



**MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION, MUMBAI**  
**TEACHING AND EXAMINATION SCHEME FOR POST S.S.C. DIPLOMA COURSES.**

**COURSE NAME : DIPLOMA IN PRINTING TECHNOLOGY**

**COURSE CODE : PN**

**DURATION OF COURSE : 6 SEMESTER**

**SEMESTER : SIXTH**

**PATTERN : FULL TIME - SEMESTER**

**WITH EFFECT FROM 2019-20**

**DURATION : 16 WEEKS**

**SCHEME : I**

S. N.	Course Title	Course Abbrviation	Course Code	Teaching Scheme			Credit (L+T+P)	Exam Duration in Hrs.	Theory						Practical						Grand Total	
				L	T	P			ESE		PA		Total		ESE		PA		Total			
									Max Marks	Min Marks	Max Marks	Min Marks	Max Marks	Min Marks	Max Marks	Min Marks	Max Marks	Min Marks	Max Marks	Min Marks		
1	Implant Training	I TR	24071	-	-	30	--	--	--	--	--	--	--	--	--	300	120	300	120	600	240	600
<b>Total</b>				-	-	<b>30</b>	--	--	--	--	--	--	--	--	--	<b>300</b>	--	<b>300</b>	--	<b>600</b>	--	<b>600</b>

Student Contact Hours Per Week: 30 Hrs.

**Theory and practical periods of 60 minutes each.**

Medium of Instruction: **English**  
 Total Marks : 600

Abbreviations: ESE- End Semester Exam, PA- Progressive Assessment, L - Lectures, T - Tutorial, P - Practical

@ Internal Assessment, # External Assessment, \*# On Line Examination, @\$ Internal Online Examination, ^ Computer Based Assessment #+@: Internal and External. \* Under the theory PA, Out of 30 marks, 10 marks are for micro-project assessment to facilitate integration of COs and the remaining 20 marks is the average of 2 tests to be taken during the semester for the assessment of the cognitive domain LOs required for the attainment of the COs.

~ For the courses having ONLY Practical Examination, the PA marks Practical Part - with 60% weightage and Micro-Project Part with 40% weightage

➤ If Candidate not securing minimum marks for passing in the "PA" part of practical of any course of any semester then the candidate shall be declared as "Detained" for that semester.



**Program Name** : Diploma in Printing Technology  
**Program Code** : PN / PC  
**Semester** : PN for Sixth Semester & PC for Eight Semester  
**Course Title** : Inplant Training  
**Course Code** : 24071

### 1. RATIONALE

Industrial Training and project in the final semester of Printing Technology for gainful employment and entrepreneurship. Students will develop professional skills as per industry requirements while working in industries. The skills acquired by the students in last five semesters will be toned in industry related to Origination, Pre-press, Press, Post-press operations and costing and estimating along with life skills and managerial aspects. This course has been designed to make students acquainted with industrial environment and shop floor practices.

### 2. COMPETENCY

The aim of this course is to help the student to attain the following industry identified competency through various teaching learning experiences:

- Perform Production Planning and Control activities in advanced printing environment.

### 3. COURSE OUTCOMES (COs)

The theory, practical experiences and relevant soft skills associated with this course are to be taught and implemented, so that the student demonstrates the following industry-oriented COs associated with the above-mentioned competency:

- User latest Printing advancements and technical skills in industry.
- Acquire behavioral skills as per industrial work environment
- Suggest appropriate materials along with testing and instruments on the basis of
- information pertaining to printing industry.
- Prepare oneself to be a resourceful and effective employee for industry.
- Suggest possible solutions for industrial problems
- Prepare and maintain documentation of industrial assignments and tasks

### 4. TEACHING AND EXAMINATION SCHEME

Teaching Scheme			Credit (L+T+P)	Examination Scheme													
L	T	P		Theory						Practical							
				Paper Hrs.	ESE		PA		Total		ESE		PA		Total		
					Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	
-	-	30*	--	--	--	--	--	--	--	--	--	300	120	300	120	600	240
												# + @					

(\*): Minimum 30 hours per week of practical training will have to be undertaken by the student in the industry. #

+ @: External and Internal Assessment.

