

Industrial Attachment/Internship

An Industrial Attachment is **gaining first-hand experience** by an individual besides comprehending the way of working in an Industry or Institute, leading **to improve the skill required for a specific job or job role and building research capabilities with learning opportunities.**

Objectives of Industrial Attachment

1. Enhance competency and competitiveness in their respective fields.
2. **Associate work experience with knowledge.**
3. **Apply the theory and academic knowledge learned in the workplace under the supervision.**
4. Improve communication and communication skills effectively.
5. Gain experience and knowledge that can be utilized in research and predict the future aspects.
6. Involve in the internal operations of an industrial organization in a scientific manner and to predict future developments.
7. **Create a gradual transition from academia to career.**
8. **Enhance entrepreneurial capabilities.**

Categories of Industrial Internship

The undergraduate internships would be classified into two types:

- 1. Internship for enhancing the employability** – The goal is to improve the employability of graduates by developing practical experience and exposure with the required right kind of attitude for the workplace.
- 2. Internship for developing the research aptitude-** The goal is to the attribute inquiry/investigation, analysis and interpretations in a scientific and objective method that facilitates to uncover facts and present an individual viewpoint in an organized manner.

Rules for Industrial Attachment

1. Time schedule must be maintained properly. Attend classes or training on time.
2. The training must be of 28 days. **It's a must.**
3. The inside rules and regulations of the industry should be followed strictly. Advisors will keep in touch with the corresponding supervisors/ instructors of the industries on a regular basis.
4. Safety rules must be followed properly.
5. Discipline should be maintained strictly.
6. The students are asked to note down the regular activities and capture photos of different devices, processes, machineries and other information of the industry **with the permission of the authority.**
7. Students must try to find out the relation of the respective industry with Mechatronics Engineering and how MTE can be implemented in that industry.

Rules for Industrial Attachment (Contd.)

8. An attendance sheet, provided by the dept. of MTE, should be completed by the trainer. Return the attendance sheet to the department. The trainer should also mail the scanned copy of the attendance sheet to the corresponding course advisors after completing it.
9. Two copies of report on industrial attachment must be submitted in the department of Mechatronics Engineering. For this purpose, the more information and photos are taken, the more it will be better.
9. Write the report based on the information you have achieved during your visit in the industry. Do not just copy and paste from any source.
10. A **presentation** must be given in the department of Mechatronics Engineering at the end of the semester.
11. Most importantly, maintain the reputation of department of Mechatronics Engineering, RUET.

Rules for Industrial Attachment (Contd.)

12. Maintain your health by taking food properly and other personal activities.
13. All students must keep their national ID, student's ID, original copy of all academic documents (including last semester mark sheet) with them during their industrial visit.

Rules for Taking Leave

1. Students are not allowed to take leave throughout the period of the training without the approval of the relevant organization.
2. Contact both the organization and your respective course advisor(s) immediately if any of you are unable to attend due to any emergency.
3. Students are required to report the number of leave days and submit the written application to the course advisors of MTE, RUET along with justification and supporting documents for the absence after returning from the training.

Assessment

Table: Assessment Categories for Industrial Attachment (MTE 3100)

Evaluation During Internship			
Evaluator	Evaluation	Percentage (%)	
Industry Supervisor	Performance	10	20
	Attendance	10	
Evaluation Post Internship			
Faculty Supervisor	Report Writing	30	80
	Presentation	25	
	Board Viva	25	
Total		100	

Template of Report Writing

Heaven's Light is Our Guide



Rajshahi University of Engineering & Technology

Course Code

Course Title

Student's Name:

Student's ID:

Name of Industry Supervisor:

Name of the Company:

Content Template

CHAPTER 1: INTRODUCTION

- 1.1 INTRODUCTION
- 1.2 OBJECTIVE
- 1.3 THE OBJECTIVE OF INDUSTRIAL TRAINING REPORT
- 1.4 THE IMPORTANCE OF INDUSTRIAL TRAINING

Content Template (Contd.)

CHAPTER 2: COMPANY INFORMATION

- 2.1 COMPANY BACKGROUND
- 2.3 REASON SELECTING THE COMPANY
- 2.4 PRODUCTS/SERVICES
- 2.5 VISION, MISSION AND TAGLINE
- 2.6 ORGANIZATION CHART

Content Template (Contd.)

CHAPTER 3: INTERNSHIP DESCRIPTION

- 3.1 ROLE
- 3.2 SCOPE OF ACTIVITIES AND TECHNICAL REPORT

Content Template (Contd.)

CHAPTER 4: PRODUCTION AND OPERATION

- 4.1 DEPARTMENT AND TASK

CHAPTER 5: DISCUSSION AND RECOMMENDATION

- 5.1 OVERVIEW OF INTERNSHIP EXPERIENCE
- 5.2 ONGOING CONSIDERATION

Content Template (Contd.)

CHAPTER 6: SCOPE OF MECHATRONICS ENGINEERING

6.1 Scope in Production and Operation

6.2 Scope in Storage and Supply Chain

CHAPTER 7: GENERAL DISCUSSION

7.1 Health and Safety

7.2 Research and Development

Content Template (Contd.)

CHAPTER 8: CONCLUSION

APPENDIX

REFERENCE

Formatting of the report

Font size: 12

Font type: Times New Roman.

Line spacing: Double.

Paragraph: To be indented after the first paragraph;

Page margin: Left -1.25 in.; Right, Top and Bottom - 1 in. each.

Page number: To be at the bottom-mid (or at the top-right) of the page, (1, 2,..).

Preliminary Pages

- (i) Title Page
- (ii) Approval Certificate
- (iii) Declaration page
- (iv) Acknowledgement
- (v) Abstract
- (vi) Table of Contents
- (vii) List of Tables
- (viii) List of Figures
- (ix) List of Appendixes
- (x) Acronyms

Appendix

Appendix-1: Organogram of the department where internship was carried out

Appendix-2: Pictures of various company products, formal group pictures during the visit etc.

Thank You