

INDUSTRIAL TRAINING DIARY



DCRUST

When you are in a training programme, please remember:-

- T** : To be in time on your seat
- R** : Remain attentive all the time
- A** : Actively Participate
- I** : Interact for Clarity
- N** : Note points difficult to memorise
- I** : Improve listening habit
- N** : Never neglect the programme
- G** : Gain as much as you can

TRAINING AND PLACEMENT CELL

DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND TECHNOLOGY

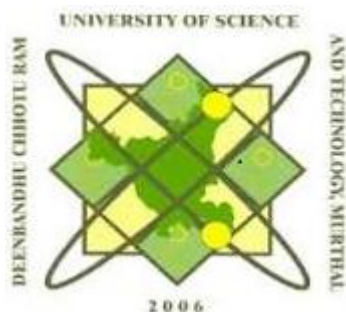
(A State University under Haryana Legislature Act No.29 of 2006 and approved by UGC under 12B of the UGC Act, 1956)
Murthal 131039, District: Sonapat (Haryana)

Industrial Training Diary

DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND TECHNOLOGY

Murthal 6131039, District: Sonapat (Haryana)

(A State University under Haryana Legislature Act No.29 of 2006 and approved by UGC under 12B of the UGC Act, 1956)



Photograph duly
attested by TPO

Name of student : _____

Roll No. : _____

Branch : _____

Period of Training : From _____ To _____

Name and address of Organization/
Industry : _____

NAME & CONTACT of GENERAL MANAGER HR : _____

: _____

: Phone No. _____(O) _____(M)

Officer-in-charge of Training in Industry : _____

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Instructions for Writing Training Diary Report of Shop/Section/Department

1. Write the daily diary/report carefully and legibly. For Report on deptt./section/shop additional sheets may be used, if more space is required.
2. For diagrams, illustrations and sketches use graph sheets.
3. Get the daily diary signed by the officer-in-charge of section/deptt./shop after every week. Also get the report on shop/deptt./section signed by him.
4. Those who are taking training at far away places and department is monitoring their training should send the Photostat copy of the Daily Report after every week to the Training & Placement Officer of DCRUST by name duly signed by officer-in-charge of Training in Industry.
5. Write down a report on the deptt./ shop/ section whenever you shift to the other section/shop/Deptt. This report shall be useful to you in writing the training report.
6. Wear the uniform or as prescribed by the industry.
7. For details, go through the guidelines for industrial training issued by the Training and Placement Cell, DCRUST Murthal.
8. Get the evaluation done in time by the industry.
9. Get the Training Certificate issued that specify the dates of training and request them to dispatch the evaluation report to the office of Training and Placement Officer, DCRUST Murthal.
10. Every student has to write a training report individually, which may be neatly hand written/ typed is to be submitted in the Training and Placement Cell alongwith the attendance record and evaluation sheet signed and stamped by the company after the completion of the training.

GUIDELINES FOR INDUSTRIAL TRAINING

1. ABOUT THE INSTITUTE (DCRUST, MURTHAL)

Deenbandhu Chhotu Ram University of Science & Technology, Murthal is the erstwhile Chhotu Ram State College of Engineering, Murthal Haryana Government Institute was upgraded to Deenbandhu Chhotu Ram University of Science & Technology, Murthal through an act of legislation dated 30.10.2006 issued vide Haryana Govt. notification No. Leg./33-2006 dated 6.11.2006. The University is located on the National Highway No. 1 (G.T. Road) 48 Km. from ISBT, New Delhi towards Chandigarh. The location of university falls within one of the fastest growing industrial belt of Haryana. The University is spread over 273 acres and has a fully residential campus with ample built up space in a contemporary architectural idiom.

This university aims to create new frontier of knowledge and produce excellent engineers who have learnt their skills in an environment of highly competent & skilled faculty & engineers who will be known for their innovation, imagination, synthesizing & analytical competence, scientific intellect and who are committed to excellence.

