

Dept. of Mathematics, Statistics and Computer Science
College of Basic Sciences & Humanities

No.: CBSH/MSCS/4629

Dated: 10-04-2024

NOTICE

Bureau of Indian Standards, the National Standards Body of the country intends to engage students in the Certification Branch Offices of BIS located at 36 locations across India. A list of Branch Offices of BIS with their locations is enclosed as Annex I-A. Applications in this regard, are sought from the Institutes/ Universities with which BIS has entered into MoU. The mapping of MoU Institutes with nearest Branch Offices of BIS has also been attached for guidance as Annex I-B. However, students may opt for any other Branch office as per their convenience. Details and all enclosures are also available at <https://www.gbpuat.ac.in/> under BIS related activities section.

2. The nature of work which would be allocated to interns will be as per the 'Guidelines for Allocation of Work to Interns posted at Branch Offices' attached as Annex II.

3. It is also informed that the students will undergo 8 continuous weeks of internship and they would be eligible for a stipend of Rs. 20,000/- per month on the successful completion of the internship.

4. The students will be benefitted from this exercise in terms of not only getting a sound understanding of the importance and status of standards and quality consciousness in diverse sectors of Indian economy but also gain an insight into the process and benefits of Third Party Conformity Assessment and Management Systems Certification of BIS. This will, in addition, help them to hone their skills for empirical study and research-related work.

5. In this regard, applications are sought from students pursuing:

a) Under Graduation (Bachelor's Degree) in Engineering or Technology and having completed studies of at least 4 Semesters; or

b) Post-Graduation (Master's Degree) in Science Discipline and having completed studies of at least 2 Semesters.

Reference may be made to Appendix A of BIS Internship Scheme (attached as Annex III) for details regarding minimum qualification required for various disciplines.

6. The students pursuing Undergraduate/Post Graduate Courses shall have a good academic record and have secured minimum Cumulative Grade Point Average (CGPA) of 7.5 out of 10 uptill the last semester, whose result has been declared.

7. Interested students meeting the above criteria can submit the applications in the following proformas including undertakings which shall be duly filled in and signed: a) Application proforma; b) Acceptance of Terms and Conditions of Internship; and c) Undertaking by the University.

8. The duly filled and signed proformas may be sent (Hard copy and the same be emailed to sbsingh.bpm@gbpuat.ac.in) to Dr. S. B. Singh, Nodal Officer BIS latest by 16.04.2024. It may be noted that incomplete applications are liable to be rejected.

9. Students requested to make use of the mapping of institutes with BIS' Branch offices as provided at Annex I-B, and also they are advised to provide three choices of locations in their application proforma. Students may also opt for any other Branch office as per their convenience as well.

10. Students whose applications had been received previously for internship on Standardization at BIS Head Quarters, but were not considered, may also send their applications for internship at Branch offices of BIS if they so desire.



S.B. Singh
Nodal Officer for BIS at
GBPUAT Pantnagar

Encl: Annex I-A, Annex I-B, Annex II & III.

CC: 1) All Deans/ Director(T&P)

2) P.S. to V.C. for kind information of the Vice-Chancellor.

PROFORMA OF APPLICATION FOR BIS INTERNSHIP SCHEME, 2020

1. Name & Address of the Institution :

2. Contact details of the Institution :
(Contact Person's Name & Designation, Email, Phone)

3. Name of the Student :

4. Contact details of the student :
 - a) Address :
 - b) Email :
 - c) Mobile :

5. Date of Birth :

6. Nationality :

7. Educational Qualifications :
(Starting from 10th onwards)

Sl. No.	Name of Board/ University/ Institute	Examination Passed	Year of Passing	Division Obtained with Percentage/ CGPA	Subjects

8. Course presently being pursued :
(Attach Certificate from Institution, as per Page 2)

9. CGPA uptill the last semester :

10. Months during which internship could be undertaken :
(Internship is for 8 continuous weeks, provide the dates accordingly)

11. Preferred locations for working as Intern : _____, _____, _____

(Select 3 locations provided at Annexure 1, in the order of preference)

DECLARATION

I,, hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature / engagement shall be liable to cancellation/ termination without notice or any compensation in lieu thereof. I agree to the terms and conditions of Internship at Appendix A, and also understand the nature of work as given in the Guidelines for Allocation of Work to Interns Posted at Branch Offices of BIS.

Date:

Signature of the Student

Certificate from University/Institution

It is to certify that Shri/Smt./Ms. _____ Son/
Daughter of Shri/Smt. _____ is a bonafide student of our
Institution/University pursuing _____ (Name of Degree Course) and
he/she is presently in _____ year/semester.