**Legends:** L-Lecture; T – Tutorial/Teacher Guided Theory Practice; P -Practical; C – Credit, ESE – End Semester Examination; PA - Progressive Assessment



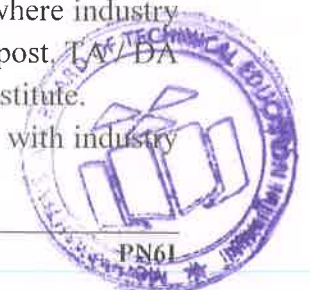
**5. GENERAL GUIDELINES OF inplant training**

The department will arrange inplant training for students in industry following procedure given below:

- a) Student request letter along with profile may be submitted to the institute for their willingness and preference for providing inplant training.
- b) Request letter from HOD / Principal of college should be sent to industry to allot slot for one of above scheme as inplant training period of student.
- c) Industry will confirm training duration and number of seats allocate for inplant training via confirmation letter. In case a student arranges the training himself/ herself, confirmation letter will be submitted by the student in department. inplant training slot/duration may be conveyed to industry through email/letter by inplant training cell of department
- d) Student on joining training at concerned industry submit joining report / letter.
- e) Student undergo inplant training at concerned industry, in between faculty member(s) evaluate(s) performance of students visiting industry monthly and evaluation report of student is submitted to HOD with consent of industry person.
- f) Student will submit training report as well as project report on the completion of inplant training along with training certificate obtained from industry.

**6. ROLE OF DEPARTMENT / FACULTY MEMBERS OF THE INSTITUTE**

- a) The concerned department has to send training request letter to preferably nearby companies, before commencement of training.
- b) Departments can seek assistance of alumni or present student for identifying placement.
- c) Department will issue an order letter along with contact details of student to industry for the said training.
- d) All above activities have to be carried out in vacation / in preceding semester as plan out of placement in consultation with students. The students would normally be placed as per their choice, in case of more demand for a particular industry / service center the students would be allocated / place based on their relative merit (base on third semester results). However, if some students have arranged training placement in some companies by their own, they may be allowed to join.
- e) Before relieving students for training principal / HOD / faculty should address students about industrial safety norms, rules, safety precautions and discipline to be maintained in the industry during the training.
- f) During the training period, the HoD will maintain a schedule for follow-up of industrial training and according to it he/she will send the faculty member to various industries.
- h) Faculty will liaison with the industrial training supervisor and the students, then find out the suitable project/s, if industry is not able to do on their own. Project should be mini project. Faculty must ensure that project is carried out in a group of maximum three students.
- i) Faculty mentor will be working as mentor / guide to the assigned group(s) and will be responsible for handling all the documents regarding industry training and project work and will be accountable to the HOD.
- j) Mentor should visit industry monthly to collect all the documents. In cases, where industry is far away from institute then he / she may collect documents through email/post. TA/DA related to visits by faculty mentor to industry will be paid by the concerned institute.
- k) Faculty mentor should maintain good industry interaction by keeping contact with industry coordinator.



- l) The faculty member during the visit to industry will check the progress of the student in the training, his/her attendance, and discipline and project work and its report preparation.
- m) At the end of the training internal faculty member will assess the work done by student based on his presentation at the institute, viva and training report.

## 7. ROLE OF INDUSTRY

Content of the request letter to industry:

- a) Industry will provide opportunity for effective learning by the students for improving their practical knowledge.
- b) Industry is requested to assign group of the students under training to some middle management level executive for supervision and guidance (This executive will work as industrial training supervisor for assigned students).
- c) If Number of students are large then there can be more than one industry training supervisor (Normally one industry training supervision should be able to look after for 3 to 5 students)
- d) Industrial Training supervisor is requested to instruct the students about the safety procedures and other rules of industry to be followed and discipline to be maintained
- e) Industrial training supervisor is requested to sign weekly diary (to certify the work done by students) with appropriate remarks and also give marks for their performance in that week.
- f) Industry may allot project to individual or group of students under training and in that case, students have to prepare report on the same project.
- g) Industrial training supervisor is requested to provide desired information to students for preparing their industrial training report in the given format and also project report if students have taken up some project.
- h) Industrial training supervisor is requested to maintain attendance of the student under training and report any irregularity of the students to college.
- i) Industry is also requested to issue a certificate of attending training on their letter head with appropriate comments if any for student's record and motivation.

