compete for the limited placements. The company may conduct tests and/or group discussions/interviews to shortlist interested students.

Name of the Institution
Priority list for the industrial training module

Name:
Registration No:
Training segment:

Please list down the organizations for industrial training as per your preference order.

Preference order	Training organization
1	Company A
2	Company B
3	Company C
4	Company D
5	Company E

……………   ……………
Signature   Date

Figure 1: Priority list for the industrial training module

2.3 Responsibilities of the ITU

Industrial training advisors are academic staff appointed by respective department in the faculty/institution. Information about the advisors will be provided to the students upon receiving the industrial training. Advisors shall have the following responsibilities.

a) Instruct the students about the industrial training procedures in at least two industrial training briefing sessions

b) Advice on any inquiry about the placement raised from students

c) Evaluate the standards of their training program by paying visits to the relevant organization

d) A committee member on evaluating the performance of the student upon completion of the industrial training session

e) A panel member for the evaluation of industrial training report

2.3.1 Visit of industrial training advisors to the respective organization

Advisors pay a visit to the training organizations during the industrial training sessions. The students will be informed about the date and time of their visit. Discussions will be held during the meeting with student and the training supervisor in-charge of respective student. The purposes of the visit to the training place are as follows.

a) To ensure that the training organization is suitable for providing training for students

b) To obtain feedback on training programme, student performance and training progress through discussion with training supervisor

c) To make courtesy visits and establish industrial relations between the university and the industries

d) To discuss the possibility of students' job placement with the company

e) To survey for new industries as potential training placement in the future

A format of the visiting adviser's report is given in Annex 2.

2.4 Responsibilities of the trainees

Undergraduates who are subjected to industrial training should adhere to the following responsibilities before and after the training.

2.4.1 To-do list prior the industrial training

1. Must attend the industrial training briefing seminars conducted by the coordinator of ITU and advisors

2. Must register for the industrial training course of {XX] credits and follow the placement procedure

3. Must obtain the placement letter from the ITU and submit it to the relevant organization prior to the start of the training session.

2.4.2 Instruction to trainees during the industrial training

1. Responsible of obtaining industrial training for [12 weeks and 480 hours minimum for both Segment 1 and 2] of the training programs
2. Must complete the training session in [12 continuous weeks]
3. Must maintain an Industrial training diary to document the day-to-day activities of the training and get the approval signature from the training supervisor from the respective organization every week

4. Must be evaluated by the advisor during the visit of him/her in their respective training institutions

5. Must submit the industrial training report at the end of the training program within the given deadline

6. Be on time every day for the internship/training

7. Learning new things and gaining practical experiences are the key objectives

8. Follow the internship /training schedule provided by the organization

9. Achieve learning objectives to best of your ability

10. Maintain standards of professional excellence, promptness, initiative and dependability

11. Complete and return all evaluation forms and reports

12. Meet the supervisor at the place of internship to discuss the individualized instruction or plan of internship

13. Have a formal weekly meeting with the supervisor at the place of internship

14. Carry out assignment and work given by the industry or organization

15. Follow the rules and regulations of the organization

16. In case of any difficulties, do not hesitate to contact your supervisor or liaison person

17. Do not mind soiling your hand and dress as hands on experiences will benefit you.

18. Make friends and professional linkages for mutual help

19. Look for opportunities for taking initiatives and identify unique features of the industry or organization

20. Respect the culture of the nation and the people

21. Follow always the health and safety rules and procedures. Ensure that work conditions are safe and that you work in a safe manner and wear Personal Protective Equipment.

2.4.3 Training Diary

The main purpose of writing daily training diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' own thought process and reasoning abilities. The students should record in the daily training diary the day to day account of the observations, impressions and information gathered. It should contain the sketches & drawings related to the observations made by the students. The training diary also should indicate the attendance of the trainees during the training period. The daily training diary should be got 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 advisors/ staff visiting the industry from time to time and got ratified on the day of his visit.

Students are encouraged to have a counseling session with members of the department before taking up the industrial training programme to apprise them of what are expected outcome of training. An orientation lecture along with safety induction is arranged for the students opting for training programs. The training is monitored through a mechanism using feedback from the supervisor (from the respective departments to which the students belong) and the employer (See annex 3). Further, the students are required to submit a report on internship showing details of training experience, outcomes achieved. It is necessary that the student should obtain feedback from the employer/supervisor (Annex 5) and submit along with training report (see annex)

3. Responsibilities and functions of ITU

Here, the responsibility, duties and powers of each member in the ITU is listed down.

