

## **BACHELOR OF SCIENCE IN APPAREL AND FASHION DESIGN**

### **Guidelines for Internship**

The students approaching the final stage in their academic training require having field-based learning experience. Internship would mean that the students work in a company related to one's degree program and career plans. The main objectives of the internship can be listed as given below:

- Helps the students to learn practical applications of classroom material.
- Helps to apply the knowledge in supervised work setting.
- Helps the students to get exposed to the working environment.
- To acquire field based experience.
- Provides an opportunity to combine and apply the acquired knowledge in the workplace.
- Help the student to present the internship report in academically acceptable format.

The students of B.Sc. Apparel and Fashion Design program have to undertake an internship in any of the garment industry/manufacturing unit/designers boutique/import-export unit/textile manufacturing units/merchandising firms etc. for a period of one month (30 days). This is based on the elective that a student chooses in the fifth semester. The student accordingly has to work in any one department of the garment industry or any unit related to fashion industry and submit an internship report of the same. The

The steps in carrying out the internship are as follows:

- The student has to identify the unit of fashion industry in which he/she desires to carry out internship.
- Get the approval from the unit for doing internship.

- Acquire information regarding the unit in which he/she is working.
- Analyze how the day to day activities are attending by the concerned people.
- Relate the theoretical knowledge with the practical experience acquired.
- Submit a report of the same.

**Suggested titles for internship:**

**1. Quality control in garment industry**

The main objective of this internship is to understand the quality control standards followed in garment industry. There are different quality control standards maintained in different sections like fabric, cutting, production, finishing etc. A student is supposed to understand the importance of quality control and process of quality control in the garment industry. Report of the same has to be submitted.

**2. Merchandising in Garment Industry**

The main objective of this internship is to understand the role played by a merchandiser in the garment industry – export or import houses. There are different stages such as sample order, managing order route card, submitting pre-production sample, communicating with the buyer etc., which are the part of merchandiser's role. A student is supposed to understand these procedures of the garment industry and submit the report of the same.

**3. TUKA CAD in garment industry**

The main objective of this internship is to understand the use of CAD in the garment industry. This involves getting information on the use of TUKA CAD in different departments of a garment industry like pattern making, grading,

marker making etc. This would also emphasise understand the industrial pattern making.

#### **4. Computerised embroidery**

The internship aims at understanding computerised embroidery used in the garment industry. The students are expected to study the threads used for embroidery, the placement of the stitch, the number of stitches used, the type of stitch used etc.

**The titles given for internship are suggestive and not exhaustive.**

#### **Criteria for selecting the topic and organization:**

- a) **Originality:** Your work must be yours alone and must be original in nature.
- b) **Company/Organization:** The internship work must be undertaken in a garment/fashion industry, in any of its departments, in conformance with one's career objective.
- c) You must consult your internal guide in selection of the topic.
- d) You can do the internship in the organization where you are working/ have worked/intended to work.
- e) It is good Idea to link your internship to your future plans. This will be a useful piece of research for you and it will also demonstrate to your potential employers your enthusiasm and knowledge.
- f) Remember that you are restricted in a number of ways, such as resources, time, as such, it is necessary to complete your internship and submit the report within the specified time.

#### **Format of Project Report for submission:**

The internship report should give a complete account of the students experience related to the internship carried out.

1. The full content of the report must be hard bound so that the pages cannot be removed or replaced.
2. The cover of the report must contain the title, name of the candidate, and the year of submission. (Refer annexure A).

3. Text pages should be printed on one side of the paper, preferably with 1.5 spacing, and page numbers at the bottom of the each page. Margins should be 2” on the left and 1” on the right.
4. Please use separate index sheets for all chapters in the project; each chapter should start from a new page.
5. The declaration must be duly signed by the student (Refer annexure B)
6. The project report must be of about 100-150 pages.
7. The Project Report must contain all the necessary documents, such as the certificate from the viva-voce panel (refer annexure C), Certificate of the University Learning Centre (Refer annexure D), Company certificate, acknowledgements etc.
8. One copy of the Project Report along with a CD of the same, must be submitted to the UNIVERSITY.

### **Project Report – TABLE OF CONTENTS**

Page No.

#### **Executive summary**

- i) Introduction
- ii) Objectives
- iii) Methodology
- iv) Analysis
- v) Conclusion (s)
- vi) Recommendations.

#### **Part I**

##### **An overview of the organization**

- i) Introduction
- ii) History of the organization
- iii) Special features (if any)
- iv) Departmental study (Brief explanation of departments in the organization you interned, and their respective operations)
- v) Detailed study of the department related to your internship.

#### **Part II**

##### **Project overview**

- i) Introduction.
- ii) Objectives

- iii) Methodology
- iv) Analysis
- v) Conclusions
- vi) Recommendations.

### **Part III**

- i) Appendix
- ii) Bibliography
- iii) References

The procedure to be followed in the preparation of the internship report along with the details about its general format, style and format of writing are given below:

1. The length of the report may be about 40 to 50 pages, with 2 line spacing, 1 inch margin on top, bottom and right side and 1.5 inch on left hand side, printed on A4 size papers. Ten percent variation on either side is permissible.
2. General format of the internship report

The format of the internship report contains three main sections:

- Preliminary section
- The body of the report
- Reference section

### **Preliminary section**

Title page: There is certain preliminary information provided prior to the body of a research report. It contains the following information

- Title of the internship- the title of the internship should be precise.
- Name of the centre and code no. to which the report is submitted
- Name of the candidate
- Date of submission of the report

Preface: The preface includes a brief statement of the purpose of the report. It should also include thanks for those who gave the student substantial guidance in the completion of the internship.