## 8. RESPONSIBILITY OF STUDENTS

Following should be informed to students in the letter deputing them for the training; an undertaking for this should be taken from them

- a) Students will interact with the identified faculty of the department to suggest his choices for suitable industry / service center. students if have any contact in any relevant industry (through their parents, relatives or friends) then also use those contact for securing placement for themselves and their peers.
- b) Among the students, one student should be nominated as student coordinator for each industry who should be assigned major responsibilities and would be accountable to faculty coordinator.
- c) Students have to fill the forms duly sealed and signed by authorities along with training order letter and submit it to training officer in the industry on the first day of training (see format No ....)
- d) Student would carry with him/her the identity card issued by institute throughout training period





- e) He/she will have to get all the necessary information from the industrial training officer regarding schedule of the training, rules and regulations of the industry and safety procedures to be followed. Student is expected to follow these rules, regulations, procedures etc. obediently.
- f) Student should know that if they break any rule of industry or do not follow the discipline then industry can return back them even in middle of training. Institute will not able to help in such cases.
- g) It is responsibility of the student to collect information from industry persons i.e., Managers/ Engineers/ Technicians about production procedures / testing and quality assurance method/specifications of machines and raw materials/maintenance procedures/production/planning /organization structure etc.
- h) Students should understand that industry personnel so should observe the procedures etc. on their own. However, students should approach them politely when they are free for getting guidance and sorting out their queries.
- i) During the training period students have to keep record of all the useful information in log book and maintain the weekly diary. (See format no.....)
- j) It is responsibility of students to approach their training in - charge for getting signed their log book and show their weekly progress. They should themselves approach the training in charge for this rather than waiting for call from training in-charge.
- k) Student coordinator will discuss progress of training (at least once in a week) with industry supervisor and faculty guide so that in case of any problem in completing the project remedial action may be taken. Contact with faculty can be maintained by phone/email.
- l) In case of any major problem in industry such as some accident or any disciplinary issue then they should immediately report to the institute.
- m) Prepare final report about the whole training for submitting to the department at the time of presentation and viva and get it signed from Concerned training in charge.
- n) Student should identify and complete a project also in the stipulated time
- o) Two separate Power Point presentation should be prepared one about the industrial experience and another about the project.

## 9. **FORMAT FOR TRAINING REPORT**

Following is the suggestive format for the training report, actual format may differ slightly depending upon the nature of industry.

The training report may contain the following:

- Title Page
- Certificate
- Abstract
- Acknowledgment

### **Chapter 1. Introduction of Industry**

(Type of Product and services, history, turn over and number of employees etc.)

### **Chapter 2. Organization Structure**

(Organizing Structure / Board of Directors of Industry and General Lay Out)

### **Chapter 3. Major Equipment**



(Type of Instruments/machine use in industry with their specification, approximate cost and specific use and their routine maintenance)

**Chapter 4. Production Procedures**

(Including processes along with production and control methods).

**Chapter.5 Testing**

(Test on raw materials, components and finished products along with quality assurance procedures)

**Chapter 6. Major Material Handling Equipment**

(Lifts, cranes, slings, pulleys, jacks, conveyor belts, trolleys, unmanned robotic vehicles etc. and material handling procedures)

**Chapter 7. Safety Procedures**

(Follow safety guide lines, safety gear, guidelines for first response in emergency situations including preventive maintenance schedule and breakdown maintenance procedures)

**Chapter 8. Anecdotes**

(Some incidents in industry which consolidated some learning outcomes).

