



BGMEA UNIVERSITY OF FASHION & TECHNOLOGY (BUFT)
Excellence Through Education

Handbook of Undergraduate Project & Internship

Faculty Of Textile Engineering





Handbook of undergraduate
Project/internship
Guidelines

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1. Preamble

These guidelines may serve as a framework for undergraduate projects and internships. These guidelines cover the procedures, goals, and responsibilities of students and faculty members involved in undergraduate projects and internships. Students interested in undergraduate projects and internships should enroll for Tex-4212 and Tex-4214.

1.1 Objectives of the project

In reporting on the project, students should show that they can:

- a) Identify and define a significant issue relevant to the textiles.
- b) Systematically collect relevant, up-to-date information about the issue, directly or from published studies or publicly available data.
- c) Analyze, interpret and discuss the information following standard academic and textile industry practice.
- d) Politely defend the project's need, motivation, and proposed methodology while complying with the supervisor's and examiner's recommendations.
- e) Conclude and make recommendations relevant to the issue that will contribute to current knowledge and practice in the textile industry
- f) Write and present the study under academic standards at an undergraduate level.

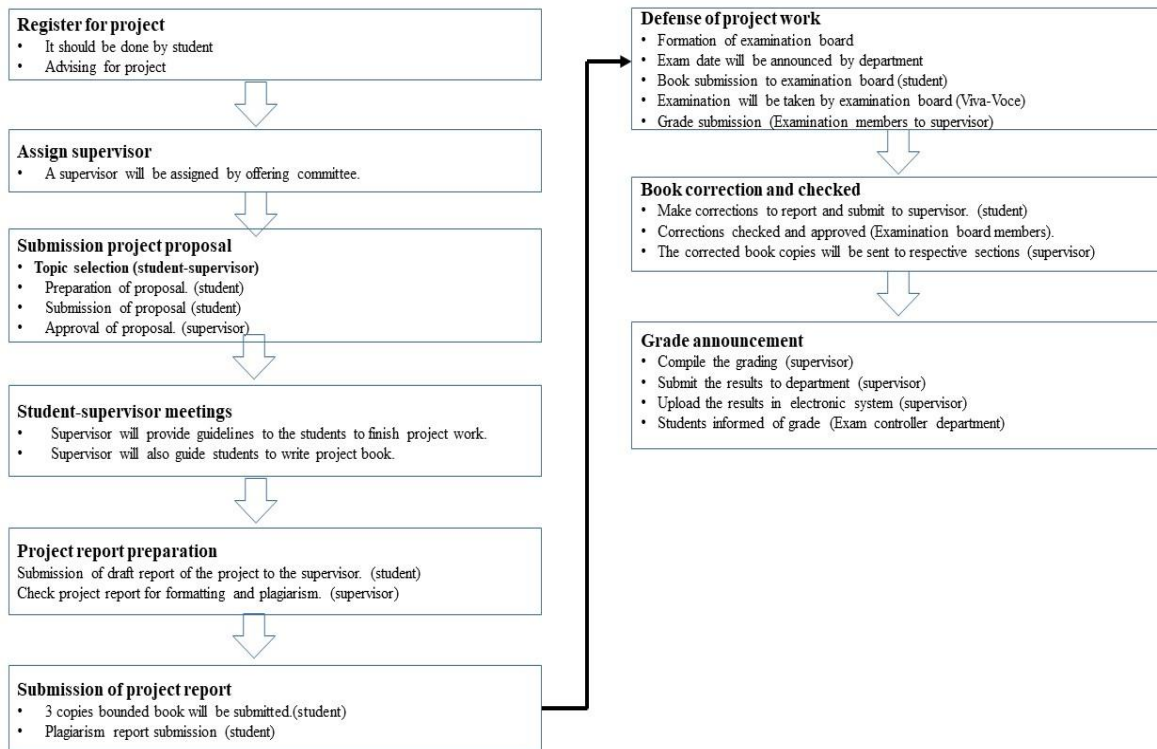
1.2 The objectives of an internship program

The objectives of the internship program are:

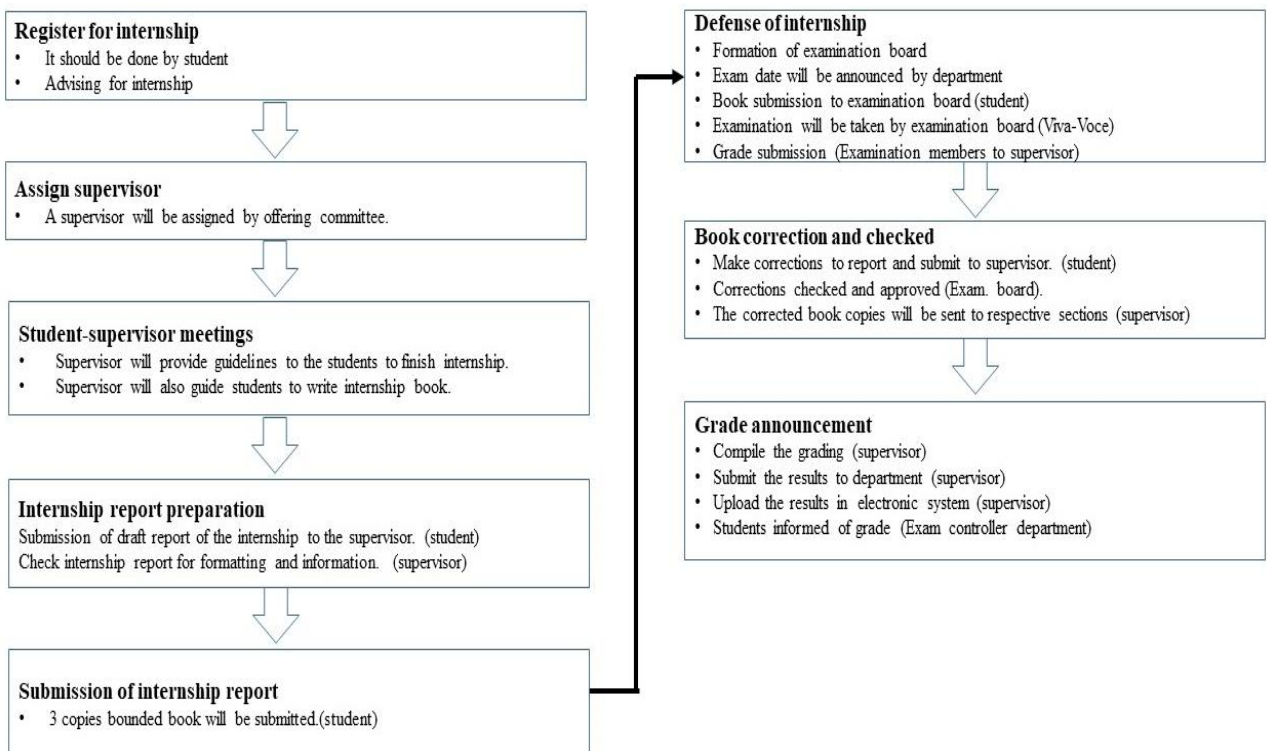
1. Assist the student's development of employer-valued skills such as teamwork, communication, and attention to detail.
2. Enhance and expand the student's knowledge of a particular area(s) of textiles.
3. Expose the student to professional role models or mentors who will provide the student with support in the early stages of the internship and provide an example of the behaviors expected in the workplace.

