

GUIDELINES FOR THE INTERNSHIP PROJECT WORK

1. **Project Work Description** - Preparation of pre-standardisation document for New Work Item proposals, for standard formulation.

2. **Objective** – New Work Item proposals for formulation of new Indian Standards are received by the Bureau of Indian Standards (BIS) from diverse sources: Industry, Central Government, State Government, Academia, Technical Committees of BIS and Consumer Groups. The Standardisation activities at the ISO and IEC levels and by various regional and standard bodies of the world is another source of the New Work Items. Before a New Work Item is accepted for the formulation of standard, it is imperative to undertake an in-depth study to establish the need and relevance of the subject, the scope of the proposed standard, the manufacturing base of the product/range of the products to be covered in the standard, its place in the external trade of the country, manufacturing processes and technologies involved and the sustainability issues to be addressed. The outcome of the in-depth study, which involves both desk and field work, is the pre-standardisation document. It is on the basis of this document that Technical Committee concerned takes the decision whether the proposed New-work document is fit to be taken up for the formulation of a new standard; and the pre-standardisation document becomes the basis for the finalization of the Preliminary Draft of the standard.

The objective of the project work for the Interns is to expose them to standardisation ecosystem at the national and international levels and help them develop a sound understanding of the role and importance of standards and the processes and challenges involved in the formulation thereof. It is also aimed at re-enforcing their understanding of how the theoretical concepts of science and technological innovations are applied to developing the quality benchmarks in regard to safety and performance of the products.

3. **Scope of the project work** – The Interns will be assigned a New Work Item related to their respective disciplines. The scope of the work to be done by them for the preparation of pre-standardisation document in respect of that Ne Work Item will include the following:-
 - a) Study of the guidelines and protocols for formulation of standards, including the WTO Code of Good Practices.
 - b) Study of the structural and institutional framework for the formulation of standards at BIS and international levels.
 - c) Study of at least two Indian Standards and two ISO/IEC standards.
 - d) Study of the role and relevance of the proposed product/range of products in Indian economy.

- e) Exploring the manufacturing base of the product in the country with focus on the role of MSMEs and Startups.
 - f) Visit to at least two manufacturing units and a laboratory to understand the manufacturing processes and technologies in use for production and quality control.
 - g) Examination of the Carbon footprint of the product and its impact of environment.
 - h) Exploring the scope and avenues for addressing the needs of circular economy.
 - i) Observing at least one meeting each of the Technical Committee and Working Panel concerned.
 - j) Preparation of the pre-standardisation Draft document,
 - k) Submission of the final pre-standardisation document
4. **Orientation Programme** – Interns will be required to attend the One-day Orientation Programme at the National Institute of Standardisation (NITS), Noida.
5. **Mentor** – Scientific Officer of BIS, preferably the Member Secretary of the Technical Committee concerned will be assigned as the Mentor for the Interns, and will be the contact person for him for support and guidance.
6. **Schedule of Work -**
- a) Week 1 (7 working days)- Working with the standardization department at BIS Headquarters.
 - b) Week 2 & 3 - Study of the Technical literature and relevant documents.
 - c) Week 4 - Visit to the manufacturing units and laboratory.
 - d) Week 5 & 6 – Compilation and analysis of the information gathered.
 - e) Week 7 - Submission of Draft pre-standardization document.
 - f) Week 8 (upto 60th Day) – Preparation and finalization of the final document at BIS Headquarters.
7. **Monitoring of the Progress** – Interns will be required to attend a VC with the Mentor at least once every week to share the progress and support needed.
8. **Certificate of Completion** – BIS will grant a Certificate to the Interns on submission of the final report.