

Weekly Diary
for
Industrial Training
at

.....

From **To**.....

Name of Supervisor:

Designation of Supervisor:

Name of the Student:

Branch of Engineering:.....

Name of Polytechnic.....

(Special instructions to students:

- 1) Write down the daily activity on the same day.
- 2) Make note of the important actual activity/ies only.
- 3) Summarize at the week -end.
- 4) Add extra sheets if needed for daily or weekly activity report.)

Signature of Student: **Signature of Industrial Supervisor**.....

Week 1: From..... To.....

Expected Work:

- i. Study of organization chart of industry/plant with responsibilities of the different posts
- ii. General Study of industry, its location, its history and its product range, its size, number of employees, its turnover etc.

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student:Signature of Industrial Supervisor.....

Week 2: From..... To.....

Expected Work: Study of layout and specifications of major machines, equipment and raw materials/components used.

List the Sections of Industry visited and list the major machines, equipment and raw materials etc. studied:

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student:Signature of Industrial Supervisor.....

Week 3: From..... To.....

Expected Work: Study of production processes along with production planning and control procedures.

List the Sections of Industry visited and list the major production process, and products for which planning and control procedures etc. are studied:

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student:**Signature of Industrial Supervisor:**.....

Week 4: From..... To.....

Expected Work: Study of testing and quality assurance processes.

List the Sections of Industry visited and list the major testing and quality assurance processes studied there.

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student:Signature of Industrial Supervisor.....

Week 5 From..... To.....

Expected Work: Study of preventive and breakdown maintenance & safety Practice adopted in industry.

List the Sections of Industry visited and list

- (i) the major machines/plants whose preventive and breakdown maintenance procedures studied.
- (ii) The major safety practices adopted in the industry
- (iii) Organization chart of the industry with responsibilities of different departments/posts

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student:Signature of Industrial Supervisor.....

Week 6 : From.....To.....

Expected Work: Report writing

List the Sections of Industry visited and list the major manuals/broachers such as operational manual, safety manual, maintenance manual, quality manuals referred/ studied there for preparation of reports.

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student:Signature of Industrial Supervisor.....