2 Steps to follow

2.1 Steps to follow for undergraduate project



2.2 Steps to follow for undergraduate internship



3 Responsibilities for student, supervisor, and examiner

3.1 Responsibilities of student for the project

The students carrying out a final-year project are expected to undertake the following responsibilities:

- At first, supervisors will be assigned by the project-offering committee. The admin will notify the students. At that time, students can discuss with supervisors and get further knowledge about the topic.
- The student will undertake the project under the guidance of the supervisor.
- The student should complete the project, write a draft report, and submit it to the supervisor for comments/corrections in the 17th week of the semester.
- The number of words in the project report **should not be less than 6000 words**.
- Students should have a preliminary discussion with supervisors before starting the project.
- This project is a compulsory course module; hence, it is required to meet and discuss project-related matters regularly with the supervisor. Contacting through official channels such as emails is also recommended.
- The student should maintain a work diary and need to update the diary regularly with critical decisions after meeting with the supervisor.
- Students are highly encouraged to refer to academic journals while they are conducting a literature search and research tasks. If any research paper is inaccessible, students can request it from the supervisor. The supervisor may take the necessary actions to provide the paper for his/her best.
- The students should keep the supervisor informed if any problems arise and interrupt their project work.
- The students should maintain a friendly environment with supervisors and colleagues in laboratories. If the student is required to access university assets such as computers, routers, sensors, etc., they need prior approval through the proper channel. On such occasions, students should be responsible for the assets and avoid misusing them.

- Development of a project proposal.
- Complete the proposal form and submit it to the supervisor.
- The students should take the necessary actions to finish composing the project report and presentation slides, providing enough time for review by supervisors (at least a week ahead). Students must make all marked corrections by the supervisor before submitting the final project report.
- The submitted project report should be the final version of the project, and all corrections given by the supervisor should be done in the report.
- Submit three copies of the report to the supervisor.
- Make an oral presentation of the project to the examination committee at a time and place specified by the project offering committee. During the presentation, the student will be expected to answer all questions from the committee.
- Make corrections to the report as the examination committee requires and submit a single soft-bound corrected version to the supervisor for checking.
- The corrected report must be submitted to the supervisor and examination board members for approval.

3.2 Responsibilities of a supervisor for the project

A supervisor is usually a full-time department member with the minimum rank of lecturer and two years of teaching experience at the university level. The supervisor is expected to help the student complete the final year project under their supervision by following the following steps.

- Confirm that the student has been registered for the project.
- Advise the student on the university regulations and deadlines for completing the project.
- Keep records of the meeting using the supervision record from the student until the result is published.
- Guide students to formulate an appropriate project proposal and outline of the project.
- Provide academic guidance to the student throughout the report.

- Advise students on improving their research activities, composing projects, and presentations.
- Review the draft of the project presentation slides and provide suggestions to improve them.
- Check the project report (1) to ensure that it complies with the formatting requirements; (2) for plagiarism using university-approved software (see the section on academic misconduct) and attach the plagiarism report to the submission form.
- Give corrections if required.
- Conduct examination.
- Guide students to make corrections according to the opinion of examination board members.
- Check the corrected report to ensure all corrections have been completed.
- After getting approval from examination board members, the supervisor will submit the final results.

3.3 Responsibilities of an examiner for the project

The primary role of the examination committee is to evaluate the project according to university regulations. The committee usually consists of the supervisor and two other internal examiners. The responsibilities of the examination committee are:

- Evaluate the project work and written report.
- Conduct and evaluate the oral examination.
- Give corrections/suggestions if required.
- Complete all the forms necessary for assessing the project and submit these to the supervisor.

3.4 Responsibilities of student for internship

The students carrying out a final-year project are expected to undertake the following responsibilities:

- At first, supervisors will be assigned by the internship offering committee. The admin will notify the students.
- The student will undertake the internship under the guidance of the supervisor.
- Students must meet the academic supervisor every 12 working days with their progress report.
- Students must contact the technical officer of the concerned industry for supervision.
- Students will create a link between the supervisor and the industry.
- The student should maintain a work diary and update the diary regularly with important decisions after meeting with the supervisor and technical officer of the concerned industry.
- Students must report their attendance in the factory.
- Students should **present 42 working days in the factory.**
- Students who have found a **below 36 working days presence** will not be allowed to submit an industrial training report.
- Students must submit their factory attendance report.
- Any complaint/appreciation by the factory supervisor will be given preference.
- The students should keep academic and industrial supervisors informed if any problem arises and interrupts their work.
- The students should maintain a friendly environment with supervisors and colleagues in laboratories.
- Overall, students should maintain all disciplinary actions, rules, and regulations of the respective factory.
- The student will complete the internship, write a draft report, and submit it to the supervisor for comments /corrections in the 17th week of the semester.
- The number of words in the internship **report should be 8000-10000.**
- The students should take the necessary actions to finish composing internship reports and presentation slides, providing enough time to review by supervisors (at least a week

ahead). Students need to make all significant corrections by the supervisor before submitting the final internship report.

- Submit three copies of the report to the supervisor.
- Make an oral presentation of the internship to the examination committee at a time and place specified by the project offering committee.
- Make corrections to the report as the examination committee requires and submit a single soft-bound corrected version to the supervisor for checking.
- The corrected report must be submitted to the supervisor and examination board members for approval.

3.5 Responsibilities of a supervisor for the internship

A supervisor is usually a full-time department member with the minimum rank of lecturer, two years of teaching experience at the university level, and evidence of recent or current research activity. The supervisor is expected to help the student complete the final year project under their supervision by following the following steps.

