

# **IN-HOUSE PRACTICAL TRAINING GUIDELINES**

- To provide a comprehensive experience for applying the knowledge gained so far.
- To develop an inquiring aptitude and build confidence by working on solutions of small problems.
- To give an opportunity to do something creative and to assimilate real life example.

- To adapt latest developments and to handle independently new situations.
- To develop good expression power and presentation abilities.
- The practical training is exposure oriented.
- Aims at experiential learning through self - exploration, practical experience, Industry, field experience, live experience, research, design projects etc.

- Allocation of Faculty Guide
- Interaction with Faculty Guide
- Registration
- Approval of Topic, synopsis
- Attendance
- Faculty Guide Student Interaction

- Student Details (Name, Enrollment Number, Programme, Section)
- Name of Faculty Guide
- Title
- Topic/Problem
- Objective(s)
- Description
- Proposed Methodology
- Resources Required
- Work schedule (in consultation with faculty guide)
- References

- **Topic:** A topic is something to read and obtain information about.

**Eg:** Medical research and Psychology

- **Problem :** Something to solve or framed as a question that must be answered.

**Eg:** Disabled people who cannot use their hands for operating the keyboard and mouse.

- **Objective :** A goal or something to aim for.

Eg: Design a real time eye tracking software compatible with a standard PC environment.

- **Methodology:** Defines the techniques or procedures that are used to identify and analyse information regarding a specific problem.

Eg: Face Detection, Eye Area + Iris Detection

- **Result :** User is now able to completely control the computer with the use of only his/her eyes without the need of a physical mouse.
- **Resources required:** A resource is a necessary asset whose main role is to help carry out a certain task or project.

**Eg: Hardware resources:** Ordinary Webcam capable of 640x480 or higher resolution

- **Software resources:** Any Programming language, Webcam drivers.



- **Work Schedule:** A planning, control, and communication tool which outlines the time needed for the required tasks.
- **References:** It is a detailed description of the document or materials consulted during the work.

***Note: The Synopsis must be submitted by the student duly approved by faculty guide to the Programme Leader.***

# Activity Calendar

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- Registration on Amizone - 28th May 2022
- Commencement of SIL - 28<sup>th</sup> May 2022
- Submission of WPR - Every Saturday
- Weekly on-line Interaction of Faculty with students for feedback and guidance- Every Monday / Tuesday
- Completion of SIL - 1st July 2022
- Submission of First Draft Report - 15th July 2022.

- Faculty Feedback for improvement- 26th July 2022
- Submission of Second Draft - 29th July 2022
- Faculty Feedback for improvement - 29th July – 2nd August 2022
- Final Submission of Report - 5th August 2022
- Plagiarism Check by committee - 5th August – 9th August 2022
- Date of evaluation of SIL - 12th August – 26th August 2022.

# Format for Report

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- The **Practical Training Report** is the research report that has to prepare on the topic /problem chosen in consultation with guide.

The report layout should include following components in the report:

- **Title or Cover Page:** The title page should contain Project Title; Student's Name; Programme; Year and Semester and Name of the Faculty Guide.
- **Acknowledgements :**

- Abstract - Max. 1000 words
- Table of Contents
- Introduction
- Materials and Methods
- Results and Discussion
- Conclusion(s) and Future Research
- References

## Examples:

- For Research Article:

M. Weiser, “Program Slicing”, IEEE Transactions on Software Engineering, vol.10, no.4, pp. 352-357, 1984.

- For Book:

K.K. Aggarwal and Y. Singh, “Software Engineering Programs Documentation, Operating Procedures”, 3rd edition, New Age International Publishers, 2007, 3: 63-67.

- A4 Size Paper
- Font: Times New Roman (12).
- Line spacing: 1.5
- Top and bottom margins: 1 inch/2.5 cm;
- Left and right margins: 1.25 inches/3 cm

# WPR Format

## Weekly Progress Report (WPR)

Domain of Engineering and Technology  
Amity School of Engineering and Technology

Week: 1/2/3/4

Duration: DD/MM/2022 to DD/MM/2022

| To be filled by Student   |  |
|---|--|
| Name of Student:  |  |
| Enrolment No.   |  |
| Programme & Semester  |  |
| Project Title finalized, if <u>Yes</u> , give name, if <u>No</u> , give reason(s) |  |
| Synopsis submitted  |  |
| Literature review   |  |
| Technical & Economical Feasibility  |  |
| Bill of Material  |  |
| Project Progress Schedule (PERT Chart)  |  |
| Design of critical components   |  |
| Fabrication work (give %)   |  |
| Experimental work (give %)  |  |
| Result and Analysis   |  |
| Report writing  |  |
| Signature of student  |  |

Work done in this week:

| To be filled by Guide (strike off whichever is not applicable) |                    |
|--|--------------------|
| Performance of students is satisfactory                        |                    |
| Performance of students is unsatisfactory                      |                    |
| A warning to be issued to student                              |                    |
| Student was not well   |                    |
| Date:  | Signature of Guide |



**Thank you**