

Heaven's Light is Our Guide



Department of Electrical & Electronic Engineering  
Rajshahi University of Engineering & Technology

# Guidelines for Industrial Training

Course Code: EEE 4116

Course Title: Industrial Training

## **1. Introduction**

Industrial training is a one of the core courses of the academic curriculum for the Bachelor of Science in Electrical & Electronic Engineering (EEE) program at Rajshahi University of Engineering & Technology (RUET). It provides students with practical experience in real-world industrial settings, helping them connect classroom learning with hands-on applications. The training is designed to support final-year thesis work and capstone projects by developing technical skills and practical knowledge relevant to their research and project development. Through this experience, students learn to tackle industry-related challenges and apply their engineering knowledge effectively. It also helps them build teamwork, communication, and professional skills, preparing them for both academic projects and future careers in engineering.

## **2. Course Content**

Training in an assigned company or industry on any one of the trending technologies according to industry standards must be undertaken for a minimum of two weeks after the completion of their 3rd-year even semester or during any vacation in the 4th-year odd semester. This involves students working on live projects or existing projects, equipping them with the skills required for the corporate world.

## **3. Objectives**

The objectives of the industrial training course (EEE 4116) are as follows:

- To bridge the gap between theoretical knowledge and real-world industrial applications while adhering to professional ethics and industry regulations.
- To develop technical expertise, problem-solving abilities, and effective communication skills for presenting training outcomes in professional settings.
- To familiarize students with industry practices, tools, and technologies, fostering adaptability and continuous learning.
- To cultivate interpersonal skills, including teamwork, discipline, and professionalism, while preparing for challenges in the engineering profession.
- To encourage self-reflection and independent learning for personal and professional growth, ensuring students stay updated with technological advancements.

#### 4. Statement of Course Outcomes (CO)

COs	Statements
CO1	Value to professional ethics and industry regulations in engineering practices.
CO2	Present technical details and training outcomes in professional settings.
CO3	Exhibit a commitment to learn independently by acquiring relevant skills and knowledge

#### 5. Mapping of CO and PO with Level

Course Outcomes (CO)	Program Outcomes (PO)											
	(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)
CO1								✓				
CO2										✓		
CO3												✓

#### 6. Mapping Course Outcomes (COs) with the Teaching-Learning & Assessment Strategy:

CO No.	Domain/ level of Learning Taxonomy	Teaching-Learning Strategy	Assessment Strategy
CO1	Affective Level 3 (Value)	On site Training Self-placed learning	Report Presentation
CO2	Psychomotor Level 3 (Precise)	On site Training Self-placed learning	Report Presentation Viva
CO3	Affective Level 4 (Organize)	On site Training Self-placed learning	Report

## 7. Assessment Rubrics

Criteria	Description	CO-PO	Marks
Report	Professional Ethics and Industry Regulations	(CO1-PO8)	5
	Technical Details and Training Outcomes	(CO2-PO10)	5
	Independent Learning and Skill Acquisition	(CO3-PO12)	30
Presentation	Clarity and Communication	(CO2-PO10)	10
	Professionalism and Ethics	(CO1-PO8)	5
Viva	Knowledge and understanding	(CO2-PO10)	20
Total			75

The remaining 25 marks will be allocated based on the Board Viva, which will be conducted at the end of the that semester.

Criteria	Marks
Report	40
Presentation	15
Viva	20
Board Viva	25
Total	100

## 8. Guidelines for Host Organization

The organizations hosting students for industrial training play an important role in connecting academic learning with industry practices. The following guidelines outline the responsibilities of industrial instructors to ensure the success of the training program:

### 8.1 Prior to the Training

- The industrial training coordinator from the host organization or industry will ensure that the list of tasks assigned to the students aligns with their academic background and field of study and is included in the offer letter.

- The host organization or industry will appoint a qualified instructor to guide and mentor the students during the training program.
- The organization instructor will familiarize the students with the organization's structure, safety procedures, and working environment to ensure they are adequately prepared for the training program.
- The instructor will coordinate with the Head of the Department to ensure the training program meets university requirements.