- Confirm that the student has been registered for the internship.
- Advise the student on the university regulations and deadlines for completion of the internship.
- Issue forwarding letter through proper channel.
- The supervisor will provide the information to the hod and the admin department about the respective organization where the students will receive industrial training.
- Keep records of the meeting using the supervision record from the student until the result is published.
- Provide academic guidance to the student throughout the report.
- The supervisor will visit and maintain regular contact with the industry.
- Inform students of the progress of their work if it is satisfactory.

- In the final **grade for industrial attachment, the number provided by the factory will be added with marks. In that case, a confidential grade sheet would be sent to the factory supervisors, who grade it.**
- Factory evaluation must be collected by supervisor from the factory.
- The attendance of students must be checked by supervisor.
- Review the draft of the internship presentation slides and provide suggestions to improve them.
- Check the internship report to ensure it complies with the formatting requirements and make corrections if required.
- Guide students to make corrections according to the opinion of examination board members.
- Conduct examination.
- Check the corrected report to ensure all corrections have been completed.
- After getting approval from examination board members, the supervisor will submit the final results.

3.6 Responsibilities of an examiner for internship

The primary role of the examination committee is to evaluate the internship according to university regulations. The committee usually consists of the supervisor and two other internal examiners. The responsibilities of the examination committee are:

- Evaluate the intern work and written report.
- Conduct and evaluate the oral examination.
- Give corrections if required.
- Complete all the forms necessary for evaluating the report and submit these to the supervisor.

3.7 Academic misconducts

Plagiarism includes presenting ideas, words, data, diagrams, illustrations, or other output as original pieces of work or without proper acknowledgment (including appropriate identification and referencing) of the source.

To address the issue of plagiarism, the following procedures will be followed for the project:

1. Supervisors need to use plagiarism detection software to generate a report attached to the submission form.
2. Plagiarism should not exceed **40%** of the text (in phrases of 6 or more matching words), excluding the reference list.
3. On the advice of the examination committee, projects with 40% plagiarism would normally require the student to rewrite the concerned sentences/paragraphs again and to resubmit their project report.

3.8 Project time frame

The students are expected to conduct and complete the project on time. Hence, they need to manage their available time consciously and deliver the outcome in the suggested time frame. The suggested time frame for this project is as follows.

Table 1. Project time frame

Suggested time frame	Activities
Week 1-3 (week 1= first week of the respective semester)	<ul style="list-style-type: none"> • Assign supervisor. • Preliminary discussion with the supervisor. • Literature survey.
Week 4-6	<ul style="list-style-type: none"> • Submission project outline. • Starting the project work.
Week 7-10	<ul style="list-style-type: none"> • Carrying out project. • Analysis of data. • Preparation and submission of the draft copy of the project report to the supervisor. • The supervisor will suggest necessary corrections. • Students should be corrected according to the supervisor's opinions.

Week 11-13	<ul style="list-style-type: none"> • Preparation of the final copy of the report to the department. • Submission of the final copy of the report to the department.
Week 14-16	<ul style="list-style-type: none"> • Oral presentation. • Make corrections according to examination committee suggestions. • Submission of the final copy of the report.
Week 17	<ul style="list-style-type: none"> • Results submission. • Inform the students about the results

3.9 Internship time frame

The students are expected to conduct and complete the internship on time. Hence, they need to manage their available time consciously and deliver the outcome in the suggested time frame.

The suggested time frame for this internship is as follows.

Table 2. Internship time frame

Suggested time frame	Activities
Week 1 -2 (week 1= first week of the respective semester)	<ul style="list-style-type: none"> • Assign supervisor. • The supervisor will issue a forwarding letter to the industry.
Week 3-11	<ul style="list-style-type: none"> • Accomplish internship • Maintain a diary to record information • Meeting with the industry supervisor • Create a link between the supervisor and the industry
Week 12-14	<ul style="list-style-type: none"> • Analysis of information that is collected. • Preparation and submission of the draft report to the supervisor. • The supervisor is expected to return the corrected report within one week.

Week 15-16	<ul style="list-style-type: none"> • Preparation of the final copy of the report to the department. • Submission of the final copy of the report to the department.
Week 16-17	<ul style="list-style-type: none"> • Oral presentation. • Make corrections according to examination committee suggestions. • Submission of the final copy of the report.
Week 18	<ul style="list-style-type: none"> • Results submission. • Inform the students about the results

4 The project/internship report writing guidelines

A student must prepare 3 (three) neatly typed copies of his project/internship report per the format given below.

4.1 Order of sections of the project report

The report should follow the specific format given below unless modifications are approved/requested by your academic advisor:

1. Cover page
2. Title page
3. Declaration of originality
4. Certification
5. Declaration of examiners
6. Acknowledgments
7. Abstract (with keywords)
8. Table of contents
9. List of figures
10. List of tables
11. List of abbreviations (if available)
12. Introduction
13. Literature review
14. Materials and methods

15. Results & discussion (evaluation of results)
16. Conclusions
17. Recommendations (future scope of research in this field)
18. References
19. Appendices (if available)

4.2 Details of the order of sections of the project report

- ❑ **Cover page:** It should consist of the title of the project and information about the student. **See the sample in appendix 8.1.1.**

Color: the color of the project report will be black. The lettering in all cases will be in golden color, center justified.

- ❑ **Title page:** It should consist of the title of the project and information about the student and supervisor. **See the sample in appendix 8.1.2.**
- ❑ **Declaration of originality:** The **student** will certify the originality of the project work. **It should be stand-alone. See the sample in appendix 8.1.3.**
- ❑ **Certificate:** The **supervisor** will certify that the report has not been submitted anywhere for graduation. **See the sample in appendix 8.1.4.**
- ❑ **Declaration of examiner:** The **examiners** will give the clearance about the report. **See the sample in appendix 8.1.5.**
- ❑ **Acknowledgments:** The students should acknowledge the assistance given by their supervisors, organization, and any other persons that have helped them in the planning, conduct, analysis, or reporting of the project. **It should be stand-alone. See the sample in appendix 8.1.6.**
- ❑ **Abstract:** This is an outline of the study question, aims and objectives, background literature, methods, results, key conclusions, and recommendations. This should be 200-250 words long, clear, and easy to follow. It is recommended to include brief quantitative or qualitative outcomes drawn from the project. It should be on a separate page and self-contained.

The entire document's font is "Times New Roman, " size 12 (1.5-line space), regular, and justified except for headings. **It should stand alone and not reference** sections, figures, or references in the report.