We certify that his/her candidature for Internship at Bureau of Indian Standards, submitted in the prescribed proforma along with the acceptance of Terms & Conditions is duly endorsed by our University/Institution and we have no objection to his candidature being considered. It is also certified that as per our record, the information given by him/her is true and he/she bears good moral conduct.

Date:

**(Signature of Head of Institution/ Registrar
of University with Name, Contact no. & Official Seal)**

National Institute of Training for Standardization (NITS)

Our Ref: NITS/HQ-PRTD03/1/2022-PRTD-BIS

08/04/2024

Subject: Standard Terms and Conditions for Interns in BIS

1. Tenure of Engagement:

The duration of Internship shall be of two continuous months.

2. Stipend:

The Interns will be provided a stipend of Rs. 20,000/- per month, calculated on pro-rata basis for each completed week.

3. Logistic:

Interns would be required to bring their own laptops. For the local/outstation visits, if required to be undertaken as part of the Internship, BIS would reimburse the travel & stay expenses as applicable to BIS employees, Level 6 or actual, whichever is less.

4. Attendance:

Interns shall be required to have a minimum of 75% attendance out of the actual working days. Loss of attendance due to unforeseen circumstances may be compensated by extension of the Internship for the commensurate number of days, subject to recommendations by the sponsoring Institution and approval by the Head of the concerned BIS Office. Such extension would however not entitle the Intern for any additional stipend.

5. Working Hours:

It will be mandatory for the interns to work for 8 weeks under the direct supervision and guidance of the Certification Department concerned. The Interns shall follow the normal office working hours as prescribed (i.e. 9.00 AM to 5.30 PM). However, as per the exigency one has to sit late to complete the time bound work or outstation assignments.

6. Conduct, Work and Performance:

- (i) The Interns shall be willing to carry out the project at the station for which selected, irrespective of the preferred location(s) indicated in the application proforma.

- (ii) The Interns shall be duty-bound to follow the methodology and instructions given by the BIS and adhere to the time-frame for various aspects of the project.
- (iii) Conduct, work and performance of the Interns should be reviewed periodically by the Head of the BIS Office under whose jurisdiction the intern will be carrying out the project.
- (iv) The Interns shall be required to submit the Report for the Project as completed, to the concerned BIS authority failing which s/he would not be issued the Certificate of Internship.
- (v) The Internship would be deemed to be completed only on submission of the project report based on study/survey with suitable recommendations based on analysis of data. The report should be submitted to the BO Head under whose jurisdiction the project was carried out.
- (vi) Interns shall be liable for costs accrued on account of any loss that might be caused to BIS due to lapse on his/her part while discharging in wilful or accidental manner including fraud, etc.
- (vii) The Intern, under no circumstances shall claim to become the employee of BIS. Nothing in this Scheme shall create, or be deemed to create, a partnership or the relationship of employer and employee between BIS & the Intern.

7. Certificate:

Interns who have completed the Internship with minimum 75% attendance and having submitted the Report to the Head of the BIS Office to which the Intern was attached would be issued Certificate of Internship.

8. No other Assignment:

The engagement is on full-time basis and the Intern shall not take any other assignment during the period of engagement in BIS.

9. Termination of Assignment:

Any violation of instructions or suppression of facts or disclosure of BIS matters, records, documents, Indian Standards, Special Publications etc. in hard or soft form to an outsider shall lead to termination of Internship without any reference.

The BIS shall be within its right to terminate the Internship forthwith or take any other action without assigning any reason whatsoever.

10. Confidentiality of Data and Documents:

Interns shall maintain confidentiality of data and shall not divulge or disclose to any person, any details of the Manufacturer or other organizations collected/obtained as part of the project.

Interns shall not divulge or disclose to any person, any details of BIS office(s), security arrangements, administrative/operational process, any technical know-how, and other organizational matters.

11. Conflict of Interest:

The Intern shall in no case represent or give opinion or advice to others in any matter, which is adverse to BIS.