Objectives of the University are:

- to Create self-sustaining Centres of Excellence
- to facilitate & promote studies & research in engineering areas of higher education with focus on the new frontier of science, engineering, technology, architecture & management studies
- to produce excellent technical professionals with human values.
- to create an academic environment where all are involved, and where teaching & learning are both a pleasure and are seen as positive gain.
- to give hands-on training.
- to contemporize technical education through ICT (Information & Communication Technology)
- to offer a suitable environment for overall development of individual.
- to promote Institute-Industries interaction programs for producing innovative excellence.
- to meet the increasing needs of the millennium & to cater to the technical education demands of the National Capital Region, by offering various technical/professional courses at Under Graduate , Post Graduate and Research Levels.

2. NEED OF INDUSTRIAL TRAINING

In the present scenario, manufacturing process and IT industry is approaching to become more flexible, agile and efficient under the changing environment of global competition, increased product variety, high renewal rate of product and shorter product life cycle in technology. New materials and their advanced processing are evolving. Product quality and maintainability are the key issues to be addressed on priority. The pace of development in the manufacturing world, process/IT industries is very fast. In order to cope with manufacturing competitiveness and to take leadership in manufacturing and R & D, the exposure to the new technologies is essential for the young engineering professionals who have to face these challenges and carry the technologies forward.

Industrial Training refers to work experience that is relevant to professional development prior to graduation. At DCRUST, Murthal Industrial Training of 04Weeks/ 6Weeks is provided during the semester breaks before the beginning of 5th and 7th Semester. Industrial Training is an essential component in the development of the practical and professional skills required for an Engineer and an aid to prospective employment. Many employers regard this period as a chance to vet new employees for future employment. Whilst difficult, it is desirable to obtain experience in a range of activities or practices followed in modern industry. It should also be noted that developing an awareness of general workplace behavior and interpersonal skills are important objectives of the Industrial Training experience.

Industrial Training Objectives:

- To expose engineering students to the industrial environments, which cannot be simulated in the classroom.
- To apply the engineering knowledge in real industrial situations.
- To use the experience gained from the Industrial Training in discussions held in the lecture rooms.
- To gain experience in writing reports in engineering works/projects.
- To expose students to the engineer's responsibilities and ethics.
- To expose the students to future employers.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control and shop floor management.
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.
- Get exposed to the current technological developments relevant to the subject area to which the training pertains.

- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations.

3. INDUSTRIAL TRAINING REPORTS

- i) **Training Dairy.**
- ii) **Departmental Report**
- iii) **Industrial Training Report**

3.1 TRAINING DAIRY

The main purpose of writing daily training diary is to cultivate the habit of documenting and to encourage the students to search for details. It develops the students' own thought process and reasoning abilities. The students should record in the daily training diary the day to day account of the observations, impressions and information gathered. It should contain the sketches & drawings related to the observations made by the students.

The daily training diary should be got signed after every week from the supervisor/incharge of the section in which the student has been working (See Annexure-A). The diary should also be produced to the Faculty Coordinator (Training) visiting the industry from time to time and got ratified on the day of his visit.

Training diary and Industrial Training Report should be submitted by the students alongwith attendance record and evaluation sheet duly signed and stamped by the industry to the T&P Cell, DCRUST, Murthal immediately after the completion of the training. The training dairy will be evaluated on the basis of the following criteria:

- Regularity in maintenance of the diary.
- Adequacy & quality of information recorded.
- Drawings, sketches and data recorded.
- Thought process and recording techniques used.

3.2 Departmental Report

When the training of the student in a particular department/section/shop of an industry is completed, he should write departmental report in the daily diary. Report should include description of the department/Section/Shop, the processes and procedures followed in it. Individual items of equipment, special attachment, indigenously adopted tools should be described. Personnel & any other human resource features should be highlighted. Drawings, sketches, specification of equipment, used, should be given wherever essential. The report should

also contain entire studies & discussions carried out by the students in addition to what he/she has observed during his/her day to day work. The departmental report should be signed by the student and also by his officer-in-charge of that department/section/shop.