- ❑ **Table of contents:** It should contain the numbers and heading of all the preliminary pages following the chapters, sections, and subsections of the text, including references and appendices, described consecutively and should indicate the page where the item starts. It is also suggested the numbering of pages should be in roman (i, ii, iii, ...) up to "list of tables." from chapter 1: introduction, the page number should be in Arabic numeral (1, 2, 3.....). Students are advised to follow this style. Students must use the table of contents option of Word software. **See the sample in Appendix 8.1.7.**
- ❑ **List of figures:** The number and caption of each figure, including the page number where it is located in the text, should be provided consecutively and chapter-wise. **See the sample in Appendix 8.1.7.**
- ❑ **List of tables:** The number and heading of each table, including the page number where it appears in the text, should be provided consecutively and chapter-wise. **See the sample in Appendix 8.1.7.**
- ❑ **The main body of the project report**
 - ❖ **Chapter 1 Introduction:** State (1) the purpose of the investigation, (2) the problem being investigated (statement of the problem), (3) the background (context and importance) of the problem (citing previous work by others), (4) objectives of the work (5) approach to solve the problem, and (6) the criteria for your study's success.,
 - ❖ **Chapter 2 Literature review:** The purpose of this section is to share with the readers the existing research in this area and some issues that researchers have not been able to address. The literature review thus describes and analyzes previous research on the topic. This section demonstrates a particular research problem considering different potential dimensions. Students are expected to conduct a thorough literature review on the current work of the research problem and structure the review with a smooth flow to make it easy to understand by the reader. It may be useful to do a chronological format where you discuss from the earliest to the latest research, placing your research appropriately in the chronology.
 - ❖ **Chapter 3 Materials & methods:** This section describes in detail how you performed the study. This chapter also outlines how you analyzed your data. The processes and procedures that were followed in carrying out the study are discussed under the following sub-headings:

Materials: Describe the materials used and how they functioned in the study. If you use a piece of equipment, you must give the model number, company, and state where the company resides (as a two-letter abbreviation). Be careful not to describe procedures in this section. It would help if you clarified what purpose the machines and materials serve.

Methods: Describe and justify the data-gathering method used. Carefully summarize each step in the execution of the study. Indicate what a typical test, trial, or session involved.

- ❖ **Chapter 4 Results & discussions:** It will relate to your literature review and introductory thesis statement. This section includes the entire outcomes of the project. This section includes qualitative or quantitative measures in figures, graphs, and tables. All tables, figures, and charts should be numbered consecutively throughout the project and labeled with a clear and concise descriptive title. Students should pay attention to effective presentation techniques while drawing figures and graphs.
- ❖ **Chapter 5 Conclusion & recommendations:** This section summarizes the key results and the conclusions that the student can draw from these results. It also needs to reflect the initial project aims and objectives.

Recommendations: It is good to make recommendations or to suggest directions for further research on the project findings.

- ❑ **References:** The references can be books (monographs), journal articles, letters, abstracts, patents, conference and symposium papers, media articles, and any form of published literature or comment on both offline and online forms. It is important that every claim of scientific fact the students make is supported by a valid, relevant, and accessible reference. Every idea, argument, quotation, or paraphrase of someone else's work is correctly attributed to its source.

The list of references should only include works cited in the text and have been published or accepted for publication.

Reference style: Data references should be cited by following APA (sixth edition).

4.3 Order of sections of the internship report

The report should follow the specific format given below:

1. Cover page
2. Title page
3. Letter of transmittal
4. Declaration of examiner
5. Acknowledgments
6. Executive summary
7. Table of contents
8. List of figures
9. List of tables
10. Abbreviations
11. Introduction
12. Overview of the organization and section-wise description
13. Conclusion and recommendations

4.4 Details of the order of sections of the internship report

- ❑ **Cover page:** It should consist of the internship title and information about the student and supervisor. **See the sample in Appendix 8.2.1.**

Color: the color of the internship report will be black. The lettering in all cases will be in golden color, center justified.
- ❑ **Title page:** It should consist of the title of the internship and information about the student and supervisor. **It should be stand-alone. See the sample in appendix 8.2.2.**
- ❑ **Letter of transmittal:** A short cover letter to clarify the intent of the writing. **It should be stand-alone. Use font: Times New Roman, font size: 12, font style: normal, alignment: justified, spacing: 1.5 line spaced. See the sample in appendix 8.2.3.**
- ❑ **Declaration of examiner:** The examiners will give the clearance about the report. **It should be stand-alone. See the sample in appendix 8.2.4.**
- ❑ **Acknowledgments:** The students should acknowledge the assistance given by their supervisors, organization, and any other persons that have helped them in the planning, conduct, analysis, or reporting of the internship. **It should be stand-alone. See the sample in appendix 8.2.5.**
- ❑ **Executive summary (word limit: maximum 500):** Executive summary report previews every section of the report in a short form. It can be called a micro image of the report.

It helps the reader to get a glance at the report before reading it in detail. Everything important that you have done, discovered, and concluded should be mentioned, but briefly and concisely. **It should be stand-alone. Use font: Times New Roman, font size: 12, font style: normal, alignment: justified, spacing: 1.5 line spaced.**

- ❑ **Table of contents:** It should contain the numbers and heading of all the preliminary pages following the chapters, sections, and subsections of the text, including references and appendices, described consecutively and should indicate the page where the item starts. It is also suggested the numbering of pages should be in **Roman (i, ii, iii, ...)** up to "list of tables." from chapter 1: introduction, the page number should be in Arabic numerals (1, 2, 3.....). Students are advised to follow this style. Students must use the table of contents option of Word software. **See the sample in Appendix 8.2.6.**
- ❑ **List of figures:** The number and caption of each figure, including the page number where it is located in the text, should be provided consecutively and chapter-wise. **See the sample in Appendix 8.2.6.**
- ❑ **List of tables:** The number and heading of each table, including the page number where it appears in the text, should be provided consecutively and chapter-wise. **See the sample in Appendix 8.2.6.**
- ❑ **The main body or chapters:** The chapters summarize the industry in which the professional internship program was conducted. **The internship training report may cover the following information**

❖ **Chapter 1 Introduction:**

This chapter contains the background of the internship, the objectives, and the significance, with the following guidelines:

- ❑ **The background of the internship:** This unit points out all the facts relevant to the internship problem's reasons (empirical, technical) why the proposed issues are worth analyzing.
- ❑ **The objectives of the internship:** This part states clearly and briefly the objectives (purposes) of the internship report. In some ways, however, the objectives of the training are also implied in the title of the internship.

