

BEANT COLLEGE OF ENGINEERING AND TECHNOLOGY, GURDASPUR

GUIDELINES FOR SIX MONTH INDUSTRIAL TRAINING REPORT

These guidelines for successful completion of **Six month industrial training** are to facilitate in effective and uniform regulation of training being carried out by undergraduate students in 7th/8th semester. Concerned Department, Assistant Training and Placement officer(ATPO) will get all the training arranged with the help of Training and Placement Cell of the college and will keep all records. All Students will contact the Concerned ATPO for any query or information.

Training Monitoring:

Six month industrial training will be monitored by the ATPO with consultation of the TPO. These monitoring activity will be spread over one semester i.e. 7th/8th semester.

Award of Sessional (TA):

The evaluation of the training will be based on the report submitted by the ATPO after the mid semester evaluation and interaction with the supervisor of the student in the industry.

Point to Remember during training:

- All students are advised to be sincere , honest and punctual during the training period.
- They should be polite and cooperative at the training place.
- Any complaint if reported will seriously dealt with.
- All students are to ensure that their confirmation letters have been received at TPO office. If someone's confirmation letter has not been sent the they should ask their supervisor to do the needful.
- All students will have to submit the synopsis and objectives of the training within the first month of their training.
- At the end of the industrial training the Supervisor (from concerned industry) is to submit the evaluation report in the sealed envelop to the TPO, BCET, Gurdaspur immediately.
- All students to ensure that their daily diary is properly signed by their supervisor before submission to the college for final evaluation.
- The six month training report should be submitted in the proper format already specified.
- All Students should *come prepared with the power-point presentation regarding their industrial training* (Based on CHAPTER I to V in the training report submitted) . Which will be most probably in the first week of January/July. All Students will be asked to submit the power-point presentation on a *CD along with the two hard bond copies of training report* on the day of presentation.
- For External Evaluation/viva-voce by external examiner, students are required to remain in contact with their respective ATPO or TPO.

• No report will be accepted if not submitted in the specified format. Hence all students on training are advised to strictly follow the specified format given below.

Guidelines for Training Report Preparation:

FORMAT OF COVER PAGE (Hard Bound)

SIX MONTH INDUSTRIAL TRAINING REPORT (14pt)

ON

TITLE OF TRAINING(24pt)

COMPLETED AT (14pt)

NAME OF THE COMPANY /FIRM(14pt)

By

Name of Student (14pt)

(Class Roll No.)

Univ Roll No.



DEPARTMENT OF
BEANT COLLEGE OF ENGINEERING AND TECHNOLOGY, GURDASPUR
Month, Year

FORMAT FOR INSIDE COVER PAGE

SIX MONTH INDUSTRIAL TRAINING REPORT (14pt)

ON

TITLE OF TRAINING(24pt)

COMPLETED AT (14pt)

NAME OF THE COMPANY /FIRM(14pt)

SUBMITTED IN PARTIAL FULFILLMENT FOR AWARD OF DEGREE OF (12pt)

BACHELOR OF TECHNOLOGY

IN

.....(14pt)

BY

NAME OF STUDENTS (14pt)

(*UNIV ROLL NO.*)



DEPARTMENT OF
BEANT COLLEGE OF ENGINEERING AND TECHNOLOGY, GURDASPUR

Month, Year

Text :

The text should be typed in **12 font size Times New Roman style in double spacing on one side of A4 size page (Executive Bond)** only. The **Captions for figures should be typed at the its bottom** for example 4th figure in Chapter 3 should be captioned as Fig. 3.4 Title of Figure. The captions for tables should be typed at its top for example 7th table in Chapter 3 should be captioned as Table. 3.7 Title of Table.