3.3 INDUSTRIAL TRAINING REPORT

A student should learn about equipment, machines, processes and other industrial practices in industry. After collecting the information, he should prepare a comprehensive training report after completion of his training period to indicate what he has observed and learnt in the the training period. The students may contact his Co-ord. (T&P) /industrial guide(s) for assigning him special topics and problems and prepare the training report on the assigned topics. Daily training diary and departmental reports will also help to a great extent in writing the industrial report since much of the information has already been incorporated by the student into the daily training diary. The training report should be signed by the manager/incharge of the organization and Co-ord.(T&P). The training report will be evaluated on the basis of following criteria.

- I. Originality
- II. Very adequate and purposeful write-up.
- III. Organization, drawings, sketches, format, style, language etc.
- IV. Variety and relevance of learning experience.
- V. Practical applications and their co-relation with basic theory and concepts taught in the course.

4. EVALUATION

The industrial training of the students will be evaluated in two stages:

- A) Evaluation by Industry
- B) Evaluation through seminar presentation/viva-voce at the Institute.
- C) Evaluation by University Staff visit.

4.1 EVALUATION BY INDUSTRY

Industry will evaluate the students based on the Punctuality, Maintenance of Daily Diary and skill test in addition to any REMARKS.

4.2 EVALUATION THROUGH SEMINAR PRESENTATION

The students will present his report though seminar, which will be held by an expert committee constituted by the concerned department as per norms of the institute. The evaluation through seminar presentation will be based on the following criteria.

- a) Quality of material presented.
- b) Proper planning for presentation.
- c) Effectiveness of presentation.
- d) Depth of knowledge and skills.
- e) Attendance record, daily diary, departmental reports shall also be analyzed alongwith the Training Report.
- f) Seminar presentation will have advantage of sharing knowledge & experience amongst students & teachers and building communication skills and confidence in students.

4.3 STAFF VISIT

Staff of this university will made surprise check the students. Surprise visit staff will check the student presence physically, if student found absent without prior intimation to the TnP Cell, entire training will be cancelled. In case of Leave: send email to tpo.trg@dcrustm.org one day prior to leave.

5. DISCIPLINE, CONDUCT AND GENERAL DIRECTIONS

- a) The industrial organization where you have been placed for training has been very kind to provide you this facility. If you show sufficient interest and make efforts to learn, you can be sure of help and guidance from them. Every industry has its own organizational system developed over the year. Discipline and punctuality form the bedrock of the organizational system. Do not try to seek concessions from the normal practices. Expected to be followed & do your best to adapt yourself to the system prevailing in the concerned industry.
- b) You must observe the working hours of the organization where you are placed, for industrial contact and will be entitled during this period only to such holidays as are admissible in the concerned organization.
- c) Your behavior under all circumstances should be that of a responsible person and your conduct should be exemplary.
- d) You should respect the rank and file in the organization and wherever necessary you should learn skills even from the workers.
- e) You should report punctually to the concerned organization on the specified joining date.
- f) In case you have any difficulty regarding your training, you may approach the officer in-charge of your training program in industry/Coordinator (T&P) of this institute with whom you are attached.

g) At places where you are asked only to observe things, you should show a high degree of interest and keenness so that you may be invited to do the job with your own hands. If this is not possible, you should observe the most important and significant things and study them in great details.

h) On joining the industry, an indemnity bond may invariably be filled in if required by the organization.

i) You should take with yourself relevant reading material in the form of reference and textbooks.

j) During industrial training, the safety is your own responsibility as certain the safety rules of industrial concern and follow the same strictly. The institute and the industry shall not be liable for any kind of unfortunate incident. Students in manufacturing/ construction Industry must wears safety shoes at site.

k) Maintain a diary to write daily training report. It should be shown to the supervisor/Coordinator (T&P) on their visit. This daily report will help you to write "Training report" at the end of training period.

l) Mark your daily attendance in the prescribed Performa. See Annexure-D.

