

राष्ट्रीय राजधानी क्षेत्र, दिल्ली सरकार
Govt. of National Capital Territory of Delhi

दिल्ली प्रौद्योगिकी विश्वविद्यालय

DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi Vide Act 6 of 2009

(Formerly Delhi College of Engineering)

SHAHBAD DAULATPUR, BAWANA ROAD, DELHI-110042



PRACTICAL TRAINING DIARY

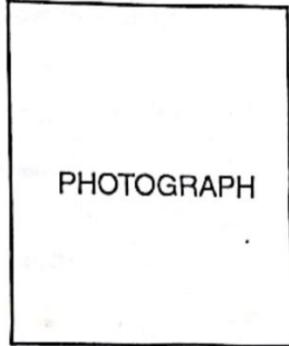
Name of the Student.....

Branch..... Year..... Roll No.....

TRAINING PLACE.....

(Name of the Organisation)

Training Started on..... Completed On.....



Name.....

Branch..... Year Roll No.

Full Address (Permanent).....

.....
(Local).....

.....
Telephone No.

.....
Name & Address of the Trainer Organisation.....

.....
Telephone No. *Fax*

.....
Trg Started on (Date)..... *Completed on (Date)*.....

Date..... *Signature*.....

Place..... *Name*.....

1. Instructions to Pre-Final final year students proceeding on Industrial Training.
2. Diary Writing.
3. General Safety Rules.
4. Practical Training-Some important points to note.
5. Responsibilities of the Trainee.
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DELHI TECHNOLOGY UNIVERSITY
DEPARTMENT OF TRAINING AND PLACEMENT

**INSTRUCTIONS FOR PRE-FINAL / FINAL YEAR STUDENTS
PROCEEDING FOR INDUSTRIAL TRAINING.**

The Importance of practical, on-the job training in the industry for the Engineering Graduates cannot be over emphasized in our country where there is a need to have more & more industry-institute interactions. It has been observed that graduates, even after acquiring a degree in technology, do not feel at home in industry for several years after graduating. As a result, all industries and organizations have to keep a period of one to two years of practical training for Engineering Graduates before they are given any position of responsibility.

The recruiters from the corporate world look for certain traits encompassing those related to sound technical knowledge, Communicative skills, intelligence quotient (IQ) and Emotional quotient (EQ), analytical ability, capability to work congenially in group, level of maturity, sense of dedication of the professions etc. But in addition to these traits, they also lay great emphasis on acquisition of knowledge applied to practical engineering problem and challenges.

The applied knowledge, if acquired earnestly and sincerely, lessens the burden of providing, post-absorption in-house training by recruiting companies. It, therefore, goes without saying the more you acquire the applied knowledge, the more you make yourself a better professional and in the process, the more you make yourself employable. There is thus, a direct linkage between the relevance and quality of your practical training and your acceptability in the job market.

HOW TO WRITE YOUR TRAINING DIARY

Firstly, you need to understand what is asked of you. You are required to write a training diary and not a hand-book on the working of your organization or on any of the section of the organizations. Nor you are required to write a thesis or a project report on the particular aspect of technology being used in the organization where you are undergoing your training.

What is a DIARY?

The dictionary defines a diary as a daily record of events in a journal.

Learning takes place in all kinds of ways and we are constantly learning. We learn from books, speeches, radio, television, motion pictures magazines and above all we also learn from our own-selves. Somebody has put it very nicely, there are two kinds of learning, one what we learn from books and magazines and written works and another what we learn from our own selves by our own observation and by our own thinking and study.

Practical Industrial Training is basically an opportunity to learn about technical plants and equipments and their practical, working distinct from learning primarily from printed words. As such industrial training is a new process of learning. Of course, the only way to assess how well you have learnt is by questioning yourself about the contents of learning because it is not possible to question any one about the process of learning itself. However, the questions that you will be asked when you are interviewed finally for assessment will be such as to judge what you have learned from the plant and equipment and the process actually being carried out.

Of course in order to learn about and processes, certain amount of supplementary reading if necessary. Various printed brochures on plant and equipment sent by the manufacturers, project reports and process operating manuals etc, which may be available in your place of training may be referred to and read. But the matter should not end there you have to clearly realize that you have not been sent to the industry for studying the printed brochures and manuals etc. but with the help of these printed brochures and manuals you have to study the actual plant and the equipment and the actual process and the problems and so on and so forth,

If you understand this quite clearly your approach to diary writing will be both realistic and useful. There is no point in merely copying out printed manuals or taking down matter from books into your diary.

Your diary should represent basically what you have actually learnt from your training.

It should also indicate how you have dedicated your time in learning about various processes, plants and equipment.

The first chapter of your diary should give a summary of workshop / sections / department where you have spent time and amount of time spent in each department. It should also give a brief summary of what you have learnt in each shop. For example, if you have spent 15 days in a transformer shop you may write that during these 15 days, I learnt about the manufacturing of transformer which covered fabrication of the steel tanks, assembly of the core winding of the core and fitting of the core into the tank and also fixing of various instruments and finally closing, packing and painting the tanks.

In subsequent chapters, one chapter may be devoted to each area you need to give full details of and various practical points that you have learnt.

You will then realize that taking real training is quite different from merely being around and looking for things. It is quite a tough task which requires interaction with the processes and equipments that you are studying.

Since each one of you have been sent to a different organization and would be taking training in different shops of different organizations, it is obviously not possible to give any specific content that should go into your diary. But in the light of the above guidelines, it should be possible for you to draw up contents of your diary.