**Chapter 9. Short Report of Industrial assigned Project**

(If any given by Industry during the training).

**Chapter 10. Special / Challenging Experiences**

(Encountered during training if any including students liking and disliking of work places)

**References / Bibliography**

Note: Training report has to be submitted in three copies, one for industry, one for department and one for the student.

**10. SUGGESTIONS FOR LEARNING STRATEGIES**

Students should visit the website of the industry where they are taking to collect information about products, process, capacity, Number of employees, turnover etc. they should to the handbooks of the major machines and operation, testing, quality control and testing manuals used in the industry. These are available with the concerned persons in the industry. Students should also refer to ISI and other standards applicable for process and product relevant to that industry. Student may also visit website related to other industries where similar products are being manufactured / repaired as their learning resource during industrial visit.

**11. SUGGESTIONS FOR LEARNING STRATEGIES**

- a) Evaluation for PA by the internal examiner: - Evaluation of 100 Marks (Training Project) for PA will be done by the internal examiner at institute, mainly based on daily diary, weekly report and monthly report, as per details given in table below.
- b) Evaluation for PA by the Industrial Training officer: Evaluation of 200 (Training and Project) marks for PA will be done by the training officer at the industry, based on details given in table below.
- c) Evaluation for ESE by the External Examiner (Recommended to invite Industrial Training officer as External Examiner): Evaluation of 300 (Training Project) marks for ESE will be done by the external examiner at the institute based on details given in table below.



**Distribution Table for Progressive Assessment Marks**

Sr. No.	Progressive Assessment	Marks (300)	
		Industrial Training Officer	Internal Faculty
	<b>Progressive Assessment will be based on formats filled and submitted by student</b>	<b>200 Mark</b>	<b>100 Mark</b>
a	Daily Diary, Weekly report, Monthly report	70	35
b	Shift end Report, Safety, Team Work and Initiative, Punctuality and Discipline	70	35
c	Meeting Deadlines and Persistence, Manners and Ethics,	20	10
d	Courtesy and Communication	20	10
e	Ideas for Reduce / Reuse waste	20	10

**Distribution Table for End Semester Examination Marks**

Sr. No.	End Semester Examination	Marks (300)	
		Industrial Training Officer	Internal Faculty
	<b>External Examiner Examination (ESE) will be based on training (up to 60 A4 Pages) and project (up to 40 A4 Pages) report.</b>	<b>150 Mark</b>	<b>150 Mark</b>
a	Planning of training and project	30	30
b	Demonstration of problem solving	20	20
c	Recording of data observed during training/project period	20	20
d	Quality of project identified out of available areas	30	30
e	Learning experience sharing and presentation	20	20
f	Presentation of training and project reports.	30	30



**FORMAT 1**  
**STUDENT inplant training PROGRAM APPLICATION**

1. Student Name			
2. Name of Department			
3. Year and Semester			
4. Enrollment No.			
5. Roll No.			
6. College Address with Phone			
7. Home Address with phone:			
8. Parents No. (Other Than Student's Phone No.			
9. Student email id			
10. Aadhaar Card No.			
11. inplant training period:			
12. Percentage of marks in second year:			
13. inplant training Preferences			
	Name of industry Complete Address with Pin Code	Core area	Contact Person Name, Phone No. Email id.
Preference - 1			
Preference - 2			
Preference - 3			

Signature confirms that the students agree to terms, conditions, and requirements of the inplant training program

Student's Name & Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty Mentor Name & Signature and Institute Stamp: \_\_\_\_\_

Date: \_\_\_\_\_





**FORMAT 2**  
**REQUEST LETTER FROM INSTITUTE TO inplant training PROVIDER**  
*(On Institute Letter Head with Institute Outward No.)*

To,  
 The General Manager (HR)

\_\_\_\_\_

\_\_\_\_\_

Subject: Request of industrial training of Diploma in Printing Technology 6th semester students from ...../...../..... to ...../...../.....