3.1. Responsibility and Powers of the [Coordinator/Director]

The Director of the ITU is in-charge of the functionality of this unit and the industrial training programs of the undergraduates. He/she is responsible for;

3.1.1. Being in contact with the industrial organizations and obtain training placements to the undergraduates

3.1.2. Coordinating with the local organization regulating industrial training to register the Industrial Training program with them, organising the pre-workshop using their resource persons, make arrangement to collect the necessary documents for the students and coordinate all other relevant work with the regulating body on the Industrial Training Program.

3.1.3. Briefing the students about the industrial training procedures

3.1.4. Scheduling and organising the spot evaluation to keep the standard of Industrial training program by visits to the relevant organization (Spot Viva as mid semester evaluation)

3.1.5. Scheduling and organising the evaluation of the industrial training diaries and training reports

3.1.6. Preparing Results sheets

3.1.7. Advising on any inquiry about the issues raised from students regarding the industrial training

3.2. Heads of the Department or their nominees

Heads of each department are the board members of ITU. They will be attending the board meetings conducted once in three months or at any special circumstances. They are responsible for;

3.2.1. Proposing the improvement to keep up the standards of the training program offered by the ITU (Feedback from the undergraduates shall be statistically analysed to decide the standards and improvements of training in each organization)

3.2.2. Moderating the results of the undergraduates on industrial training

3.2.3. Attending issues raised regarding training placements and evaluation procedures

3.2.4. Giving advices for Industrial Training Unit through the advisory board meetings

3.3. An Advisor

An advisor is an academic staff (Senior Lecturer or Professor) of the Faculty, who will be recruited as the part-time member of ITU. He/she will be assisting the ITU to evaluate:

3.3.1. The standards of their training program by paying visits to the relevant organization as examiners

3.3.2. The performance of the students upon completion of the industrial training session as examiners

3.3.3. Evaluating the Industrial training report and diaries by marking them

3.3.4.

3.4. Functions of the ITU

The ITU have the following functions which shall be carried out in terms of the Act;

3.4.1. Coordinating the industrial training with the contacts of the organizations who are capable of providing standard training programs to [engineering] undergraduates

3.4.2. Monitoring the training facility in the industrial sector

3.4.3. Being in contact with local regulating organization to confirm a guaranteed training program for each undergraduate.

3.5. Board members of the ITU

The board of the ITU is responsible in decision making of industrial training related issues. It also provides recommendation of the results of the industrial training. The following members represent the board of the ITU.

3.5.1. Director of ITU

3.5.2. Heads of the Departments or nominees

3.5.3. Representatives from Reputed Industries of each specialisations (nominated by the departments and approved by the Faculty Board for appointment through the Vice Chancellor)

3.6. Annual Meetings

An annual meeting of the ITU shall be held each year. This meeting shall be called by the Director and notice of the meeting shall be sent to all the Head of the Departments and Board members. The agenda and the matters that it shall be determined by the Director.

3.6.1. The Director will be presenting the annual documentation of training within that year.

3.6.2. At the Annual Meeting, the following matters can be discussed; The difficulties faced during that year in finding training places, the expectations of training organizations, measure of the percentage failure rate, the reasons behind the failure rate, suggestions to reduce the failure rate, problems raised by the undergraduates during their training placements and how they have been solved and etc.

3.7. Meetings of the Board

3.7.1. The Director must give written notice of meetings together with the agenda to all board members, when he/she decides that there are good grounds for calling a meeting at short notice.

3.7.2. The Director shall take and keep minutes of all meetings and distribute the minutes to the members.

3.7.3. The board members shall take a decision during the board meeting. If the board members failed to take a final decision during the board meeting regarding an issue raised during a training program, the director has the authority to call another meeting within a week. This one week time will allow the board members to discuss and finalize a decision.

3.7.4. A board meeting shall be called for the following purposes.

3.7.4.1. Finalizing the industrial training results

3.7.4.2. Discussing the issues related to the training

3.7.4.3. Commenting on updates or revisions of industrial training documentation

3.7.4.4. Improving the activities of ITU

3.8. Delegation and assignment of functions

3.8.1. The lecturers shall be assigned by the director as supporting academic staff members of ITU from each department. The consent from the relevant lecturers and Head of the respective department shall be taken prior to the assignment of lecturers. Their services are taken on part-time basis for evaluating reports, diaries and viva and any other examination related matters.