12. Any or all the terms and conditions can be changed with the approval of DG, BIS.

(Name of the Candidate)

Accepted / Not Accepted *(Please tick)*

Signature of the candidate

Date:

Place:

ANNEXURE I-B
MAPPING OF MOU INSTITUTES WITH BIS' BRANCH OFFICES

S. No.	Institute Name	Mapping with BO
1	Agricultural Engineering College and Research Institute, Coimbatore, Tamil Nadu	CTBO
2	Assam Engineering College, Guwahati	GHBO
3	Banasthali Vidyapith, Rajasthan	JPBO
4	Bhagalpur College of Engineering, Bhagalpur, Bihar	PTBO
5	Biju Patnaik University of Technology, Odisha	JDBO/ BHBO
6	Bineswar Brahma Engineering College (BBEC), Kokrajhar	GHBO
7	Birla Institute of Technology & Science - Pilani	JPBO/ DLBO-1/ DLBO-2
8	Birla Institute of Technology, Mesra, Ranchi, Jharkhand	JDBO
9	BMS Institute of Technology and Management, Yelahanka, Bengaluru	BNBO
10	Bundelkhand Institute of Engineering and Technology, Jhansi, Uttar Pradesh	LKBO/ BPBO/ GZBO/ NOBO/ DLBO-1/ DLBO-2
11	Chandigarh College of Engineering and Technology, Chandigarh	CHBO/ HRBO/ PRBO
12	Cochin University of Science and Technology, Kochi, Kerala	KOBO
13	COEP Technological University, Pune	PNBO
14	College of Engineering, Andhra University, Visakhapatnam	VJBO/ BHBO
15	Dhirubhai Ambani Institute of Information and Communication Technology (DA-IICT, Gandhinagar)	AHBO
16	Dr Babasaheb Ambedkar technological University, Raigad	MUBO-1/ MUBO-2/ PNBO
17	Dr Shyama Prasad Mukherjee International Institute of Information Technology, Naya Raipur	RPBO
18	G B Pant University of Agriculture and Technology (GBPUAT), Pantnagar	DLBO-1/ DLBO-2/ NOBO/ GZBO
19	Gaya College of Engineering, Gaya	PTBO
20	Government College of Engineering, Amravati	VJBO
21	Government College of Engineering, Nagpur	NGBO
22	Government Engineering College, Raipur	RPBO
23	Govt College of Engineering and Technology, Jammu	JKBO
24	Graphic Era Deemed to be University (GEU), Dehradun	DHBO
25	Gujarat Technological University, Ahmedabad	AHBO
26	Guru Nanak Dev Engg. College, Ludhiana	CHBO/ HRBO/ PRBO
27	Indian Institute of Engineering Science and Technology, Shibpur, WB	KKBO-1/ KKBO-2
28	Indian Institute of Management, Mumbai	MUBO-1/ MUBO-2
29	Indian Institute of Technology (ISM), Dhanbad	JDBO
30	Indian Institute of Technology, Bombay	MUBO-1/ MUBO-2
31	Indian Institute of Technology, Gandhinagar	AHBO
32	Indian Institute of Technology, Guwahati	GHBO
33	Indian Institute of Technology, Indore	BPBO
34	Indian Institute of Technology, Jammu	JKBO
35	Indian Institute of Technology, Kanpur	LKBO
36	Indian Institute of Technology, Kharagpur	KKBO-1/ KKBO-2

37	Indian Institute of Technology, Madras	CNBO
38	Indian Institute of Technology, Patna	PTBO
39	Indian Institute of Technology, Roorkee	DHBO
40	Indian Institute of Technology-BHU, Varanasi	LKBO/ PTBO
41	Institute of Technology, Nirma University, Ahmedabad	AHBO
42	International Institute of Information Technology, Bhubaneshwar	BHBO
43	Jadavpur University, Kolkata	KKBO-1/ KKBO-2
44	Jorhat Engineering College, Jorhat, Assam	GHBO
45	KLE Technological University, Hubli	HUBO
46	Kurukshetra University, Kurukshetra	HRBO/ CHBO/ PRBO
47	L D College of Engineering, Ahmedabad	AHBO
48	Madan Mohan Malviya University of Technology, Gorakhpur	PTBO/ LKBO
49	Malaviya National Institute of Technology (MNIT), Jaipur	JPBO
50	Manipal Academy of Higher Education, Manipal	HUBO
51	Maulana Azad National Institute of Technology (MANIT), Bhopal	BPBO
52	MBM University, Jodhpur	JPBO
53	Motilal Nehru National Institute of Technology, Allahabad	LKBO
54	Muzaffarpur Institute of Technology, Muzaffarpur, Bihar	PTBO
55	National Dairy Research Institute (NDRI), Karnal	CHBO/ HRBO/ PRBO
56	National Institute of Advanced Manufacturing Technology, Ranchi	JDBO
57	National Institute of Technical Teachers' Training and Research (NITTTR), Bhopal	BPBO
58	National Institute of Technical Teachers' Training and Research (NITTTR), Taramani, Chennai	CNBO
59	National Institute of Technology, Agartala	GHBO
60	National Institute of Technology, Calicut	CTBO/ KOBO
61	National Institute of Technology, Delhi	DLBO-1/ DLBO-2/ NOBO/ GZBO
62	National Institute of Technology, Durgapur	KKBO-1/ KKBO-2
63	National Institute of Technology, Hamirpur	CHBO/ HRBO/ PRBO
64	National Institute of Technology, Jalandhar	CHBO/ HRBO/ PRBO
65	National Institute of Technology, Jamshedpur	JDBO
66	National Institute of Technology, Kurukshetra	CHBO/ HRBO/ PRBO
67	National Institute of Technology, Mizoram	GHBO
68	National Institute of Technology, Patna	PTBO
69	National Institute of Technology, Raipur	RPBO
70	National Institute of Technology, Rourkela	JDBO
71	National Institute of Technology, Sikkim	PTBO/ GHBO
72	National Institute of Technology, Srinagar	JKBO
73	National Institute of Technology, Tiruchirappalli	MDBO
74	National Institute of Technology, Uttarakhand	DHBO
75	Netaji Subhash University of Technology (NSUT), New Delhi	DLBO-1/ DLBO-2/ NOBO/ GZBO
76	Parul University, Vadodara	AHBO/ SUBO
77	PSNA College of Engineering and Technology, Dindigul, Tamilnadu	MDBO

