

THE INDUSTRIAL TRAINING REPORT SHOULD ESSENTIALLY COMPRISE OF THE FOLLOWING COMPONENTS:

- a) **Joining Report:** The students are required to submit a joining report (preferably by email) within one week of his joining the company to the Department of Training & Placement.
- b) **Synopsis:** The student should submit synopsis in which a brief detail of the project is given to the student. It is to be submitted within six weeks of joining to the Training Coordinator.
- c) **Mid-Term Report:** This report is to be submitted by the student after three months of training on a prescribed format. The details of the work completed in the first three months of training. The detailed report should be of at least 20-30 pages with a title page as per the format given for the final report.
- d) **Final Project Report:** This is the most important part of the industrial training report. Care should be taken while writing about the projects (see training report format).
- e) **Daily Diary:** Day-to-Day routine works should be recorded in the daily diary.

GUIDELINES FOR PRESENTATIONS:

- 1) Every student has to present his work whether done individually or in team to the panel in 10-15 minutes and afterwards discussion will be held.
- 2) The criterion of the marking will be on the basis of communication skills, technical skills, time management & due consideration on the projects contents.
- 3) If the projects have been done in groups, then the permission for joint presentation should be taken from the faculty coordinator.
- 4) The students should be in uniform during the presentation days.
- 5) Attendance of all the students during the presentation days is mandatory.