## **8.2 During the Training Program**

- The industry official will provide an orientation to familiarize the students with the organization's structure, policies, and scope of work.
- The instructor will assign meaningful tasks to the students, ensuring they gain practical exposure to tools, techniques, and technologies relevant to Electrical and Electronic Engineering.
- The industry or organization's instructor will guide students in developing interpersonal skills such as teamwork, communication, and professionalism with ethical behaviors ensuring they become lifelong learner.
- The instructor will ensure the safety and well-being of the students throughout the training period and address any concerns promptly.
- The instructor will report any emergencies, accidents, or disciplinary issues to Head of the Department immediately.
- The instructor will maintain accurate attendance records in the format prescribed by Department. Link: ([Attendance Sheet Format](#)). Also, the format is attached in the Appendix I.

## **8.3 Student Evaluation**

- The instructor will assess students' performance based on their assigned tasks, ensuring alignment with the objectives of the training program and the course outcomes. The department will provide a prescribed feedback form for this evaluation. The form may be a hardcopy provided by the department or it will be sent electronically to the organization's authority for the evaluation.
- The evaluation will consider key aspects such as technical proficiency, teamwork, and communication skills, helping the development of lifelong learning.
- Feedback should be documented using the format provided by Department to ensure proper assessment and record-keeping.
- The instructor will assist the students in reflecting on their strengths and identifying areas for improvement.

## **8.4 After Completion of Training**

- The instructor will issue a completion certificate summarizing the students' tasks and performance during the training.
- The instructor will complete the feedback form provided by Head of the Department, offering insights into the students' strengths and areas for improvement, and submit it to the industrial training coordinator.
- The attendance sheet and feedback forms (if provided in hardcopy by the department) of the trainee students should be sent in a sealed envelope from the host organization or industry via post to the Head of the Department.

Feedback form sample format is attached in the Appendix I. Also, the feedback form link ([Feedback Form](#)).

- The industrial training coordinator will facilitate a closing discussion to review the students' achievements and provide guidance for their future career growth.

## **9. Guidelines for Students**

Students are required to follow the guidelines below to ensure a successful and productive industrial training experience:

### **9.1 Prior to the Training**

- Students will apply for a suitable industrial training opportunity with the guidance and approval of the Industrial Training Coordinator.
- Students must obtain confirmation of their training opportunity from the organization and submit the official offer letter to the Head of the Department for final approval.
- Students are required to attend any pre-training orientation or briefing organized by the industrial training coordinator.
- Students must familiarize themselves with the organization's location, policies, and work hours before starting the training.
- Students should review relevant concepts and skills to prepare for the tasks they may encounter during the training.

### **9.2 During the Training Program**

- Students must report to the organization on time and adhere to its work hours and policies.
- Students are required to maintain professional conduct and demonstrate a positive attitude throughout the training.
- Students must complete the tasks assigned to them diligently, ensuring they align with the objectives of the training program.

- Students must maintain a daily logbook, recording their tasks, experiences, and observations during the training.
- Students must seek guidance from their instructor and actively engage in problem-solving tasks.
- Students must follow the organization's confidentiality policies and refrain from sharing sensitive information.
- In case of emergencies or other concerns, students must immediately inform both the industry instructor and the Head of the Department.
- Students must strictly follow all safety protocols set by the organization.

### **9.3 Leave Policy**

- Students are not permitted to take leave during the training period unless it is an emergency or approved by the organization and the industrial instructor.
- For absences exceeding two (2) consecutive days, students must notify the organization and Head of the Department, providing valid reasons and supporting documents such as a medical certificate.
- Students are required to compensate for any missed training days in agreement with the organization and Department.
- All leave details must be formally reported to the industrial training coordinator, along with the necessary justification documents.

### **9.4 Final Report**

- Students must prepare a detailed industrial training report summarizing their experiences, tasks, and learning outcomes during the training program.
- The report must follow the format and guidelines provided by the Department of Electrical & Electronic Engineering.
- The final report must be signed by the industrial training advisor of the Department of Electrical & Electronic Engineering before submission.
- The submission deadline for the report is:
  - **Three weeks after the completion of the training program.**
  - **Three weeks from the start of classes of the new semester** if the semester final exams begin immediately after the training program.
- Students must submit the report to the Office of the Department within the specified deadline. Late submissions will not be accepted without prior approval and valid justification.