3.8.2. In case if the lecturers cannot be assigned due to the limitations in the academic workload, an external member(s) can be recruited in contract basis to handle the workload mentioned in section 10.1. This appointment shall be nominated by the director in consultation with the dean with the recommendation of the board meeting of ITU, appointment can be requested to made by the Vice Chancellor. The workload and the payments details shall be specified in the appointment letter as per UGC circulars.

3.8.3. This external member specified in section 10.2 can be an academic senior staff member (senior lecturer) from the Faculty of [engineering] of another university or a charted engineer of an industry or retired charted engineer.

3.8.4. A labourer is needed for the transfer of documents and other supportive works. He/She can be taken from the Assistant Registrar office cadre whenever required.

3.9. **Dispute resolution**

The director shall take the authority to resolve any conflict between the board members during the board meeting. He/She has the authority to make a final decision after any disagreement based on the argument.

3.10. **Conduct of board members**

The board members of ITU shall adhere to the following code of conduct.

3.10.1. Comply with applicable rules and regulations of the employer, the University of Jaffna

3.10.2. Only act in the interest of the unit without allowing themselves to be influenced by personal interest or relationships

3.10.3. Avoid any situation which may give rise to a conflict of interest

3.10.4. Respect the obligation of confidentiality in respect of information received in the course of their duties and shall continue to be bound by this obligation after termination of their mandate

3.10.5. Refrain from overstepping the powers conferred upon them

3.10.6. Respect the dignity and private lives of their colleagues, members of the other governing bodies of this unit, staff members and anyone whom they come in contact with during the discharge of their duties to this unit

3.10.7. Make use of the organization's name and resources only in the interest of the organization or unit

3.11. **Finances of the ITU**

3.11.1. The ITU shall be financed to the following;

3.11.1.1. Industrial Training Viva

3.11.1.2. Evaluation of Training report and diaries

3.11.1.3. Visit to Training Organizations for evaluation (spot exam)

3.11.1.4. External Board members siting allowance with expenses for travelling in their personal/official vehicles

3.11.1.5. Director if he is appointed as part time member of other Departmental staff members

4. **International Industrial training**

ITC shall the initiative to enhance students experience and providing opportunities to enrich their knowledge and experience by facilitating student industrial training with reputed institutions abroad. However, it is necessary that the industries in the foreign countries should be registered with GRO and it should verify the credentials of the foreign organization where the student undergo industrial training. In such cases, all the responsible partners described in section 1 should take collective decisions on travel, accommodation and subsistence, etc.

5. Reporting and assessment of Industrial training

Assessment process for the industrial training is shown in Figure 2. After the completion of 12 weeks training program, the student should obtain the letter of completion from the respective training organization. He/she should also get the feedback from the supervisor by filling the approval form attached in Appendices. Students also need to fill the student feedback form. He/she should submit the diary mentioning the daily activities during the entire 12 months. Finally, students are requested to submit the training report (Annex 6) before the deadline mentioned by the ITU coordinator after the completion of the training program.
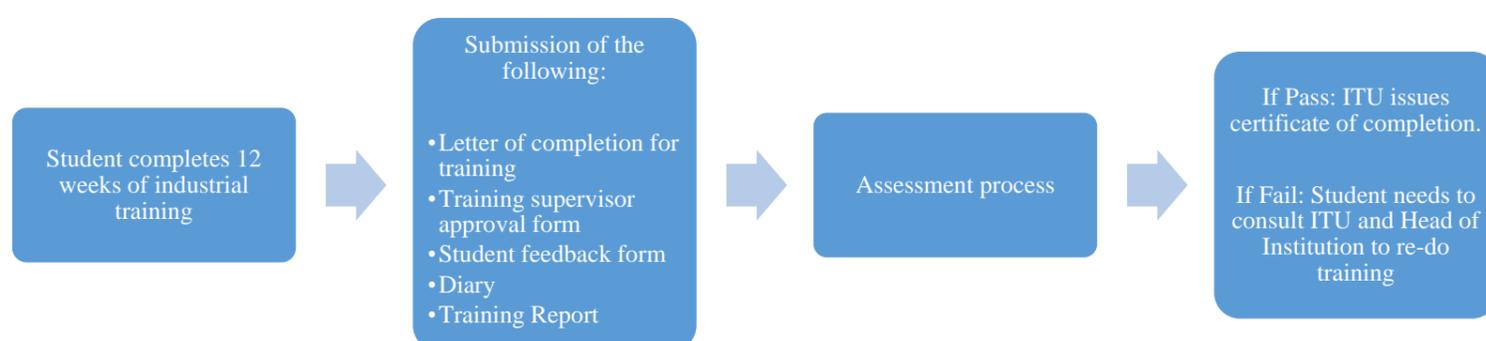