❖ **Chapter 2 General introduction of the mill**

A brief and concise description of the company/organization the student is undertaking the industrial training. The main items are:

- Name and type of the factory.
- Year of the establishment.
- Owner/ sponsor of the mill.
- Location and site plan of the factory.
- Lay out of the mill and its different sections.
- Vision, mission, and objectives of the organization.
- The number of employees.
- Introduction of all the departments.
- The marketplaces.
- Annual production capacity.
- Total turnover.
- History of the mill development.
- Introduction to different departments.

❖ **Chapter-3 Manpower management**

- Organogram.
- Manpower administration.
- Manpower required for production & operational process.
- Training & development issue.
- Performance analysis mechanism.
- Motivational system of the employee.
- Leadership style.
- Section-wise manpower allocation procedure.
- Responsibilities of officers.
- Job description (SPO, SR, PO).
- Others.

❖ **Chapter 4 Product mix and their sequence of operation:**

It explains the condition of the company/institution in which the professional internship program is conducted. The information for the professional internship consists of

- Name of the products/ services.

- Production target and actual production.
- Raw materials: types, price, quality, annual requirement.
- ❖ **Chapter 5 Production planning & sequence & operation**
- Production parameters (recipe, machine settings, etc.)
- Description of the production process.
- Production flow chart.
- Productivity calculation section-wise.
- Production report (daily, monthly) machine-wise and total production.
- Manpower required for production & operational process.
- Reconciliation
- Wastages.
- Problems in production operations
- Production information should be collected department-wise as shown in the following table.

Spinning	Fabric	Dyeing	Apparel
6.1 blow room	6.1 knitting	6.1 production planning &	6.1 merchandising
6.2 carding	production	operation sequence of the lab	department
6.3 drawframe	planning &	section.	6.2 sample section
6.4 lap former	operation	6.2 production planning &	6.3 pattern and marker
6.5 comber	sequence.	operation sequence of dyeing	making
6.6 simplex	6.2 weaving	section.	6.4 spreading
6.7 ring/open-	production	6.4 production planning &	6.5 cutting section
end spinning	planning	operation sequence of the	6.6 sewing section
system.		printing section	6.7 finishing section
6.8 autoconer.		6.5 production planning &	6.8 packaging
		operation sequence of	6.9 industrial engineering
		finishing section	department (ie)

Note: If any student covers more than one production floor, they will write all production under chapter 6 with running headlines.

❖ **Chapter-6 Machine description**

- Name of the machine.
- Number of the machine.
- Machine specifications.
- Production capacity.
- Waste generated from machines.
- Efficiency calculation.
- Special feature.
- Machinery layout plan.
- Important machine settings.
- Problems in machinery.
- Others

❖ **Chapter-7 Quality management system**

- Quality management procedure
- Quality standard
- Scope of quality control, quality assurance, and testing.
- Lay out of the lab.
- Quality control stage.
- Quality checking schedule.
- Lab machines/equipment, name, brand, and other specifications.
- Working procedure.
- Testing standards.
- AQL level maintained
- Detailed about 4 points grading system of fabric.
- Flow diagram of online/in-process quality control for each product.
- Quality report.
- The quality problem in different sections
- Others.

❖ **Chapter-8 Research & development department:**

- R&D initiatives of the department
- The role of the R&D department for the betterment of the mill.
- New product development.
- New market search.

- Quality improvement research.
- Design development & sample production.
- Cad analysis.
- Costing.
- Yarn consumption analysis
- Fabric structure analysis.
- Cost optimization in production.

❖ **Chapter-9 Maintenance**

- Maintenance machinery.
- Maintenance schedule.
- Manpower set up for maintenance.
- Maintenance equipment.
- Maintenance procedure.
- Consumption of spare parts, devices and tools used for maintenance.
- Others.

❖ **Chapter-10 Utility services**

- Available utility facilities.
- Detailed discussion about the boiler, powerhouse, air compressor, generator, chiller, and ac plant.
- Capacity and technical details.
- Source of utility.
- Required electricity.
- Source of electricity.
- Consumption details (water, electricity, etc.).
- Cost of different utilities.
- Flow chart of utilities.
- Working principle of different utilities.
- Others.

❖ **Chapter 11 Effluent management system**

- The effluent treatment system of the mill
- The chemicals used in the treatment and functions of the chemicals.
- BOD & COD level.

- Standard and monitoring scenario
- Economic issues and scope of improvement
- Overall effluent management and compliance to the standard.
- Others.

❖ **Chapter 12 Procurement/ inventory management**

- Procurement system in detail (direct purchase, tender, lc, cash/credit, local/import).
- Sourcing process
- Inventory system followed by the mill.
- Details of raw material inventory.
- Details of finished material inventory.
- Inventory system of spares.
- Others.

❖ **Chapter 13 Marketing activities**

- Consumer of the products.
- Marketing strategy.
- Duties and responsibilities of the marketing team.
- Promotional strategies.
- Merchandising operations.
- Others.

❖ **Chapter 14 Social and environmental information**

- Waste management system.
- Corporate social responsibility & sustainability
- Participation in social activities such as sponsorship of any cultural/health awareness/ blood donation / tree plantation.
- Sponsorship of contribution of textile education.
- Measures taken to create long term consumer and employee relations initiative.
- Measures to protect to ecosystem.

❖ **Chapter 15 SWOT analysis:**

Clearly describe all the organization's strengths, weaknesses, opportunities, and threats where you have done an internship. Remember that strengths and weaknesses are internal to the organization and represent its culture, while opportunities and threats correspond to the environment outside the organization.

Chapter 16 Conclusion & recommendation: The conclusion is a clear and brief description of the result found during the internship program. The suggestion is the writer's consideration or recommendation for those who use the internship result. Besides, suggestions can be the guideline for the follow-up actions of the findings or discussion.

5 Examination and assessment guidelines

The department head and offering committee will assign the examination committee members. Two examiners and a supervisor will be included in each committee. Students have to present their reports through PowerPoint presentations. The department will announce the presentation schedule, possibly at the end of each term. The students will prepare their PowerPoint slides and give several practice presentations in front of their supervisor and classmates before coming to the final presentation.

5.1 Project presentation guidelines

Students will be notified of the date and venue for the oral presentation through the project coordinator after submitting the final version of the project.

The presentation slides should be organized in the same flow used for the project. **The duration of a project presentation within 30-40 minutes.** The title, supervisor name, and student id number on the first slide should be clearly shown. Students should pay special attention to the best practices for making an effective presentation. The recommended structure for the presentation is as follows:

1. First slide with title, supervisor name,
2. Outline of your presentation
3. Introduction
4. Problem statement
5. Aims & objectives
6. Literature review
7. Materials and methods
8. Results
9. Discussion
10. Conclusion
11. Recommendation
12. References

5.2 The evaluation system for the project

This section is addressed to supervisors and examiners. It provides information on general considerations and assessment criteria for the project. It also guides students about what examiners will look for in examining projects.