Arrangement of Contents of Project Report

The sequence in which the project report should be arranged and bound is as follows:

1. **Cover Page & Title Page**
2. **Certificate of Training issued by Industry/firm/company**
3. **Abstract**
4. **Acknowledgement**
5. **Table of Contents**
6. **List of tables**
7. **List of Figures**
8. **List of Symbols, Abbreviations**
9. **Chapters I, II , III, IV, V**
10. **Appendices**
11. **References**

TABLE of CONTENTS			
CHAPTER NO.	TITLE	TITLE	PAGE NO.
	ABSTRACT		iii
	LIST OF TABLES		xvi
	LIST OF FIGURES		viii
	LIST OF SYMBOLS, ABBREVIATIONS		xxviii
1.	INTRODUCTION		1
1.1	GENERAL		1
1.2	General		5
1.2.1	Beneficiation Ceramic Waste		12
1.2.2	Test of Ceramic Waste Coarse Aggregate		19
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CHAPTER I

INTRODUCTION

- 1.1 Introduction
- 1.2 Necessity
- 1.3 Objectives
- 1.4 Theme
- 1.5 Organization

CHAPTER II

LITERATURE SURVEY RELATED WITH TRAINING

Literature Survey Related information available in standard Books/Manuals , Journals, Transactions, Internet Websites etc. and services offered by companies

CHAPTER III

TRAINING WORK

Training Work Module Development

- Computational
 - Experimental
 - Mathematical
 - Statistical
 - Conceptual
- (out of above methods at least one method is to be used for the training module)

CHAPTER IV

EVALUATION OF TRAINING

Evaluation may be done based on following:

- Analysis of training done
- Methods normally used are Analytical /Computational/Statistical/Experimental/ or Mathematical
- Results at various stages may be compared with various inputs
- Output at various stages and related information/parameters
- Justification for the training results

CHAPTER V

CONCLUSIONS AND FUTURE SCOPE OF TRAINING

- 5.1 Conclusions & objectives achieved
- 5.2 Future Scope
- 5.3 Applications

Numbering of Chapters, Sections and Sub-sections:

The numbering of Chapters, division and sub-divisions should be done using Arabic numerals only and further decimal notation should be used for numbering the divisions and subdivisions within a chapter. For examples sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4.

Numbering of Equations:

Equations appearing in each Chapter should be numbered serially, the numbering commencing fresh for each Chapter or Appendix. For example, an equation appearing in Chapter 2, if it happens to be the eighth equation in that Chapter 2 should be numbered (2.8). While referring this equation in the body of the report it should be referred to as Equation (2.8).

List of References:

Any work of other researchers, if used either directly or indirectly, the origin of the material thus referred to at appropriate places in the report should be indicated. The citation may assume any of the standard form (preferably IEEE, or other international Journal Publishers such as Elsevier, Kluwer, Pergamon etc.).

For example: Rice, I.G., 1982, "The reheat Gas Turbine With Stream Blade Cooling-A Means of Increasing Reheat Pressure, Output, and Combined Cycle Efficiency." ASME Journal of Engineering for Power, Vol 104, pp. 9-22

Page Dimensions and Margin:

The dimensions of the final bound 2 copies report should be Standard A4 size (297mm x 210mm) paper may be used for preparing the copies. The Training Report (at the time of submission) should have the following page margins:

Top and Bottom edge : 25 mm (1 inches)

Left and right side : 32 mm (1.25 inches & 1 inches)

Page Numbering:

All pages numbers should be typed at the center of page bottom. The preliminary pages of the report (such as Title page, Acknowledgement, Table of Contents, List of tables and figures, Notations, Abbreviations etc.) should be numbered in lower case Roman numerals.

Size of Report:

The size of report should not exceed 150 Pages of typed matter reckoned from the First page of Chapter 1 to the last page of the Appendix.

Binding Specifications

Report submitted (2 copies) should be bound in **Sky Blue colour** (Matt finish) hard rexin binding. The side/face of thickness of report should have the surname of the students, and month of submission at top and bottom edge respectively.

Number of Copies to be submitted

Two copies for departmental library are to be submitted before _____ due date _____ to the Department.

Documents to be carried with you at the time of Presentation for Six Month Industrial Training Presentation/Viva

- **Two hard bound training reports as per the given guidelines**
- **Mid term and final evaluation marks from the industry in the sealed envelop (it is mandatory).**
- **One blank CD with you**
- **Daily diary properly signed by your supervisor.**
- **Prepared power point presentation with you.**