Before, leaving the organization, find out that your Evaluation/Grading report has been sent by the organization in time to the Training & Placement Department of this University. You may overstay for a day or two, if necessary, to ensure that your evaluation report has been dispatched to Training & Placement Officer. "Training Evaluation Report" is attached at Annexure-C. It should be handed over to your Coordinator (T&P), in case the same has not been dispatched by the organization.

m) Do not forget to write training report in a systematic manner. It should be comprehensive and cover all the points mentioned in "Guidelines for Industrial Training". The report should be written with the help of your officer-in-charge/Co-ord. cum counselor (T&P) and after thorough discussion with the staff responsible for your training in different shops in the organization. You should be regular in writing your Daily Diary.

n) Three copies of industrial training report should be prepared in the usual format. One copy should be submitted to the organization if required, second in the institute to the concerned Head of the Department along with daily training diary, keep the third copy for you.

o) Students to carry original Identity Card provided by the University.

p) Students must be regular and punctual, follow Industrial working timing usually prescribed for

their work force.

- q) Student shall not share or publish or e-mail any crucial and classified information/ documents drawing/ photocopies of the organization without written permission from the competent authority.
- r) On the first day of joining student shall collect the contact no.s of the HR Manager and Training Manager their complete contacts e-mail id so that joining report is updated in our record. Your training shall be considered since you send your joining on email. Email id i.e. (tpo.trg@dcrustm.org). One day absent shall be treated habitual absent and training shall stand cancelled. Only one casual leave is admissible
- s) If any organization do not allow training in all working hours of the company/organization in that case student will immediately contact the training placement officer email to resolve this issue.
- t) If you caught for such adjustment at any stage. Your training shall be considered as cancelled.
- u) Make your own arrangements for lodging & boarding during industrial training.

6. GUIDELINES FOR REPORT PREPARATION

During industrial training, students should acquaint themselves with the following aspects:

6.1 General information regarding Industry

- a) Type of organization/industry.
- b) Organizational structure of the organization/industry.
- c) Products manufactured/services rendered (give detailed specifications).
- d) Details of technical manpower employed in the organization.
- e) A layout diagram of the industry/organization.
- f) Functions performed by various departments in the organization and their interrelationship.
- g) Investment pattern, sales turnover and profitability etc.

6.2 Manufacturing/Construction Division.

- a) Study the plant and equipment
- b) Study the jobs performed
- c) Study the processes and machines.
- d) Study the job cards and work allotments.
- e) Study the tools, jigs and fixtures.
- f) Study the materials used, specifications and inspection.
- g) Study the time and motion standards.

- h) Study the working drawings and their interpretations.

6.3 Inspection and Quality Control

- a) Study the Indian and International standards for the products manufactured in the organization.
- b) Study the quality control methods used in the organization.
- c) Study the measuring instruments and their use.
- d) Study the quality control reports.
- e) Study the rejection rates and suggestions for improvements.
- f) Study the various machines and instruments and their functions.

6.4 Research & Development Section

- a) Study the preparation of working drawings.
- b) Study the prototype development and testing.
- c) Study the use of computers in drafting and design work.
- d) Study the product life cycle for different products of the industry.
- e) Study the linkage of industry with universities and/or national research laboratories.

6.5 Assembly and Testing

- a) Study the procedure for assembly of equipment/machines.
- b) Study the procedure for testing of assembled and sub-assembled products for proper functioning, reliability and efficiency.
- c) Study the assembly and dismantling sequence of components in equipment and machine and identify the components likely to have wear and tear in the normal running.
- d) Study the test reports and analysis for quality production.
- e) Study the faults noticed during testing and procedure for their rectification.
- f) Study the automation in sub-assembly/assembly.

