GUIDELINES FOR STUDENTS UNDERGOING INDUSTRIAL TRAINING

1. As per the PTU syllabus, the students of 5th semester and 7th / 8th semester have to undergo the industrial training for 2 months and 6 months training respectively.

2. Before proceeding on Industrial Training, student must seek instructions from the Class in-charge or the Teacher, who is the in-charge of Industrial Training.

3. The student must go through the syllabus of the subject. Carry a copy of the syllabus with him/her.

4. He must collect the confirmation letter for the training from the T.P.O. and the DAILY_DIARY from the HOD/ Class Teacher.

5. The instructions for filling the daily diary are given in the Diary itself.

6. Once the student has reached the training place, he must send a mail to class teacher or the in charge training that he has joined the training from __________ in the industry (Name) ________________ and forward his contact nos. email ID and the contact nos. of the company representative.

7. The purpose of the Industrial Training is not to observe the processes being performed on the shop floor but to develop the work process being performed and apprise them of the shop floor problems.

8. Industrial Training must give exposure in solving the open ended problems in real work setting so as to cause college base knowledge and skill into practical problems as envisaged during the training.

9. During the training, students will be given 3-4 practical problems by the industry in which they are undergoing training. In case the industry do not give them the problems, the students will themselves formulate minimum three problems and maximum four problems and carry out detailed study on them and recommend the optimum solution based on their theory knowledge.

10. The practical training note book (Daily Diary and the Final report book) must include the following:
   (a) The basic history/introduction of the industry.
   (b) The product in terms of productivity and types of product and in case of Software Company, the software packages being used for the designing and assembly of the objects.
   (c) The sequence of operations followed/ systems introduced for the production.
(d) The layout of various workshop/floors or the labs and admin section of the industry.

(e) The major equipment used for the production / computer configuration required for the loading the used software's.

(f) The infrastructure available.

(g) The movement of material (raw, semi finished and finished product), not applicable in case of software industry.

(h) The formulation of 3 to 4 practical problems.

(i) Data required to formulate the problems.

(j) Analysis of the data, steps required and commands used in case of software industry.

(k) Suggestions made based on the analysis of the data.

(l) Recommendations.

(m) Certificate from the industry for the period of training undergone.

(n) Assessment of the trainee from each shop floor.

(o) Everyday the student must write 5 to 6 pages on the study carried out every day in the industry.

(p) The final report must be at-least 100 to 150 pages for the student undergoing 60 days training and 250 to 300 pages (typed) for six months training students with 1.5 line spacing of font size 10 to 12.

(q) In case no. of students undergoing training in the same industry are more than one, each student will prepare his/her report separately and it should be copy of the same report.

11. The report and the required documents must be submitted to HOD on the date and time announced. The above information will be displaced on the web site.

12. Non adherence of the above instructions will force the administration to review the training status of the student.

(Dr. Arvind Bhardwaj)
Director
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