Table of contents: The table of contents includes the major divisions of the report which include introduction, review of literature, the different chapters, bibliography, and appendix with the page numbers. The list of tables, list of figures are also included in the table of contents. While preparing the table of contents bear in mind the following points about its layout:

- a. Leave a 1.50" margin on the left and a 1" margin in the right, the top and the bottom.
- b. Write the 'Table of Contents' in the top centre in capitals and underscore.
- c. Leave four spaces and then type the first heading flush left.
- d. Leave two spaces between heading and one space between sub-headings.
- e. Indent second-order headings four spaces and third-order headings eight spaces.

### **Body of the report**

The main body of the report contains four divisions

- a. Introduction: The introduction of the internship should be concise and complete. It should introduce the area in which the internship is carried out. The main function of the introduction is to say what the report is about. For example if a student is planning to work in the merchandising department of an export house, the introduction should include details about the garment industry, different departments in the garment industry and precisely about the merchandising department.
- b. Review of literature: Review of literature should include the literature collected from different books specifically on the topic of internship. The literature taken should be quoted within the brackets with the name of the author and the year.
- c. Methodology: This section is the heart of the internship report. It would include the data collected by the student during the internship period. The data collected may be supported with the different photographs taken in the company. Usually, it has several sections grouped under different headings and sub-headings. The main function of this part is to present data in an organized form, discuss their significance.

d. Summary: This chapter would summarize what a student has learnt. Summary presents the report in a nut shell, without any illustrations and explanations.

### **Reference section**

The reference section includes bibliography and appendix.

a. Bibliography: It is a record of those sources and materials which have been used for the internship report. The bibliography is a serially numbered list of published and unpublished works which are consulted before or during the preparation of the report. While preparing the bibliography, keep the following points in mind:

- a. the order of writing the names and surnames of author.
- b. the sequences of details
- c. the punctuation marks and
- d. the layout

The order in which the various elements appear in bibliography is as follows: the last part of the name of the author, the other parts of the name, year of publication, title of the book, place of publication and the name of publisher. For example: Corbman P. Bernard. Textiles- Fiber to Fabric. Sixth Edition. Singapore: McGraw-Hill International editions.

b. Appendix: An appendix follows the bibliography. An appendix contains material which is needed to support the main body of the report but is too detailed/voluminous to be included in the text. It should be such that the reader can safely omit reading it without any loss of understanding the content of the report. For example in the study of merchandising department, the spec sheet, the cost sheet etc which are obtained from the company may be presented in the appendix.

**Annexure A (Cover Page)**

Emblem

University centre address and code No.

**(Title of Project Report)**

By

**(Student Name)**

A project report submitted in partial fulfilment of the requirements for  
the degree of Bachelor of Science in Apparel and Fashion Design  
of Sikkim Manipal University, INDIA

Sikkim-Manipal University  
Directorate of Distance Education  
Syndicate house  
Manipal – 576 104

**Annexure B (Student Declaration)**

I hereby declare that the project report entitled

**(Title)**

Submitted in partial fulfilment of the requirements for the degree of  
Bachelor of Science in Apparel and Fashion Design

To Sikkim-Manipal University, India, is my original work, and not submitted for  
the award of any other degree, diploma, fellowship, title or prize (s)

Place:

Date:

**Annexure C (Examiner's Certification)**

The project report of

**(Student Name)**

**(Title)**

Is approved and is acceptable in quality and form.

Internal Examiner

(Name, qualification and designation)

(Name, qualification)

**Annexure D (University Study Centre Certificate)**

This is to certify that the project report entitled

**(Title)**

Submitted in partial fulfilment of the requirements for the degree of  
Bachelor of Science in Apparel and Fashion Design of  
Sikkim-Manipal University - DDE

**(Student Name)**

has worked under my supervision and guidance. No part of this project report  
has been submitted for the award of any other Degree, Diploma, Fellowship,  
Title or Prize, and the work has not been published in any journal or magazine.

(Reg. No)

(Guide's Name and Qualification)

**Assessment Procedure**

Internship in the different electives of the fifth semester B.Sc. AFD is a 4 credits subject for which **120 hours** are allotted. The assessment of the internship should be based on certain guidelines which are listed below:

The internship would be accomplished by spending 3 hours per day in any unit related to fashion industry for 15 days. This would account for 30 hours. The remaining of 30 hours should be utilized for developing the report of the same.

<b>Activity</b>	<b>Number of hours to be spent</b>
Field work (working in the selected unit)	<b>90 hours</b> (3 hours per day for 30 days)
Developing the record <ul style="list-style-type: none"> <li>• Preliminary section</li> <li>• Body of the report <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Review of literature</li> <li>• Methodology</li> <li>• Summary</li> </ul> </li> <li>• Reference section</li> </ul>	<b>30 hours</b> 5 hours 20 hours <ul style="list-style-type: none"> <li>• 2 hours</li> <li>• 6 hours</li> <li>• 10 hours</li> <li>• 2 hours</li> </ul> 5 hours

A report of the internship has to be submitted. There are 200 marks allotted for the internship carried out and the report submitted. The distribution of the marks for the internship is listed below:

<b>Activity</b>	<b>Number of marks allotted</b>
Attending the internship and report submitted (The distribution of marks for the report submitted is given below)	<b>200</b>
<ul style="list-style-type: none"> <li>• Preliminary section</li> <li>• The body of the report <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Review of literature</li> <li>• Methodology</li> <li>• Summary</li> </ul> </li> <li>• Reference section</li> <li>• VIVA</li> </ul>	20 120 <ul style="list-style-type: none"> <li>• 20</li> <li>• 30</li> <li>• 60</li> <li>• 10</li> </ul> 20 40