5.3 Grading policy for the project

The evaluation will be conducted in the final phase by reviewing the submitted project report. This assessment carries 100 marks for the final results of the project. The examination committee members, including the supervisor, will grade the undergraduate project. In this regard, the weight of marks distribution will be as follows:

- Project report (supervisor)- 50%
 - The report will be evaluated by the examination committee (presentation and viva)- 50%. Each examiner can give maximum 10 marks for presentation and 10 marks for viva.
- ⇒ Examiner (supervisor) -10% (presentation-05%, viva -05%)
- ⇒ Examiner 1 - 20% (project evaluation-10%, presentation- 05% and viva -05%)
- ⇒ Examiner 2 - 20% (project evaluation-10%, presentation- 05% and viva -05%)

5.3.1 Evaluation criteria for the project report (supervisor)

The evaluation will be conducted in the final phase by reviewing the submitted project report. The project report carries 50 marks. While the projects may vary from one to another in scope and way of presenting the facts supervisors may wish to consider the following points:

Table 3. Evaluation criteria for the project report

Criteria	Marks (50)
Abstract, Background, literature review <ul style="list-style-type: none">• Is the abstract accurate and concise?• Are the background conditions and motivation described in sufficient detail to provide a rationale for the project?• Are the project aims well formulated?• Are relevant concepts and empirical studies in open literature critically reviewed?	10

Materials and methods	10
<ul style="list-style-type: none"> • Maintaining the structure and flow of the project • Does the methodology fit with the aims and the stated problems of the study appropriately? 	
Results and analysis	10
<ul style="list-style-type: none"> • Are the findings and experiences well summarized? • Are the findings relevant to the project aim? • Are the findings well discussed? 	
Writing style, spelling, grammatical accuracy, etc.	05
Formatting	05
Sincerity and attendance	10

5.3.2 Evaluation criteria for the project defense

The oral presentation will be conducted after submitting the project report. This assessment carries 50 marks to the final year project's final results. Each **external examiner** can give a maximum of 10 marks for the project evaluation and 5 for presentation and 5 for the viva. A **supervisor** can give 5 marks on presentation and 5 marks on viva. The evaluation criteria are as follows:

Table 4. Evaluation Criteria for project evaluation (external examiners). *(Please give your evaluation as per the following instructions)*

Criteria	Rating (Max. total rating 10)
1. Identification of the project problem and knowledge about the project work, Does the title represent the project's contents? Is the abstract accurate and concise? (Max. rating 2)	
2. Methodology, Results & Discussion. Whether those are explained properly? (Max. rating 5)	
3. Quality of expression and clarity (Does the style and format of the project report match with the given template style? writing skill, spelling, and grammatical accuracy) (Max. rating 3)	

Table 5. Evaluation criteria for the project work presentation and viva

Criteria	Marks (10)	Remarks
Attend answers to questionnaires (Max. rating 5)		
Quality of oral presentation: Presentation style, time management, slide organization, etc. (Max. rating 5)		

5.4 Internship presentation guidelines

The duration of the internship presentation should be 5-10 minutes. Presentations must be made using PowerPoint slides and must include:

1. Explain why you chose this particular agency/organization for your internship.
2. Purpose of your internship.
3. This section will contain a summary of the organization where the internship was performed, such as human resources management, machinery, product list, process sequence, utility, inventory management, marketing activities, corporate social responsibility, sustainability, swot analysis, etc.
4. Methods, skills, & technology used: describe the techniques, skills, and any new technologies you learned.
5. A description of what was learned from the experience and how it can be applied in the future.

5.5 The grading policy for the internship

The evaluation will be conducted in the final phase by reviewing the submitted internship report. This assessment carries 100 marks to the final results of the internship. The examination committee members will grade the undergraduate internship, including the supervisor. In this regard, the weight of marks distribution will be as follows:

- Internship report (supervisor)- 30%
- Internship diary (supervisor) -20%
- The report evaluated by the factory- 20%

- The report will be evaluated by the examination committee (presentation and viva)-30%. Each examiner can give maximum 05 marks for presentation and 05 marks for viva.

⇒ Examiner (supervisor) -10% (presentation 05%, viva -05%)

⇒ Examiner 1 - 10% (presentation 05%, viva -05%)

⇒ Examiner 2 - 10% (presentation 05%, viva -05%)

5.6 Evaluation criteria for the internship report

The internship report carries 30 marks. The supervisor will provide this mark. The evaluation criteria are as follows:

Table 6: Evaluation criteria for the internship report

Criteria	Marks (30)
Internship experience (Section-wise information about the factory)	10
Quality of report content: information presentation about the organization where internships are performed, how much conforms with the standard format?	10
Writing style, spelling, formatting, grammatical accuracy, etc.	05
Sincerity and attendance	05

5.7 Evaluation criteria for the internship defense

The final presentation allows students to share their internship experiences with the examiners. It also provides a way to assess the overall internship course, specific sites, and site supervisors to enhance the program each examiner can give a maximum of 05 marks for the presentation and 05 for viva. The evaluation criteria are as follows:

Table 7: Evaluation criteria for the internship presentation and viva

Criteria	Marks (10)
Viva: Internship experience (information about the industry, how industries solve some basic problems, knowledge about factory products, raw materials, process sequence, buyers, marketing strategy, maintenance management,	05

utility, production capacity, SWOT, machinery, inventory system, manpower management)	
Quality of oral presentation: presentation style, time management, slide organization, etc.	2.5
Quality of report: writing style, spelling, formatting, grammar correctness, etc.	2.5

6 Formatting information for project/internship report

- i. **Language:** the project report must be written in acceptable and formal English.
- ii. **Page size:** all text should be written on white a4 paper on one side of each sheet.
- iii. **Main body font size & style**

The font size of text: 12

Font style: Times New Roman, 12 pt fully justified.

- iv. **Line spacing:** 1.5
- v. **Font color:** black
- vi. **Heading style: chapter title-16 (bold)** should be centered. It should be stand-alone. Text in the chapter titles should be in sentence case.

Heading 1: Times New Roman, bold font style, size 16. For example, **(1)**

Heading 2: Times New Roman, bold font style, size 14. For example, **(1.1)**

Heading 3: Times New Roman, bold font style, size 12. For example, **(1.1.1)**

Running headlines: Times New Roman, bold font style, size 12 for example, **(1.1.1.1...)**

- vii. **Pagination:**

- Use the automatic page numbering function to number the pages.
- Page numbers should be placed at the **bottom right** of the page, and the font size should be 12 pt. Numbering should start from the **title page**.