78	Rajagiri School of Engineering & Technology, Kochi	KOBO
79	Rajiv Gandhi University of Knowledge Technologies- RGUKT, AP IIIT, Nuzvid, Andhra Pradesh	VJBO
80	S V National Institute of Technology, Surat	SUBO
81	Shanti Lal Shah Engineering College, Bhavnagar, Gujarat	AHBO/ RJBO/ SUBO
82	Sri Sai Ram Engineering College, Chennai	CNBO
83	Sri Venkateswara College of Engineering, Chennai, Tamilnadu	CNBO
84	SRM Institute of Science and Technology, Kattankulathur, Tamilnadu	CNBO
85	Thapar Institute of Engineering and Technology, Patiala	CHBO/ HRBO/ PRBO
86	University of Visvesvaraya College of Engineering, Bengaluru	BNBO
87	Uttar Pradesh Textile Technology Institute, Kanpur	LKBO
88	Veer Surendra Sai University of Technology (VSSUT), Burla, Odisha	RPBO/ BHBO
89	Veermata Jijabai Technological Institute (VJTI), Mumbai	MUBO-1/ MUBO-2
90	Vel Tech Multi Tech Dr. Rangarajan Dr. Sakunthala Engineering College, Chennai	CNBO
91	Vellore Institute of Technology (VIT), Chennai	CNBO

BUREAU OF INDIAN STANDARDS

(National Institute of Training for Standardization)

Ref: NITS/INTERNS/BO

02.04.2024

Sub: Guidelines for Allocation of Work to Interns Posted at Branch Offices

This document is intended to serve as a guidance document for Branch Offices for allocation of work to interns being on boarded for 8 weeks. The intent is to create awareness amongst the interns, being young students from different educational institutions, regarding the conformity assessment activities of BIS as well as to benefit from their energy and skill set to identify the gap areas, gain insights that will help in implementation and adoption of Indian Standards by the stakeholders.

The 8-week plan for utilization of Interns in certification activity at BOs has been divided into different parts as detailed below.

Introduction and Preparatory Work at BOs

- 1.1** BO shall attach a coordinating officer with the interns. Also, different coordinating officers may be assigned to different interns as deemed suitable by Head of BO. The coordinating officer shall monitor the activities of the interns so as to ensure successful completion of the internship. The 8 weeks internship at BOs should be broadly divided into following sections:
- (i)** The first week will be aimed at familiarizing the interns with the conformity assessment activities of BIS, particularly Product Certification and Standards Promotion activities of Branch Offices. Special emphasis would be given on mandatory and voluntary certification, processing of applications for grant of licence, inspection visits to manufacturer's premises, collection of samples and their testing at independent laboratories, factory and market surveillance, non-conformity of samples and corrective actions, verification of corrective actions, post verification visits, etc. The activities in this week will also include visits to industry and laboratory along with BIS officers.
 - (ii)** The interns in weeks 2 to 6 will be required to carry out independent survey as mentioned below through physical visits to,