6.6 Stores & Purchase Department

- a) Study the purchase and material issue procedures followed in stores.
- b) Study the procedure for incoming material inspection, storage and record keeping.
- d) Study the methods of inventory control and management.
- e) Suggest improvement in purchase procedures, material inspection, storage and handling and inventory management.
- f) Study critically a few purchase orders and the legal provision contained in them.
- g) Study the use of computer in inventory control and other operations in the industry.

6.7 Repair & Maintenance

- a) Study the preventive maintenance schedule and procedures for maintenance of plant, equipment, machinery and structures.
- b) Study the break down maintenance taking place in the organization. Try to identify the reasons for these breakdowns.
- c) Study the procedures to estimate the production loss because of breakdown in plant equipment, and machinery and suggest ways and means to reduce it.
- d) Study the safety measures undertaken in the organization.
- e) Study the repair and reconditioning procedures for components and equipments.
- f) Study the pollution control management techniques in the industry.

6.8 Personal & Administration

- a) Study the kind of administration style in the organization.
- b) Study the leadership styles in the organization.
- c) Study the human relations and motivational aspects in the organization.
- d) Study procedures governing accountability and responsibility in the organization.
- e) Study how creativity and innovations are practiced in the organization.
- f) Study wage and incentive system.

6.9 Additional Information

- a) Study the management information system.
- b) Study the packaging & warehousing system.
- c) Study the sales marketing and after sales services.
- d) Study the system of liaison and co-ordination with suppliers, vendors, ancillaries, distributers, retailers and customers.
- e) Study the financial management practices.

6.10 Identification of Industrial Problems.

- a) Interact with professionals working in various departments to gather information about the problem areas in their departments.
- b) Study the plant layout, material handling, quality control, productivity and other operations from the point of view of their improvements.

6.11 Miscellaneous:

Please take landline / mobile no. and email id of the Head/ Incharge of the Section/ Shop/ Deptt. where you undergo training.

IMPORTANT

Three copies of the Industrial Training Report should be prepared. One copy each should be submitted with organization and the University. Keep the third for yourself. Every student should prepare his/her training report individually even if the training work has been carried out in groups.

DAY-1		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name of finish Product		
Name of HOD/Supervisor With e-mail id				
Main points of the day				
DAY-2		DATE		
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Deptt./Division		Name of finish Product		
Name of HOD/Supervisor With e-mail id				
Main points of the day				
DAY-3		DATE		
Time of arrival		Time of Departure		Remarks
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Name of HOD/Supervisor With e-mail id				
Main points of the day				

DAY-4		DATE		
Time of arrival		Time of Departure		Remarks
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Name of HOD/Supervisor With e-mail id				
Main points of the day				
DAY-5		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name of finish Product		
Name of HOD/Supervisor With e-mail id				
Main points of the day				
DAY-6		DATE		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name of finish Product		
Name of HOD/Supervisor With e-mail id				
Main points of the day				

Remarks:

Signature of Trainee

Signature of Incharge/Supervisor (Industry)

DAY-1		DATE		
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Remarks:

Signature of Trainee

Signature of Incharge/Supervisor (Industry)



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
TECHNOLOGY MURTHAL(SONIPAT)**

Working Day-1

TRAINING AND PLACEMENT CELL

Phone: 0130-2484129

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
TECHNOLOGY MURTHAL(SONIPAT)**

Working Day-2

TRAINING AND PLACEMENT CELL

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
TECHNOLOGY MURTHAL(SONIPAT)**

Working Day-3



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
TECHNOLOGY MURTHAL(SONIPAT)**

Working Day-4



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
TECHNOLOGY MURTHAL(SONIPAT)**

Working Day-5



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
TECHNOLOGY MURTHAL(SONIPAT)**

Working Day-6



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
TECHNOLOGY MURTHAL(SONIPAT)**