- Before the introduction chapter, the page number should be **Roman (e.g., i, ii, iii)**.
 - From the introduction chapter to the end of the book, page numbering should be **numerical (1, 2, 3...)**
 - All pages must be numbered in proper sequences from the introduction to the end of the report, including pages on figures, tables, and appendices.
- viii.** Use tab stops or other commands for indents, not the space bar.
- ix. Word limit:** minimum **6000** words for **project report**. The number of words in the **internship report** should be **8000-12000**.
- x. Margin:** the top, bottom, right, and left margins should be 1 inch. All paragraphs should start from the left margin. For example: use the normal margin of word application.
- xi.** Save your file in docx format (word 2007 or higher) or doc format (older word versions).
- xii. List of abbreviations of technical symbols and terms:** the page of the list of the abbreviations of the technical symbols and terms should be incorporated following the page of the list of tables and figures.
- xiii. Figure formatting:**
- **Figure resolution, placement, and numbering:**
 - Combination artwork should have a minimum resolution of 300 dpi.
 - **Figures should be centered between the left and right margin.**
 - Figures should be consecutively numbered per chapter.
 - **Figure caption:**
 - Each figure should have a concise caption describing accurately what the figure depicts.
 - **The figure caption must be placed below the figure. Font size: 12, font style: Times New Roman, regular. All figures' captions should be centrally aligned.**

- Figure captions begin with the term **Fig.** In bold type, followed by the figure number, also in bold type (for example, **Fig. 2.1:** caption)
- Figure parts should be denoted by lowercase letters (a, b, c, etc.). (**Fig. 2.1:** (a), caption, (b) caption).

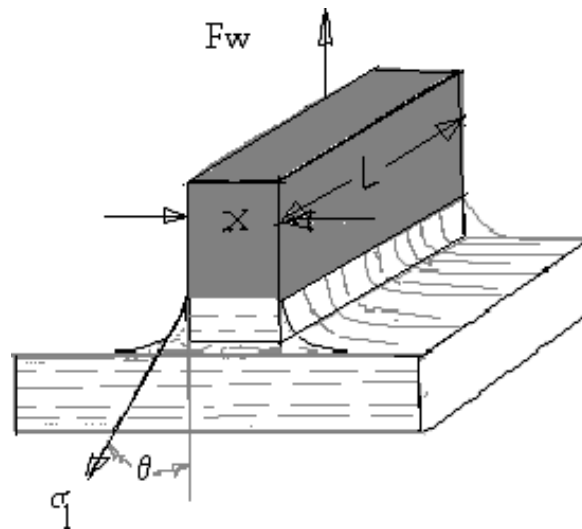


Fig. 2.1: model

xiv. Table formatting

- Use the table function, not spreadsheets, to make tables.
- The text in the table should be written in **font size: 12, font style: Times New Roman, . The text position should be the center of the box.**
- Tables should be consecutively numbered per chapter
- **Tables caption must be placed above the table. Font size: 12, font style: Times New Roman, regular.** (for example, **table 2.1:** xyz)
- All tables should be centrally aligned with captions at the top center.

Table 2.1: sample table

xv. Formulas and equations

- When presenting mathematical material, the equation editor of the word processing program should be used.
- All equations should be centrally aligned.
- The main font is Times New Roman, 12 pt, regular.
- Equations should be consecutively numbered per chapter

For example:

$$V = ir \qquad (2.1)$$

xvi. References: APA (sixth edition) referencing styles may be used as a standard format.

7 Summary:

These guidelines are intended to provide standards of good practice for the supervision of undergraduate projects and internships. The student, supervisor, chairperson, and examination committee members must all be aware of their responsibilities for ensuring satisfactory progress and assessment of the project.

8 Appendix

8.1 The template for project report writing

8.1.1 Cover page

BGMEA University of Fashion & Technology

Use font: Times New Roman, font size: 20, alignment: center, spacing: 1.5 line spaced



Project title

Effect of doffer speed on yarn quality

Use font: Times New Roman, font size: 16, alignment: center, spacing: 1.5 line spaced

Submitted by

Name: abc

Id: 201-000-801

Name: XYX

Id: 201-000-801

Use font: Times New Roman, font size: 12, alignment: center, spacing: 1.5 line spaced

Submitted to

Department of Textile Engineering

BGMEA University of Fashion & Technology

This project report is submitted in partial fulfillment of the requirements for the degree of B.Sc. In the textile engineering department (TE) in the faculty of textile engineering of BGMEA University of Fashion & Technology (BUFT).

Use font: Times New Roman, font size: 12, alignment: justify, spacing: 1 line spaced

Date of submission: March 2024

Use font: Times New Roman, font size: 12, alignment: center, spacing: 1 line spaced

8.1.2 Title page

Project title

Effect of doffer speed on yarn quality

Use font: Times New Roman, font size: 16, alignment: center, spacing 1.5line spaced

Submitted by

Name: abc

Id: 201-000-801

Name: XYX

Id: 201-000-801

Use font: Times New Roman, font size: 12, alignment: center, spacing: 1.5 line spaced

Supervised by

Supervisor name

Supervisor designation

Use font: Times New Roman, font size: 12, alignment: center, spacing: 1.5 line spaced

Department of Textile Engineering

BGMEA University of Fashion & Technology

Use font: Times New Roman, font size: 12, alignment: center, spacing:1 line spaced

8.1.3 Declaration of originality

Declaration of originality (font-size: 16)

I/we declare that the project work titled "....." has been carried out by me/us in the Department of Textile Engineering, BUFT. I/we certify that, to the best of my/our knowledge, I/we certify that my/our project work does not infringe upon anyone's copyright nor violate proprietary rights. The information derived from the pieces of literature has been acknowledged in the text and a list of references is provided according to the standard referencing process. I/we declare that no part of this project has been submitted for a degree at this university or any other institution and has not been published by others in any journals.

Students name

Id

Signature

date

Use font: Times New Roman, font size: 12, alignment: justify, spacing: 1.5 line spaced

8.1.4 Certificate

Certificate (font size: 16)

This is to certify that this project work entitled "....."
submitted by name of student and ID is authentic and carried out under my supervision and
guidance and to fulfill the standard requirement for the partial fulfillment of the degree of
bachelor of science in textile engineering. The work embodied in this project has not been
submitted elsewhere for a degree.