Dear sir,

Due to help extended by your esteemed company our students have undergone inplant training in your esteemed organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

In View of the above, I request you to allow our \_\_\_(Total No.) students, details of whom are given below, for practical training in your esteemed organization, kindly accord your permission and give at least one-week time for students to join training after confirmation.

A Line of confirmation will be highly appreciated

Sr. No.	Name of Student	Enrollment No.	Roll No.	Branch and Year/Sem	Mobile no. and email id

With warm regards,

Yours sincerely

Principal  
 Sign and Institute Stamp

Date: \_\_\_\_\_



**FORMAT 3****DETAILED INFORMATION RELATED TO STUDENT inplant training PROGRAM***(This will be prepared by faculty mentor)***Contact Information**

Student Name - \_\_\_\_\_

Branch - \_\_\_\_\_ Year / Sem - \_\_\_\_\_

Roll No - \_\_\_\_\_ Enrolment No. \_\_\_\_\_

College Address - \_\_\_\_\_

City - \_\_\_\_\_ Pin code - \_\_\_\_\_ State - \_\_\_\_\_

Mobile No - \_\_\_\_\_ Email - \_\_\_\_\_

Alternate Mobile No \_\_\_\_\_ Alternate Email \_\_\_\_\_

**Industrial Training Coordinator**

Name \_\_\_\_\_ Designation - \_\_\_\_\_

Company / Organization - \_\_\_\_\_

inplant training Address - \_\_\_\_\_

City - \_\_\_\_\_ Pin code - \_\_\_\_\_ State - \_\_\_\_\_

Mobile No - \_\_\_\_\_ Email - \_\_\_\_\_

**Faculty Mentor**

Name \_\_\_\_\_ Designation - \_\_\_\_\_

College Address - \_\_\_\_\_

City - \_\_\_\_\_ Pin code - \_\_\_\_\_ State - \_\_\_\_\_

Mobile No - \_\_\_\_\_ Email - \_\_\_\_\_

Date - \_\_\_\_\_

Name & Signature of  
StudentsName & Signature of  
Faculty MentorName & Signature of  
Industrial Training  
Coordinator

**FORMAT 4**  
**RELIEVING LETTER OF STUDENTS**  
*(On Institute Letter Head with Institute Outward No.)*

To,

\_\_\_\_\_

\_\_\_\_\_

Subject: Relieving letter of third year Printing Technology students to Industry

Dear sir,

Kindly refer your letter no. \_\_\_\_\_ email dated ..... on the above cited subject, as permitted by yourself, the following students will undergo industry inplant training in your esteemed organization under your guidance and directions from to \_\_\_\_\_ :

Sr. No.	Name of Student	Enrollment No.	Roll No.	Branch and Year/Sem	Mobile no. and email id

This Training Being as essential part of curriculum, the following guidelines have been prescribed in the curriculum for the training. you can therefore, requested to please issue following guidelines to the concerned manger / industrial / training coordinator

1. Each student is required to prepare inplant training diary and report
2. Kindly check the inplant training diary or the student dairy.
3. Issue instruction regarding working hours during training and maintenance of the attendance record.

Your efforts in this regard will positively enhance knowledge and practical skills of the students your cooperation will be highly appreciated, and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their inplant training. The students will report to you on..... (date) along with a copy of this letter.

Yours sincerely

Principal  
 Sign and Institute Stamp

Date: \_\_\_\_\_



**FORMAT 5  
STUDENT DAILY DIARY / DAILY LOG FOR TRINING**

Day - 1	Date:	Roll No:
Student Name:		Enroll No:
Time of arrival -	Time of departure -	Remarks (if any)
Main Points of the day: - Daily work done {Students have to write whatever (machines / materials / Procedures / Specifications / handouts) observed / studied / discussed / worked on that particular day in brief.}		
Name and Signature of Industrial Training Officer -		

**FORMAT 5B  
WEEKLY REPORT**

Week No. -  Duration -    to

Name of Industry - \_\_\_\_\_

Weekly work done: {Students have to write whatever (machines/ materials/ producers/ specifications / handouts) observed/studied/discussed/worked in that particular week in brief.}

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Student's Signature

Training Officer Signature

Date - \_\_\_\_\_





**FORMAT 5C  
MONTHLY REPORT**

Month No.-  Duration -  to

Name of Industry - \_\_\_\_\_

Weekly work done: {Students have to write whatever (machines/materials/producers/specifications/handouts) observed/studied/discussed/worked in that particular month in brief.} student should provide evidence / incidents / narrations for various point evaluated by training officer.