a)	Visit to Industries using Standards for Good Practices other than Indian Standards	To identify the standards/standard operating procedures relating to good manufacturing/other practices including sustainable practices (starting from sourcing of raw materials, processing to end of life of the product and their disposal) being used by the industries, including reasons for not using the corresponding Indian Standard(s), if available.
b)	Visit to Manufacturing Units who have not opted for BIS Certification for Products under Voluntary Certification	To identify the standards they are following, and also identify the reasons behind their decision for not adopting the Indian Standards and/or BIS Certification and additionally gather insights on

		how BIS can assist them in implementing the Indian Standard and obtaining BIS Certification.
c)	Industries using foreign standards for products	To uncover the reasons for not using the corresponding Indian Standard for the product and to also gather insights into their expectations from BIS for enhancing the usability of the Indian Standards.
d)	Organized buyers	To gather insight with respect to the quality of products, particularly BIS certified products and also understand from them the ways by which BIS can ensure better compliance to standards.
e)	Visit to BIS' Management Certification Units	System Holder To have an insight into the system followed by them for application of the standard and the benefits accrued

Branch Offices should possess an updated industrial landscape of their jurisdiction to facilitate interns' industry visits. This would ensure efficient allocation based on their discipline upon posting. Utilizing the industrial landscape, the coordinating officer shall prepare a schedule of the units to be visited in each of the above cases and get the same approved by Head BO. It is advisable that Head BO may have a prior interaction with the units to be visited so as to avoid infructuous visits.

- (iii) During the last two weeks, interns will be based at the BOs, and prepare their final report and make presentation on their observations and findings. Interns to use their own laptops during visits to the units and while preparation of the report.

Week 1 – Orientation

- 2.1 In the first week, the interns shall be oriented and educated regarding product certification activity of BIS at the BO with respect to broad products covered in the BO. A suggested lesson plan is given below:

Day 1 Introduction

- (i) **Introduction to Indian Standards:** Structure of Indian Standards (one product standard, one code of practice, one test method and one management system standard to be explained), their development process as well as process of review and brief introduction to standards of other NSBs and ISO/IEC Standards.
- (ii) **Overview of BIS Product Certification and other Conformity Assessment Bodies:** Provisions of the BIS Act, 2016, the BIS (Conformity Assessment) Regulations, 2018, Voluntary and Compulsory Certification with a focus on Scheme-I, QCOs, etc. Brief introduction to other conformity assessment bodies.

- (iii) **Overview of General and Product Specific Guidelines:** The guidelines of product certification activity and product manuals with a focus on market and factory surveillance, dealing with non-conformity, verification of corrective actions, etc.

Day 2 Dealing with Non-Conformity

- (i) **Introduction to IT tools deployed in certification:** Introduction to Manakonline and use of apps for factory and market surveillance, Know your Standard module of BIS website, List of Products under Compulsory BIS Certification, etc.
- (ii) **Dealing with Non-Conformity:** Detailed discussions on sample non-conformity, root cause analysis, corrective actions, verification of corrective actions and post verification corrective actions by BIS. Major products under the BO where failure rates are high shall be identified and included in these discussions.
- (iii) **Management System Certification:** Overview of various management system standards and audit process, for which BIS Talks may also be utilized by BOs.
- (iv) **Q&A Session:** The BOs may include Q/A session to make the discussions interactive.

Days 3 & 4 Visits to Industry

- 2.2 The interns shall visit 2 manufacturing units for the products identified (where the failure rates are high) to make them understand the manufacturing processes and performance requirements and controls exercised to manufacture products meeting the quality requirements prescribed by Indian Standards and to avoid product non-compliance. While finalizing the units to be visited, BOs should select one Large or Medium scale unit and another Small or Micro scale unit so as to expose the interns to different sectors of industries.
- 2.3 Industry visits should also incorporate demonstration on methods of test, understanding the relevance of tests, BIS factory surveillance mechanisms and verification of corrective actions. Interns shall understand the industry practice of root cause analysis and process of deciding and implementing corrective actions after non-conformity.

Day 5 Visit to Laboratory

- 2.4 Visit to laboratory which should focus on how laboratories work starting from receipt of samples at sample cell, basic concepts of testing and calibration up to test report generation and uploading on LIMS. This visit shall focus on method of tests followed at labs especially for the products identified as having high occurrence of non-conformities.

