

IX Suggestive format of industrial training report

Following format may be used for training report. Actual format may differ slightly depending upon the nature of Industry/ Organization.

- Title Page
- Certificate
- Abstract
- Acknowledgement
- Content Page

Chapter 1	Organization structure of Industry and general layout.
Chapter 2	Introduction to Industry / Organization (history, type of products and services, turn over and number of employees etc.)
Chapter 3	Types of Major Equipments/raw materials/ instruments/machines/ hardware/software used in industry with their specifications, approximate cost, specific use and routine maintenance done
Chapter 4	Processes/ Manufacturing Manufacturing techniques and methodologies and material handling procedures
Chapter 5	Testing of Hardware/Software/ Raw materials/ Major material handling product (lifts, cranes, slings, pulleys, jacks, conveyor belts etc.) and material handling procedures.
Chapter 6	Safety procedures followed and safety gears used by industry.
Chapter 7	Particulars of Practical Experiences in Industry/Organization if any in Production/Assembly/Testing/Maintenance
Chapter 8	Detailed report of the tasks undertaken (during the training).
Chapter 9	Special/challenging experiences encountered during training if any (may include students liking & disliking of workplaces).
Chapter 10	Conclusion
Chapter 11	References / sources of information

Typographical guidelines for Industry Training report

Following is the suggestive format for preparing the training report. Actual report may differ slightly depending upon the nature of industry. The training report may contain the following

1. The training report shall be computer typed (English- British) and printed on A4 size paper.
2. Text Font -Times New Roman (TNR), Size-12 point
3. Subsection heading TNR- 12 point bold normal
4. Section heading TNR- 12 capital bold
5. Chapter Name/ Topic Name – TNR- 14 Capital
6. All text should be justified. (Settings in the Paragraph)
7. The report must be typed on one side only with double space with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom.
8. The training report must be hardbound/ Spiralbound with a cover page in black color. The name of the candidate, diploma (department), year of submission, name of the institute shall be printed on the cover.
9. The training report, the title page should be given first then the Certificate followed by the acknowledgment and then contents with page numbers.

Suggested learning strategies during training at Industry:

1. Students should visit the website of the industry where they are undergoing training to collect information about products, processes, capacity, number of employees, turnover etc.
2. They should also refer to the handbook of the major machines and operations, testing, quality control and testing manuals.
3. Students may also visit websites related to other industries wherein similar products are being manufactured.