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Students Signature

Date - \_\_\_\_\_

Training Officer Signature



**FORMAT 6**  
**MONTHLY PROGRESS / EVALUATION REPORT FOR TRAINING**

Student Name - \_\_\_\_\_

Roll No.- \_\_\_\_\_ Enrollment No.- \_\_\_\_\_

Industry Name - \_\_\_\_\_

Address - \_\_\_\_\_

Duration of Training from - ...../...../..... To - ...../...../.....

Please evaluate your intern by indication the frequency with which you observed the

Following Behaviors: 4 – Excellent, 3 – Very Good, 2 – Good, 1 – Satisfactory

Sr. No.	Behavior	4	3	2	1
	General performance				
	Interpersonal skill and attitude				
	Shows interest in work and is punctual				
	Shows initiative and accepts responsibility				
	Demonstrates organizational skills				
	Uses technical knowledge and expertise				
	Shows technical knowledge and expertise				
	Creativity and communication skill				
	Situation/problem analyzing skill				
	Usage of time				
	Decision making and criticism handling				

Additional Comments, If any – \_\_\_\_\_

Name and Signature of Industrial Training Officer - \_\_\_\_\_

Date - \_\_\_\_\_





**FORMAT 8**  
**PROFORMA FOR EVALUATION OF INDUSTRIAL TRAINING BY INSTITUTE**  
**AND INDUSTRY**

Name and Code of Institute - \_\_\_\_\_

**DEPARTMENT OF TRAINING AND PLACEMENT**

Phone - \_\_\_\_\_ email id - \_\_\_\_\_

1. Name of student - \_\_\_\_\_

2. Roll No - \_\_\_\_\_ Enrolment No - \_\_\_\_\_ Mobile No.- \_\_\_\_\_

3. Branch - \_\_\_\_\_ Year - \_\_\_\_\_ Semester - \_\_\_\_\_

4. Duration of Training - ...../...../..... To ...../...../.....

5. Home address with Mobile No - \_\_\_\_\_

6. Name and Address of Training Company - \_\_\_\_\_

7. Name/ Designation of Industrial Training Officer - \_\_\_\_\_

8. Type of Work - \_\_\_\_\_

9. Date of Evaluation - \_\_\_\_\_

a) Attendance: (Satisfactory / Good / Excellent)

b) Practical work by Industry: (Satisfactory / Good / Excellent)

c) Faculty's Evaluation: (Satisfactory / Good / Excellent)

d) Overall Evaluation of Industry: (Satisfactory / Good / Excellent)

**Overall grade: (Satisfactory / Good / Excellent)**

Name & Signature of Faculty

Mentor with Stamp of Institute

Name & Signature of Industrial Training

Coordinator with Seal of Industry

*\* Photocopy of the attendance record duly attested by the HOD should be attached with the evaluation proforma.*







**FORMAT 10**  
**UNDERTAKING BY THE STUDENTS BEFORE COMMENCEMENT OF**  
**INDUSTRY TRAINING**

I, a student of diploma in Printing Technology program of institute.....  
 ..... here - by undertake that i am going to industrial training at.....  
 .....

