

INFORMATION & INSTRUCTIONS SHEET FOR 6 MONTH INDUSTRIAL TRAINING

- 1. Industrial Training in 8th Semester will be of 6 months duration, as under:**
- 2. Attendance** 85% of the duration of training.

INSTRUCTIONS

After submission of the seat allotment letter from the industry/Organization to the Training & Placement Officer, Collect the following documents:

- 1. Nomination Letter** as an authority to proceed for the training to the concerned Industry/Organization.
- 2. Industrial Training Progress Report Form:** This carries practical evaluation Performa for the one month's report. After Completing a month's training, fill it's and submit to the training Manager of company. Ensure it gets dispatched to Training & Placement officer, in a sealed cover, duly filled signed and stamped by the Training Manager / Authorized Signatory, of the company. The company may send it after one month or after completion of the entire training in case through student, it should be in a sealed envelope.
- 3. Attendance Sheet:** You must mark your daily attendance there as per the company's directive. For our record and University's Check. The Company may send the attendance sheet back duly filled in for the 6 Month industrial training or the company may send it after completion of the training. It is required to be signed by the Training in charge/Manager/Authorized Signatory of the Company.

DOCUMENTATION

Students must pay attention to carry Daily Diary and record details of the work done every day. This must be got signed weekly by the respective in charge. The Student have to submit Practical Training cum- Project Report immediately on their return to the college, but not later than 6 months of start of session. For late submission and carelessness in the Preparation of these documents, Marks will be deducted.

Prepare three sets of Training cum Project Report- One to be submitted in Company you are undergoing training. Second copy to be submitted in college and Third copy to retain with yourself for future reference.

AWARD OF MARKS

External Assessment

Training Manager/Authorized Signatory's Awards will be awarded by the Training Manager on part the Industrial Training Monthly Progress Report Form for each Month.

Internal Assessment

- a)** Practical Training cum Project Report to be submitted on completion of the training. This will be thoroughly scrutinized for award of marks.
- 1)** Write down the daily report in form religiously, in your own hand writing, date-wise about the daily activities of the training.
 - 2)** Show calculations/Sketch work where ever done during the training, in this dairy.

- 3) Mention your absence/holiday/leave/deputation of work outside etc. It should corroborate with the attendance sheet.
- 4) This Daily Dairy will help you to prepare your documents such as Training-cum-Project Report.

Abstract:

Send training report of 5-10 pages covering contents, acknowledgement, company profile in brief the training report of the month and project(if any) done by you.

IMPORTANT POINTS

1. You will regularly attend the training as per company's rules and regulations and observe their working days. You must work with your own hands there.
2. You will maintain strict discipline and confidentiality, there. In case a disciplinary report is initiated against you may be expelled from the training/institute even.
3. Students must inform the Training & Placement Officer about the change of Deptt./section/shift or if sent out by the company, so that your whereabouts are known. During the faculty's visit, if you are not found at the place of training (without a valid reason) you will be marked absent and action will be initiated against you. If you have taken leave etc. from the company or the same through phone/fax/email/courier immediately to TPO. No excuses will be accepted for this.
4. Students are advised to bring action photograph. His of their training. This will be of course, with the permission of the authorities there. These photographs will be published in the Brochure/ Institute Magazine & Prospectus etc.
5. Marks will be deducted if your Training cum project Report is not received within two weeks of the start of session.
6. You should send the documents through post/courier/person and need not come just to handover, unless you have any other important/urgent work in the institute.
7. Long leave is not permitted during the Industrial Training.
8. Ensure that the pages of the documents are numbered.

Appreciation Letter: Some companies issue this, if you have done well in the training and made a good project there. You can also be a lucky one to get this appreciation letter from the company after completion of the 6 months.

Mr. Gaurav Makhija

Head : Training & Placement Department
Email : tpogaurav.spec@gmail.com