Figure 2: Completion process for Industrial training

Based on the student performances, they are evaluated by the panel in ITU. Upon successful completion of the training assessments, the student will be issued with a certificate of training completion. In case if a student fail to satisfy the assessment process, he/she will be asked by the Head of the Department (HOD) and the advisors to redo the training assessments, the student will be issued with a certificate of training completion. In case if a student fail to satisfy the assessment process, he/she will be asked by the Head of the Department (HOD) and the advisors to redo the training program. It should be noted that students are not allowed to change the placement during the training period without obtaining written permission from respective discipline advisor. After getting a written permission from the advisor, a fresh approval should be applied for the new placement.

Timeline for the allocated tasks during the training session is depicted in Table 1. Here, the student should conduct his/her allocated tasks during the training period and maintain a diary to describe the tasks that he/she carried out. Advisor shall pay a visit during the middle weeks of the training program and have a discussion with the student and the supervisor. At the end of training period, student should contact the organization management and obtain the letter of completion. Approval form from the supervisor and student feedback form should be filled at the end of the program.

Table 1: Timeline for the allocated tasks during Industrial training

No	Detailed plan and progress	Weeks											
		1	2	3	4	5	6	7	8	9	10	11	12
1	**Training programs, Field works, Discussions, Projects**												
	Conduct allocated tasks, projects, field works etc												
	Maintaining Diary												
	Get the approval signature in the diary in weekly basis												
	Writing training report												
2	**Advisor's report**												
	Evaluation at site												
3	**Completion of training**												
	Obtain letter of completion from the organization												
	Get the approval form from the supervisor												
	Complete student feedback form												
	Complete training report												

Annex 1

INDUSTRIAL TRAINING
REGISTRATION FORM FOR INDUSTRIAL TRAINING

NOTE:

a) This form is to be filled by the student and confirmed by the advisor.

b) Complete the form and handover it to

Coordinator (ITU)

Name of the Institution

1) Name of Student

2) Registration number

3) Type of training   Segment 1 [ ]   Segment 2 [ ]

4) Mailing Address

5) Email Address

6) Phone number

7) Name of the training organization

8) Mailing address of the organization

9) Email address of the organization

10) Telephone number of the Organization

………………………
Signature of Student

………………..
Date

11)   Name of the advisor

Signature of advisor   ……………………………………   To [ ]

Duration of industrial training

Annex 2

INDUSTRIAL TRAINING

VISITING ADVISORS REPORT

NOTE:

a)   This for is to be filled by the visiting advisor from the institution

b)   Visiting advisor should return the completed form to the coordinator of ITU

1.   Name of Student

2.   Registration number

3.   Type of training   General [   ]   Special [   ]

4.   Date of visit [   ]   Time of visit [   ]

5. Name and address of training organization

6. Name of supervisor

7. Main activities of the organization

8. Evaluation of the training organization

   Excellent [   ]   Satisfactory [   ]   Good [   ]   Not Satisfactory [   ]

9. Student's Progress

   Excellent [   ]   Satisfactory [   ]   Good [   ]   Not Satisfactory [   ]

10.   Immediate action needed to be taken by the faculty

   Not required [   ]   Required [   ]

11.   If 'required' please comment.

8.   Name of the advisor

…………………………   ……………………….
Signature of advisor   Signature of the student

Annex 3

INDUSTRIAL TRAINING
TRAINING SUPERVISOR REPORT

NOTE:

c)   This form is to be filled by the supervisor after student as completed his/her training.

d)   Please mail the completed ORIGINAL form within SEVEN days after the completion of the training to ITU

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1.   Name of Student

2.   Registration number

3.   Type of training   Segment 1   Segment 2

4.   Date of commencement for training   Training end date

5.   Name and address of the organization

6.   List down three aspects of [engineering] which the student has been exposed to;

(%)

(%)

(%)

7.   Overall evaluation of the industrial training

Please use grade '1' for 'very poor' and '10' for 'excellent'

a) Corporation during training   b) Attendance   c) punctuality

d) Communication ability   e) Efficiency   f) Association with workers

g) Association with officers   h) Quality of work   j) Skills

8.   Please give comments or suggestions on the performance of the student during the idustrial training.

9.   If there is any vacancy, will the organization consider to recruit this student for future employment?

10. Name of the training supervisor

………………………   ……………………….