## **9.5 Final Report Format:**

Upon completion of the training, students are required to prepare and submit a comprehensive report following the prescribed template provided by the department. The report serves as a formal record of the training experience, reflecting the knowledge and skills acquired. Adhering to the guidelines ensures uniformity and professionalism in documentation.


The report format can be found in the following Link: [\(Report Format Doc A4\)](#). Also report format is attached in the Appendix I.

## **9.6 Presentation**

- Students must deliver an oral presentation summarizing their industrial training experience to the Department.
- The presentation will be arranged by the Department within two weeks after the submission of the final report.
- The date and schedule for the presentation will be provided by the Department, and students must adhere to the assigned time.
- Students must ensure their presentation is professional, well-organized, and supported by visuals or slides where applicable.
- Evaluation will focus on the following criteria:
  - Depth of knowledge and understanding of the training tasks.
  - Presentation delivery and communication skills.
  - Ability to answer questions effectively during the Q&A session.
- Attendance at the presentation session is mandatory for all students.

# APPENDIX I

## 8.2: Attendance Sheet Format:

 <p style="text-align: center;"> <b>Department of Electrical &amp; Electronic Engineering</b>  <b>Rajshahi University of Engineering &amp; Technology</b> </p> <p>           Course Title : EEE 4116            Course Code : Industrial Training            Organization Name :            Other Information :         </p> <p style="text-align: center;"><b>Attendance Sheet</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No. of Class</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> <th>9</th> <th>10</th> <th>11</th> <th>12</th> <th>13</th> <th>14</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Sl.</td> <td colspan="14">Roll</td> </tr> <tr><td>1.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>2.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>3.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>4.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>5.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>6.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>7.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>8.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>9.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>10.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>11.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>12.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>13.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>14.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>15.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>16.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>17.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>18.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>19.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>20.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>21.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>22.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>23.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>24.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>25.</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p style="text-align: right;">Page 1 of 2</p>															No. of Class	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total	Sl.	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## 8.4: Feedback Form Sample:



Department of Electrical & Electronic Engineering  
Rajshahi University of Engineering & Technology

### Industrial Training Feedback Form

#### Student Information:

Name	:	
Roll	:	
Department	:	
Training Period	:	
Supervisor Name	:	
Designation	:	
Contact Information	:	

#### Course Outcome (CO) Statements:

COs	Statements
CO1	Value to professional ethics and industry regulations in engineering practices.
CO2	Present technical details and training outcomes in professional settings.
CO3	Exhibit a commitment to learn independently by acquiring relevant skills and knowledge

#### Program Outcome (PO) Statement:

COs	Statements
PO(h)	Ethics.
PO(j)	Communication.
PO(l)	Lifelong learning.

#### Mapping CO-PO:

CO	PO(h)	PO(j)	PO(l)
CO1	✓		
CO2		✓	
CO3			✓

#### Evaluation Criteria (Aligned with CO & PO):

Please rate the student based on the following criteria using the scale:  
(5 - Excellent, 4 - Good, 3 - Satisfactory, 2 - Needs Improvement, 1 - Poor)

Criteria	Description	CO-PO Mapping	Rating				
			5	4	3	2	1
Professional Ethics & Industry Regulations	Demonstrates professionalism, integrity, and adherence to safety & ethical standards.	(CO1-PO8)					
Technical Skills & Application	Ability to apply engineering knowledge and use modern tools/techniques effectively.	(CO2-PO10)					
Problem-Solving Abilities	Identifies, analyzes, and provides solutions to technical challenges.	(CO2-PO10)					
Independent Learning & Skill Acquisition	Willingness to acquire new skills, adapt to challenges, and learn independently.	(CO3-PO12)					
Teamwork & Communication	Ability to work collaboratively, communicate ideas effectively, and present findings.	(CO2-PO10)					
Time Management & Discipline	Punctuality, meeting deadlines, and managing assigned tasks efficiently.	(CO1-PO8)					

#### Additional Comments:

(Please provide specific feedback on the student's strengths and areas for improvement.)

#### Supervisor's Signature & Stamp

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Organization Seal (if applicable):