Supervisor:

signature, date, and place:

Use font: Times New Roman, font size: 12, alignment: justify, spacing:1.5 line spaced

8.1.5 Declaration of examiners

Declaration of examiners (font-size: 16)

The project report on "project title" is submitted by "student name", id 181-000-801. The report is accepted as satisfactory in partial fulfillment of the requirement for the degree of B.Sc. In textile engineering.

Use font: Times New Roman, font size: 12, alignment: justify, spacing:1.5 line spaced

Board of examiners

Name

Signature

1. **Supervisor:** Name: cdef
Designation: assistant professor.....
Department:
2. **Examiner 1:** Name: abc,
Designation: assistant professor.....
Department:
3. **Examiner 2:** Name: XYS,
Designation: assistant professor.....
Department:

Use font: Times New Roman, font size: 12, alignment: justify, spacing: 1.5 line spaced

8.1.6 Acknowledgements

Acknowledgments

(use font: Times New Roman, font size: 16, font style: regular, alignment: center, spacing: 1.5 line spaced)

Students acknowledge the following sequence:

- I. The supervisor from the academy.
- II. The head and dean of the faculty.
- III. The Pro-VC.
- IV. The VC.
- V. The university.

Use font: Times New Roman, font size: 12, font style: regular, alignment: justified, spacing: 1.5 line spaced

8.1.7 Table of contents

The suggested font style for the table of contents, list of figures, and table: Times New Roman, font size: 12pt and spacing 1.5 lines.

Table of contents

Acknowledgement.....	iii
Abstract.....	iv
Table of content.....	v
1. Introduction.....	1
1.1 the background of the project.....	2
1.1.1 the objective of the project	3
2. Literature review	4

List of figure

Fig. 1.1: extraction	2
Fig. 2.2.1 fiber.....	4
Fig. 3.2.2 dyeing	5

List of table

Table 1.1: list of fibers	4
Fig. 2.2.1 list of fibers tenacity	10
Fig. 3.2.2 comparative study on thermal stability	15

8.2 The template for internship report writing

8.2.1 Cover page

BGMEA University of Fashion & Technology

Use font: Times New Roman, font size: 20, alignment: center, spacing: 1.5 line spaced



Industrial training report on

Name of the factory

Use font: Times New Roman, font size: 16, alignment: center, spacing: 1.5 line spaced

Submitted by

Name: abc

Id: 181-000-801

Use font: Times New Roman, font size: 12, alignment: center, spacing: 1.5 line spaced

Submitted to

Department of Textile Engineering

BGMEA University of Fashion & Technology

This internship report is submitted in partial fulfillment of the requirements for the degree of B.Sc. In the textile engineering department (TE) in the faculty of textile engineering of BGMEA University of Fashion & Technology (BUFT).

Use font: Times New Roman, font size: 12, alignment: justify, spacing: 1 line spaced

Date of submission: march 2024

8.2.2 Title page

Industrial training report on

Name of the factory

Use font: Times New Roman, font size: 16, alignment: center, spacing 1.5line spaced

Submitted by

Name: abc

Id: 181-000-801

Supervised by

Supervisor name

Supervisor designation

Use font: Times New Roman, font size: 12, alignment: center, spacing: 1.5 line spaced

Department of Textile Engineering

BGMEA University of Fashion & Technology

Use font: Times New Roman, font size: 12, alignment: center, spacing:1 line spaced

8.2.3 Letter of transmittal

Letter of transmittal (font-size: 16)

31st march 2018

Cdef

Lecturer,

Department of Textile Engineering,

BGMEA University of Fashion & Technology

Nishatnagar, Dhaka

Subject: Submission of internship report.

Dear sir,

We are extremely indebted for your tremendous support and guidance throughout our long journey at "organization-name" and internship period. Being working with you, we have earned valuable knowledge and were inspired by your innovativeness, which helped enrich our experience to a greater extent. An internship report on "organization-name" is submitted to you for the partial fulfillment of the bachelor of science in textile engineering degree.

During our internship period, we trained in all departments of Islam garments ltd.; we made sincere efforts to study related materials and observe operations performed in knitting, dyeing (fabric), garments, and washing which are the sources of collected data to prepare the present report on wet processing technology.

We have to make this report as comprehensive as possible within the time limit. But there may be some mistakes due to various limitations. For this reason, we beg your sympathetic consideration. Finally, we pray for your blessing for our successful engineering career.

Thank you

Yours faithfully

Student name

Id 181-000-801

BGMEA University of Fashion & Technology

Use font: Times New Roman, font size: 12, alignment: justify, spacing:1.5 line spaced.

8.2.4 Declaration of examiners

Declaration of examiners (font-size: 16)

The internship report on "organization-name" is submitted by "student name", id 181-000-801. The report is accepted as satisfactory in partial fulfillment of the requirement for the degree of B.Sc. In textile engineering.

Use font: Times New Roman, font size: 12, alignment: justify, spacing:1.5 line spaced

Name

Signature

1. **Supervisor:** Name: cdef

Designation: assistant professor.....
Department:

2. **Examiner 1:** Name: abc,

Designation: assistant professor.....
Department:

3. **Examiner 2:** Name: YYS,

Designation: assistant professor.....
Department:

Use font: Times New Roman, , font size: 12, alignment: justify, spacing: 1.5 line spaced

8.2.5 Acknowledgments

Acknowledgments

Use font: Times New Roman, font size: 16, font style: regular, alignment: justified, spacing: 1.5 line spaced

Students acknowledge the following sequence:

1. Organization of internship.
2. The supervisor from the organization.
3. The supervisor from the academy.
4. The head and dean of the faculty.
5. The Pro-VC.
6. The VC.
7. The university.

Use font: Times New Roman, font size: 12, font style: regular, alignment: justified, spacing: 1.5 line spaced

8.2.6 Table of contents

Suggested font style for table of content, list of figure and table: Times New Roman, , font size: 12pt and spacing 1.5 line.

Table of contents

Letter of transmittal.....	iii
Acknowledgement.....	iv
Executive summary.....	v
1. Introduction.....	1
1.1 the background of the internship.....	2
1.1.1 the objective of the internship	3
2. Overview of the organization.....	4
2.1 history of the organization.....	5
2.1.1 vision of the organization	6

List of figure

Fig. 1.1: layout of the organization.....	2
Fig. 2.2.1 dyeing machine.....	4
Fig. 3.2.2 carding machine.....	5

List of table

Table 1.1: list of buyers	4
Table 2.2.1 list of chemicals	10
Table 3.2.2 parts for maintenance	11



BGMEA UNIVERSITY OF FASHION & TECHNOLOGY



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+880 9606-950986 | +880 9606-950987



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