Signature of supervisor   Name and stamp of the organization

Annex 4

INDUSTRIAL TRAINING

STUDENT FEEDBACK FORM

NOTE:

a)   This form is to be filled by the Student after completion of the training

b)   Please return the completed form to ITU unit within seven days upon completion of the industrial training program.

1.   Name of Student

2.   Registration number

3.   Type of training   Segment 1 ☐   Segment 2 ☐

4.   Name and address of the organization

5.   Name and post of the supervisor

6.   Did the training initially planned?   Yes ☐   No ☐

7. Types of exposure given

Exposure (if necessary)	Estimated period (hours or days)
Design	
Analysis	
Outdoor work	
Supervision	
Administration	
Daily work	
Others	

8. State two experiences that had been gained from the industrial training.

9. Main problems encountered during the industrial training

10. How do you evaluate the overall training program?

          Excellent ☐   Satisfied ☐   Not satisfied ☐

11. How do you clasify your overall training?

          Challenging ☐   Fulfilled Objective ☐   Boring ☐

12. Additional comments

………………………   …………………….

Signature of student   Date

Annex 5

INDUSTRIAL TRAINING

EMPLOYER FEEDBACK FORM

NOTE:

c)   This form is to be filled by the Employer after completion of the training

d)   Please return the completed form to ITU unit within seven days upon completion of the industrial training program.

1.   Name of Employer

2.   Department:

3.   Period of training   From   To

4.   Name of Student:

Description	Excellent	Very good	Good	Average	Poor/below average
Co-operation and teamwork					
Attendance and punctuality					
Discipline and professional ethic					
Interpersonal relationship in the workplace					
Technical knowledge and problem solving skills					
Effective communication					
Keenness to learn					
Time management					
Knowledge of safety procedure					
Execution of work					

11. Overall rating

Excellent [ ]   Very good [ ]   Good [ ]   Average [ ]   Below average [ ]

12. Additional comments

………………………   ……………………..

Signature of Employer   Date

Annex 6

Industrial Training Report - Template

Explanatory Notes

1. This template has been set up for double-sided printing, which is required for your final report and is optional for all stages before that except examination which requires single-sided printing. This means it has *mirror margins*, with odd and even pages. After the title page, at the end of the preliminary pages, and at the end of each chapter, there is an *odd page section break*. This ensures that the following page will begin as an odd page, on the right hand side, and you do not need to insert blank pages.

2. This template is designed to be used in conjunction with the document *report Presentation and Management in Word 2007*. The structure of the report detailed in this template is intended to be a guide only. The chapters and sections used in this template are those typically included in a training report. However, the nature of the project undertaken may require a variation from this structure and the order of items within chapters may also vary. For example, you may need to use more than one results chapter. A line of argument across 4 chapters is namely, introduction, knowledge & experience, project implementation (if any), results and conclusions.

4. This template has been set up to use automatic numbering of chapter headings and subheading in line with APA heading styles. This allows you to use automatic numbering of figure and table captions with the chapter number included. The headings and other styles used in this template can be modified if desired.

5. APA guidelines regarding the use of verb tenses (American Psychological Association, 2010, Sixth Edition) state that it is important to be consistent in the use of tenses in your document and not to shift the tense within the same paragraph or in adjacent paragraph

Table of Contents for Industrial training report

Annex 7

INDUSTRIAL TRAINING MARKING SCHEME

No.	Grading Scheme	Grade
1	**Training Supervisor's Report**	10%
	Excellent (10) Good (7.5) Satisfactory (5) Not Satisfactory (2.5)	
2	**Training Advisor's report during the visit**	10%
	Excellent (10) Good (7.5) Satisfactory (5) Not Satisfactory (2.5)	
3	**Training Diary**	20%
	Regular maintenance of diary Approval from the supervisor Important additional points noted down	
4	**Training Report**	40%
	Training Content Student show a wide understanding on the nature of the training organization, work in progress, role of the employees, etc.	10%
	Student performance Student shows interest in learning from the organization as an on hand experience. The quality of work or project that has been carried out during the industrial training session is to be observed.	10%
	Communication Students show ability to communicate with the supervisor and other [engineering] staff and collaborate with their work	05%
	Report presentation Report has been prepared according to the format and structured appropriately to match the standards.	15%
5	**Oral examination**	20%
	ITU organized VIVA session evaluates the performance of the student during the industrial training session and clarify his writing in the report	