My Details are as follows:

1. Name of the Student: Ms. / Shri - \_\_\_\_\_  
 Aadhaar Card No. - \_\_\_\_\_
2. Email - \_\_\_\_\_ Mobile No. - \_\_\_\_\_
3. Fathers Name: Shri - \_\_\_\_\_  
 Aadhaar Card No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_
4. Mother's Name: Smt. - \_\_\_\_\_  
 Aadhaar Card No. - \_\_\_\_\_ Mobile No. - \_\_\_\_\_
5. Residential Address - \_\_\_\_\_  
 \_\_\_\_\_

I Understand all the responsibilities for undergoing this industrial training at my cost and I agree that

- i) I will follow all the rules, regulations and guidelines prescribed by industry MSBTE and Government of Maharashtra
- ii) I am aware that I have to make own arrangement for accommodation and local transport.
- iii) If any accident / mishap happens with me during training then for any loss to me or my any body part, the training provider (industry) will not be liable for it.

Signature of Student with Date

Agreed as above Signature of Parents

Signature of Student's Father with Date

Signature of Student's Mother with Date



**FORMAT 11  
CERTIFICATE - INDUSTRY TRAINING**

This is certified that

Mr./Ms.....

From ..... College having Enrolment No: .....

has completed Training successfully in - .....

..... (Name of

industry)

Individually / in a group consisting of ..... persons under the guidance

of the faculty mentor .....

Name and signature of Industrial Training officer with Seal of Industry

.....

Designation - .....

Name of industry and address:.....

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E mail - .....

Mobile No: .....



**FORMAT 12  
CERTIFICATE – PROJECT**

This is certified that

Mr./Ms.....

From ..... College having Enrolment No: .....

has completed Final Project report having title .....

individually / in a group consisting of ..... persons under the guidance

of the faculty mentor / guide .....

Name and Signature of industrial training officer /  
guide from the industry for the project with Seal of Industry

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Designation - .....

Name of industry and address:.....

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Email id .....

Mobile No: .....

Name & signature of Faculty mentor and Seal of Institute

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**FORMAT 13**

Work based written exam based on training / project. Some sample questions are given here. Faculty members may add questions and prepare such question bank and display it before joining training.

1. Explain selection criteria of report.
2. Explain working project.
3. Draw layout of your project.
4. List various applications or your project.
5. List difficulties faced while working with project.
6. Explain future expansion work related to project.
7. Identify objectives of your training in industry.
8. Explain the role of printing diploma holder in industry
9. List out different departments and explain their working methods / function found in industry.
10. Explain various safety factors needed to be follow in industry.
11. Describe daily working routines during training industry.
12. Identify your involvement in performance of your project?
13. Explain various types of devices and tools used in your project.
14. Explain various types devices and machines used in industry.
15. Explain various equipment / machine you repaired of maintained during industry training. give steps.
16. List various components used in your project along with their cost.
17. List various software you learned during training. Explain its features.
18. List product manufactured by industry, you visited.
19. Explain standard practices used in maintenance of equipment in industry.



**FORMAT 14**  
**FORMAT OF INDUSTRIAL TRAINING/REPORT REPORT**

Following is the suggestive format for the training report, actual format may differ slightly depending upon the nature industry. The training report may contain the following:

- Title page
- Certificate
- Abstract
- Acknowledgment
- Content page

Chapter1. Introduction of industry (Type of products and services, history, turn over and number of employees etc.)

Chapter .2 Organization Structure of industry and general lay out

Chapter. 3 Major Equipment (Types of instruments / machines used in industry with their specification,) approximate cost specific use and their routine maintenance)

Chapter 4. Production Procedures

(Including processes along with production planning and control methods)

Chapter5. Testing of raw materials, components and finished product along with quality assurance procedures.

Chapter 6. Major material handling equipment (lift, cranes, slings, pulleys, jacks, conveyor belts etc.) and material handling procedures.

Chapter 7. Safety Procedures (Followed and safety gear used to include preventive maintenance schedule and breakdown maintenance procedures)

Chapter 8. Anecdotes (Some incidents in industry which consolidated some learning outcomes).

Chapter 9. Short report industrial assigned project (If any given by industry during the training).

Chapter 10. Special / challenging Experience (Encountered during training if any including students liking and disliking of work places).

References / Bibliography

Note: Training report has to submitted in three copies, one for industry, one for department and one for student.