Week 2 Visits to Industries to ascertain Standards on Good Practices/SOPs being followed

- 3.1 Each intern shall be allocated 2 products. For each of the allocated products, interns shall identify in coordination with the BO, one Large or Medium Scale unit and another Small or Micro scale unit. Products should be so selected, that both can be covered in the same unit of each type. If not so, the unit for each of the product should be in close

proximity to the extent possible. Intern shall undertake visits to these industry units, to have an insight into the standards/standard operating procedures relating to good practices for manufacturing, sustainability (starting from sourcing of raw materials, processing to end of life of the product and their disposal), circularity, energy efficiency, service delivery, etc adopted by the firm. The industry may not necessarily be a manufacturing industry. It may be an industry/firm using certified/non-certified products for delivering some other service, like industries involved in laying and jointing of pipes, cold storage industries, etc. Prior to the visit, intern shall study the Indian Standard, if available for good practices relating to the product allocated to them. They should also carry out literature survey of international standards or standards of other National Standards Bodies that are available on the subject. During the industry visit, interns shall ascertain from the industry, the reasons for not adopting the Indian Standards, if available. They will also seek their suggestions for changes in the standard for making them amenable to use. In cases where Indian standards for the said process is not available, they shall collect information from the industry regarding the standard currently adopted, the need for an Indian Standard and, if so, their willingness to contribute towards the development of the standard. The above exercise is intended to compile a list of other standards/SOPs for good practices/services duly implemented by industries, as well as the reasons for non-implementation of Indian Standards for code of practices, where available. It will also give an insight of processes/practices for which standards need to be formulated.

Questionnaire for the survey should be developed by the BOs which may include the following questions:

- a) Which standards/SOPs are followed by them for various processes/practices?
- b) Does an Indian Standard exist on the subject?
- c) If an Indian Standard exists, are they aware of the same?
- d) If they are aware and still have not adopted the Indian Standard, what is the reason behind their decision?
- e) What is the difference between the standard followed by them and the Indian Standard on the subject?
- f) Any difficulty in implementing the Indian Standard?
- g) Is there any legal/statutory requirement to be complied, which is different from that in the Indian Standard?
- h) Any changes required in the Indian Standard that can make it amenable to use?
- i) If an Indian Standard exists and they are not aware of the same, the intern shall inform the same to the firm and enquire whether the requirements in the Indian Standard seem implementable to them.
- j) Is the firm willing to implement the Indian Standard?
- k) If no, the reasons to be ascertained?
- l) If Indian Standard does not exist, does the firm feel that there is a need to have an Indian Standard?
- m) If yes, is the firm willing to contribute towards development of the standard?

BOs may customize the questionnaire based on their specific requirements.

- 3.2** Based on the survey, each intern shall record their observations for all the visits carried out by them and make recommendations for changes in the standards, processes, systems and policies in BIS.

Week 3 Visit to Industries who have not opted for BIS Certification for Products under Voluntary Certification

4.1 Interns shall be allocated 2 products under voluntary certification. For each of the allocated products, interns shall identify in coordination with the BO, one Large or Medium Scale unit and another Small or Micro scale unit who have not obtained BIS licence. Products should be so selected, that both can be covered in the same unit of each type. If not so, the unit for each of the product should be in close proximity to the extent possible. Interns shall thoroughly study the Indian Standard for the product, its cross-referred standards and the product manual before undertaking the visit for that product. They should also carry out literature survey of international standards or standards of other National Standards Bodies that are available on the subject. Interns shall then visit these industries and ascertain from them, the reasons for not opting BIS Certification for the product. In case their concern is relating to certification process, they shall seek from them their suggestions for improvement in the system. In case, the reason cited is relating to the provisions of the standard, the intern shall gather information regarding their proposals for changes in the same for making it amenable for use by them. In case standard of some other country is being followed by them or conformity assessment by some other body has been obtained by them, the intern shall also enquire the reasons for the same. Questionnaire for the survey should be developed by the BOs which may include the following questions:

- a) Whether the product is being produced according to the concerned Indian Standard or any other standard (international/other country/company standard)?
- b) Whether the product is meant for export or domestic market.
- c) In case of production for domestic market, who are their major customers, Government or private institutions or retail consumers including their names and details?
- d) Are their customers seeking any kind of certification or compliance to any other standard as a condition of purchase? If yes, the intern should make an attempt to collect the copies of such tender specifications, and details of those standards from the firm.
- e) In case a standard other than Indian Standard is being followed, what is the reason for preferring that standard?
- f) Gap areas between the standard being followed and the corresponding Indian Standard.
- g) How is the marking and labelling being done on such products? In what manner it deviates from the requirements given in Indian Standards?
- h) In case third party certification by some other body against the adopted standard has been obtained, what are the reasons for selecting that body and in what ways their process is different from BIS Certification process?
- i) Suggestions for changes that may be required in the standard for making it amenable?
- j) In case Indian Standard is being followed, what is the reason for not opting for BIS certification?
- k) What changes in the BIS certification process would encourage them to obtain BIS certification voluntarily?