Working Day-7



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
TECHNOLOGY MURTHAL(SONIPAT)**

Working Day-8

TRAINING AND PLACEMENT CELL

Phone: 0130-2484129

Email-id: tpo.trg@dcrustm.org



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
TECHNOLOGY MURTHAL(SONIPAT)**

Working Day-9

TRAINING AND PLACEMENT CELL

Phone: 0130-2484129

Email-id: tpo.trg@dcrustm.org



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
TECHNOLOGY MURTHAL(SONIPAT)**

Working Day-10

TRAINING AND PLACEMENT CELL

Phone: 0130-2484129

Email-id: tpo.trg@dcrustm.org



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-11

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-22

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-23

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-24

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-25

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-26

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-27

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-29

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-30

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-31

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-32

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-33

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-34

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
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Working Day-35

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**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND
TECHNOLOGY MURTHAL(SONIPAT)**

Working Day-36

TRAINING AND PLACEMENT CELL

Phone: 0130-2484129

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REPORT ON DEPARTMENT/SHOP/SECTION

Period

From _____ to _____

Name of Shop/Deptt./Section

Name & designation of Officer-in-charge training

REPORT:

REPORT ON DEPARTMENT/SHOP/SECTION

Period

From _____ to _____

Name of Shop/Deptt./Section

Name & designation of Officer-in-charge training

REPORT:

REPORT ON DEPARTMENT/SHOP/SECTION

Period _____ From _____ to _____

Name of Shop/Deptt./Section _____

Name & designation of Officer-in-charge training _____

REPORT:

REPORT ON DEPARTMENT/SHOP/SECTION

Period

From _____ to _____

Name of Shop/Deptt./Section

Name & designation of Officer-in-charge training

REPORT:

REPORT ON DEPARTMENT/ SHOP/ SECTION

Period

From _____ to _____

Name of Shop/Deptt./Section

Name & designation of Officer-in-charge training

REPORT:

FORMAT OF INDUSTRIAL TRAINING REPORT

The following titles must be incorporated in the final industrial training report:

- Preface/Acknowledgement
- Certificate with Signatures and Seal of the Industry Person
- Contents/Index
- Introduction about the Industry
- Training Schedule
- Work Done/Observations
- Specific Assignment/Project Handled
- Learning after Training
- Summary



**DEENBANDHU
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UNIVERSITY
OF SCIENCE
AND
TECHNOLOGY
MURTHAL
(SONIPAT)**

TRAINING EVALUATION REPORT
(For B.Tech. / M.Tech. & MBA)

Name & Address of Organization _____

Period of Training: From _____ To _____

Class (With Discipline) _____

Sr. No.	Name of Student	Roll No.	Marks to be awarded by Industry/Organisation			OVER ALL GRADE
			Punctuality Grade A/B/C/D	Maintenance of Daily Diary Grade A/B/C/D	Skill Test Grade A/B/C/D	

**REMARKS (if
any):**

**NAME AND SIGNATURE OF COMPANY TRAINING SUPERVISOR
CONTACT NO.**

**SIGNATURE AND STAMP OF COMPANY
TRAINING OFFICER**

Note: Kindly send the training Evaluation Report immediately after completion of the training to the TPO, DCRUST, MURTHAL to enable the University in time, preferably through registered post.



**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND TECHNOLOGY
MURTHAL(SONIPAT)**

Name & Address of Organisation/Industry í .

ATTENDANCE SHEET

Name of Student : _____
Roll. No : _____

Date of Commencement of Trg.: _____ Name of Course : _____
Date of Completion of Training: _____

Initials of the student																																		
Sr. No	Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

- Note :**
- Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
 - Student should sign./initial in the attendance column. Do not mark -Pø
 - Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as **'A' in Red Ink.**

Signature of Company training Co-ordinator
(Name _____)
Contact No.

Signature with company stamp/ seal

Manager HR
Name and Contact No

