

# **Khalsa College Of Engineering & Technology, Amritsar**

## ***Guidelines For Semester Industrial Training Report***

These guidelines for successful completion of **Semester Industrial Training** are to facilitate 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.

<b>Branch</b>	<b>ATPO Name</b>	<b>Contact Number</b>
ECE	Prof. Mandeep Kaur	94636-45550
ME	Prof. Naveen Kumar	95016-38220
CSE	Prof. Supreet Kaur	94632-56531
CSE	Prof. Manpreet Kaur	81465-23751
CE	Prof. Sahil Sharma	98883-96946

**Documents to be submitted** for Semester Industrial Training at the time of **Presentation/Viva** at college:

- Two hard bound TRAINING REPORTS as per the given guidelines.
- Mid term and final evaluation marks from the Industry/Company in the sealed envelope (it is mandatory).
- **Soft copy (CD/DVD) of your Project and Report**
- **Daily diary properly signed by your supervisor.**
- Power Point Presentation of the training report.
- Training certificate on Company's Letter Head Stamped and signed by authorized signatory indicating period of your training w.e.f. \_\_\_\_\_ to \_\_\_\_\_ and your work, conduct during the training.

### **Training Monitoring:**

Semester 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 to HOD after the Semester training evaluation and interaction with the supervisor of the student in the industry.

Semester Industrial training will be monitored by the ATPO with consultation of the TPO.

**Point to Remember during training:**

- All Students are advised to maintain DAILY DIARY showing the progress of their Training work.
- All Students must ensure that their Daily Diary is properly signed by their supervisor before submission to the college for final evaluation.
- 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 be 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, 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 envelope to the TPO, KCET Amritsar immediately.
- The Semester 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 third week of April/November. All Students will be asked to submit the power-point presentation on a CD/DVD along with the **three hard bound 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 or HOD.

***NOTE: 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)***

SEMESTER INDUSTRIAL TRAINING REPORT (14pt)

ON

**TITLE OF TRAINING** (24pt)

COMPLETED AT (14pt)

...NAME OF THE COMPANY / INDUSTRY...(14pt)

**SUBMITTED BY**

**Name of Student (14pt)**

**Univ Roll No.**



**DEPARTMENT OF ...full name of department.....**

**KHALSA COLLEGE OF ENGINEERING & TECHNOLOGY,  
AMRITSAR**

**...MONTH, YEAR....**

*FORMAT FOR INSIDE COVER PAGE*

SEMESTER INDUSTRIAL TRAINING REPORT (14pt)

ON

**TITLE OF TRAINING** (24pt)

COMPLETED AT (14pt)

...NAME OF THE COMPANY / INDUSTRY...(14pt)

**SUBMITTED BY**

**Name of Student (14pt)**

**Univ Roll No.**



**DEPARTMENT OF ...full name of department.....**

**KHALSA COLLEGE OF ENGINEERING & TECHNOLOGY,  
AMRITSAR**

**...MONTH, YEAR....**

**TO WHOM IT MAY CONCERN**

I hereby certify that “NAME OF THE STUDENT” University Roll No \_\_\_\_\_ of Khalsa College of Engineering & Technology, Amritsar, has undergone Semester Industrial Training from \_\_\_\_\_ to \_\_\_\_\_ at our organization to fulfill the requirements for the award of degree of B.Tech. (Branch). He/She worked on \_\_\_\_\_ project during the training under the supervision of \_\_\_\_\_.

During his tenure with us we found him/her sincere and hard working. Wishing him/her a great success in the future.

Signature of the SUPERVISOR (S)  
(Name of Supervisor)

(Seal of Organization)

## SAMPLE SHEET-ACKNOWLEDGEMENT

### ACKNOWLEDGEMENT

The authors are highly grateful to Dr. Amarpal Singh, Principal, Khalsa College of Engineering & Technology, Amritsar, for providing this opportunity to carry out the Semester Industrial Training at \_\_\_\_\_.

The constant guidance and encouragement received from Prof. Ashok Khanna T&P, KCET Amritsar has been of great help in carrying out the project work and is acknowledged with reverential thanks.

The authors would like to express a deep sense of gratitude and thanks profusely to \_\_\_\_\_ Director/CEO of Company. Without the wise counsel and able guidance, it would have been impossible to complete the report in this manner.

The help rendered by \_\_\_\_\_ Name of supervisor \_\_\_\_\_, Supervisor (\_\_\_\_\_) for experimentation is greatly acknowledged.

The author express gratitude to other faculty members of \_\_\_\_\_ name of department \_\_\_\_\_ department of KCET for their intellectual support throughout the course of this work.

Finally, the authors are indebted to all whosoever have contributed in this report work and friendly stay at \_\_\_\_\_.

**Name of Student**

**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 4<sup>th</sup> 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 7<sup>th</sup> 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**

<b>TABLE of CONTENTS</b>		
<b>CHAPTER NO.</b>	<b>TITLE</b>	<b>PAGE NO.</b>
	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
1.2.2.1	General	25

## **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(Conclusions must not exceed more than two pages.)



### **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 3 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 be typed on one side only with double space with following page margins:

**Left edge: 3.5 cm**

**Right and Bottom edge: 1.25 cm**

**Top side: 2.5 cm**

### **Diagrams:**

The diagrams should be printed on a light/white background, Tabular matter should be clearly arranged. Decimal point may be indicated by full stop(.).The caption for Figure must be given at the BOTTOM of the Fig. and Caption for the Table must be given at the TOP of the Table. The graphs should be combined for the same parameters for proper comparison. Singlegraph should be avoided as far as possible.

### **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**

**There should be 3 copies (2 copies for college) of final report and it would be bounded in Sky Blue colour (Matt finish) hard rexin binding.** The side/face of thickness of report should have the **name of the students**, and month of submission at top and bottom edge respectively.