BOs may customize the questionnaire based on their specific requirements.

- 4.2 Based on the survey, each intern shall record their observations for all the visits carried out by them and make recommendations for changes in the standards, processes, systems and policies in BIS.

Week 4: Visit to Manufacturing Units that follow Product Standards other than Indian Standards

- 5.1 Interns shall be allocated 2 products. For each of the allocated products, interns shall identify in coordination with the BO, one Large or Medium Scale unit and another Small or Micro scale unit who are following product standards other than the Indian Standards. Products should be so selected, that both can be covered in the same unit of each type. If not so, the unit for each of the product should be in close proximity to the extent possible. Prior to the visit, the interns shall thoroughly study the Indian Standard for the product. They should also carry out literature survey of international standards or standards of other National Standards Bodies that are available on the subject. They shall then visit these manufacturing units and ascertain from them the reasons for not following Indian Standards for the product.

Questionnaire for the survey should be developed by the BOs which may include the following questions:

- a) Standard(s) that are followed (international/other country/company standard) for the product requirements and methods of test.
- b) Are they aware of Indian Standards pertaining to the product?
- c) If yes and still not following the Indian Standards then reasons for preferring those standards.
- d) Is the firm getting their product certified against that standard?
- e) Are the products meant for export or domestic use?
- f) List of their major customers (Government or private institutions or retail consumers).
- g) Whether there is any demand from the customers for compliance and certification against any standard other than the Indian Standard. If yes, the intern should make an attempt to collect such tender specifications and details of those standards from the firm.
- h) Manner and extent to which the standards adopted by them deviates from the requirements given in the Indian Standards.
- i) Suggestions for changes that may be required in the Indian Standards for making them amenable for use.
- j) What can be done by BIS to lay the emphasis of buyers on compliance and certification to Indian Standards rather than these standards?
- k) Any change in the BIS certification process required to enable easy adoption and certification against the Indian Standards.

BOs may customize the questionnaire based on their specific requirements.

- 5.2 Based on the survey, each intern shall record their observations for all the visits carried out by them and make recommendations for changes in the standards, processes, systems and policies in BIS.

Week 5 Visits to Organized Consumers

- 6.1** Interns shall identify, in coordination with the BO, two organized consumers/buyers of products and undertake visits to these organizations to carry out the survey to obtain the relevant details from them including the following:
- a) Evaluate if they use products conforming to standards other than Indian Standards, either non-certified or certified by other bodies. If yes, ascertain reasons for the same;
 - b) If for that product category, they use both BIS certified and not certified products, their views regarding comparison of both the types of products;
 - c) Feedback regarding quality of BIS certified products;
 - d) Determine the additional quality checks, if any, performed by them for accepting the BIS certified products;
 - e) Percentage of non-compliance of the ISI marked products;
 - f) Actions taken by the firm in case of non-compliance of ISI marked products;
 - g) Suggestions to BIS for enhancing product compliance and reliability;
 - h) Does the firm have any policy specifying purchase of ISI marked products;
 - i) Awareness about BIS portals, such as BIS care App, Know Your Standard, etc.

The above questions are suggestive in nature. BOs may customize the questionnaire based on their specific requirements.

- 6.2** Based on the survey, each intern shall record their observations for all the visits carried out by them and make recommendations for changes in the standards or need for new standards, as well as their suggestions for process reforms.

Week 6 Visit to Management System Licences of BIS

- 7.1** Interns, to identify in coordination with the BO/RO and undertake visit to two Management System Licences of BIS to understand the processes followed by them for successfully implementing the management system and understand the benefits accrued to them after obtaining BIS' licence. Prior to the visit, interns shall study the concerned standards for the management system licences granted to the units allotted to them.

Questionnaire to be used for this purpose may include the following:

- a) Performance of the firm prior to obtaining BIS licence;
- b) Enhancement in performance after obtaining BIS licence and parameters in which enhancement is observed;
- c) Increase in market share after obtaining licence;
- d) Reduction in expenditure after obtaining licence;
- e) Other benefits accrued;
- f) Whether the firm has any other branch who has also obtained the same licence from BIS;
- g) Suggestions for improvements in processes of BIS;
- h) Any other Management System licence being held by the unit from some other certifying body as well as the reasons for the same and the differences in the services provided;

- i) Any other Management System licence being held by other branches/ units of the same firm from BIS or from other certifying bodies.

BOs may customize the questionnaire based on their specific requirements.

- 7.2 Based on the survey, each intern shall record their observations for all the visits carried out by them and make recommendations for process reforms required, if any.

Weeks 7 and 8: Summing up and Reporting

- 8.1 Interns shall prepare and submit their reports latest by the 2nd day of the seventh week along with the presentation (PPT) to the concerned coordinating officer. The concerned coordinating officer shall evaluate, accept/ask the intern for further modification(s) in the report and ppt. Interns to incorporate the advice accordingly and finalize the report latest by the 4th day of the week. BO head shall then have a presentation by each intern on the last day of the 7th week. Any further suggestions by BO head to be incorporated, and the report to be submitted latest by the 2nd day of the 8th week by the intern to the concerned coordinating officer. The Coordinating officer shall evaluate the work done by the intern and submit to BO head recommending successful/unsuccessful completion of the internship. The concerned coordinating officer to specifically bring out the benefits to BIS and the intern, through the internship programme. Certificates to be issued by BO head to the intern on the last day of the 8th week on successful completion of the internship. The format of the certificate is attached at Annex 1.
- 8.2 The final report of the intern shall be submitted by the coordinating officer through BO head to NITS along with the copy of the certificate, and a write-up covering details regarding benefits accrued to BIS as well as to the intern through this internship. Editable files of the Report and the findings of the coordinating officer based on review of the report shall be also submitted by BO Head to NITS with a copy to CMDs, concerned technical departments and MSCD for compiling the suggestions for improvements in standards and certification processes.

Other General Guidelines

- 9.1 Total expenditure incurred on the intern to be also submitted by the BO Head to NITS in due course. Expenses would be met from the fund allocated under Budget Head 'R&D expenses (Code 3022).
- 9.2 The matters related to reimbursement of visit expenses, logistics facilities, payment of stipend and issuance of internship completion certificates, etc are to be dealt by BOs in accordance with Internship Scheme Guidelines issued by NITS.
- 9.3 Visits are to be made by the interns individually and not in groups. It is desirable that visits are so planned that, interns may not have to undertake extensive outstation travel in a week.
- 9.4 Web links for accessing various standards should be informed to the interns. These web links will be shared by NITS with the BOs. Any Standard required by the interns for

the study would be made available by the BO through BIS' Library/International Relations Department or BIS Portal (Know Your Standard).

- 9.5** Period of internship can be extended by a week or so in case of genuine exigency subject to the approval by Head (BO).

ANNEX 1 FORMAT OF CERTIFICATE TO BE ISSUED TO INTERNS

**BUREAU OF INDIAN STANDARDS
XX BRANCH OFFICE**

Ref: NITS/XXBO/INTERN/2024-25

DD.MM.YYYY

TO WHOMSOEVER IT MAY CONCERN

It is certified that Ms./Shri _____, Student of _____ has successfully completed the internship, during the period ____ to ____, in the field of Conformity Assessment focusing on implementation of National Standards by the industry and analysis of user feedback, thereby contributing to the organization's understanding about the latest industry practices.

During the course of Internship his/her conduct was found to be satisfactory.

Sign
Coordinating Officer at BO
Name and Details of the Officer

Sign
Head (BO)
Name and Details of the Officer

Appendix A

Essential Academic Qualifications

Disciplines	Qualification (Students pursuing following or higher academic course in the concerned discipline)
<ol style="list-style-type: none"> 1. Food Technology 2. Agriculture 3. Bio-Technology 4. Dairy Technology 5. Chemical 6. Petro-Chemical 7. Environment 8. Leather 9. Textile Engineering & Fibre Science 10. Electrical 11. Instrumentation 12. Electronics & Telecommunications 13. Computer 14. Civil 15. Architecture & Planning 16. Transport 17. Mechanical 18. Production & Industrial 19. Automobile 20. Mining 21. Bio-medical 22. Metallurgical 23. Plastics 	Bachelor's Degree in Engineering or Technology.
<ol style="list-style-type: none"> 1. Agriculture 2. Chemistry 3. Bio-Chemistry 4. Microbiology 5. Physics 6. Computer Sciences & Information Technology 7. Economics/Financial Economics/Development Economics 8. Statistics 9. Mathematics 10. Travel, Tourism, Hospitality 	Master's degree in the discipline
<ol style="list-style-type: none"> 1. Personnel Management 2. Human Resource Management 3. Sales & Marketing 4. Law 	Master of Business Administration/PG Diploma in Management Bachelor of Law (LLB)