Remember that real life and real industry has also real people in it and quite often the greater problems of an industry and the greater success of an industry depends on the people there. As such in your practical training you will not only learn about plants and equipments, but also about the organization, people and the procedures for example, when you purchase something for yourself the procedure for it is very simple. You like the thing concerned and if you like the price, You just pay the price and take the thing home. But in an industry, for buying even a small thing, there has to be procedure which at first may appear to you quite long and winding. The catch is importance of various steps in the procedure.

GENERAL SAFETY RULES

The majority of accidents in any industry are due to human failures. As the result of an investigation in a mill employing 8,000 workers, it has been found that the unavailable circumstances-mishap or accidents in its true sense-accounted for about 20% of the accidents and the human factors-carelessness lack of safety consciousness, ignorance etc. are responsible for the remaining 80%.

In industry, it is said that the best safety device is a careful worker meaning, a safety conscious person.

A very popular slogan in Industry is 'accidents do not happen, they are caused' and the most important cause generally, is one's own lack of safety conscious.

Students are advised to familiarize themselves with all the safety regulation of the organization where they go for training and take all precautions against any possible accidents/mishaps in factories, construction sites and such other places where they may go for practical training. While it is not possible to list everything some of the precautions to be observed are as follows:

Chemicals : Although some chemicals are harmless, most of them are hazardous to personal safety. An injury caused by chemical exposure can be extremely serious. Even acid fumes if inhaled, can do a lot of harm. Furnaces and tanks from where the fumes may be coming out may pose a danger to those who are not aware of the safety aspect. Therefore, students are required to take sufficient safety precautions before approaching such equipments.

Electric-shocks: Be very careful of electrical wiring particularly temporary wiring in industry. In many places higher voltage is used which if touched, may cause injury. As a precaution put on rubber sole shoes (without nails). Especially during the rainy season one has to be very careful before touching any electrical wiring/switches/equipments etc. Without the permission of the proper authority, do not operate any electrical switch, device etc.

Falling Object : At a construction site when people are working at a height, tools nuts, bolts or any object can fall accidentally and if it hits a person on the head, the injury can be fatal. Keep away from such places unless you are wearing a safety helmet.

Avoid Loose Garments : Never go to factory wearing loose garments which can get caught in fast rotating machinery and can cause serious accidents.

Fire Accidents : Due precaution and proper care must be taken when standing or working near furnaces, boilers, hot metal melted slag.

Inflammable Substances : In many places, inflammable substances are starred and Smoking in the area is strictly prohibited. Do not smoke near such places.

On the shop Floor : Slippery substances such as grease or oil are sometimes spilled, nails, planks with protruding sharp objects may also be left on the shop floor. Students have to be very careful while moving inside the factory premises.

Eye Protection : Goggles for shield should be used by all workers while observing welding operations, revetting, shipping heavy hammering etc.

In Case of accidents however minor and especially where inhaling of harmful or poisonous gas is suspected or some poisonous substances has been swallowed, report immediately to plants Safety Manager/General Manager. Usually in good companies better first aid treatment facilities for such accidents are available as ordinary medical practitioners / family doctor may not have these facilities. Simultaneously intimate your family members if available on phone as well as the college authorities as follows :

Department of Training & Placement (Tel. & Tel. Fax)	27871421
Registrar	27294669
VC Office	27882284
Email	placements@dce.ac.in

Another hazard which may not be directly connected with industry should also be taken care of during the hot summers. This is the hazard of heat strokes. Doctors recommend that during summer a full grown person should take atleast 8 to 10 glasses of water in a day. In case you feel unwell and expect a heat stroke, do not rush back home because it may aggravate your problem. Report to the first aid centre within the factory and take rest in a cool place consuming cold water or other beverages. Move out only after temperature has gone down or as the factory doctor advises you.

PRACTICAL TRAINING-SOME IMPORTANT POINTS TO NOTE

1. You must report to the training organization as indicated in your letter of posting and COMPLETE THE SPECIFIED PERIOD OF TRAINING. You should carry your college identity card with you.
2. During your training you should follow the working hours as prescribed by the training/personnel officer of the organization and should also observe the rules and regulations of the organizations.
3. You are not allowed to change your place of training.
4. Training organizations have no responsibility in the matter of injury etc. suffered by the trainees nor do they grant any stipend to them or hold out any of employment.
5. The trainees would be responsible for any damage caused by them to the plant, building etc. belonging to the training organizations and their parents would have to make good and loss suffered by organizations.
6. Trainees should keep a record of their work during training in chronological order in the training diary obtainable on payment from stores. Training abstract in the diary should get counter signed by the supervisor under his official stamp. This is very important.
7. You should submit your training dairy, completed in all respects of Training Department within 15 days of the reopening of the college for scrutiny. This is very important.
8. A Photocopy of any certificate issued by the training organization should on return from training be handed over to the Training Department for record. The originals should be preserved by you carefully.
9. It is in the interest of the students to make the best use of this opportunity and gain an insight into industrial organization, process and operations. They should try to become as much part and parcel of the production /Maintenance/Construction work as possible.
10. Members of the teaching staff would be visiting the organization during your training period to certain your progress. If you are not found on duty during such visits without prior approval of your supervisor it would be assumed that you have not been taking your training seriously.
11. Failure to comply with above instructions or adverse reports from organizations may lead to appropriate disciplinary action.
12. You should send your JOINING REPORT in the Training and Placement Department as soon as you join the training organization and give your complete address as well as that your Immediate supervisor, along with his telephone number. If you anticipate any difficulty, Professor of Training and Placement should be Informed immediately giving full detail and your own suggestion. In case of emergency, you may contact him on telephone number 27871421.
13. At the end of training get the CERTIFICATE OF TRAINING (a copy of the form is available with the diary).
14. Also make sure that the CONFIDENTIAL TRAINING REPORT (a copy enclosed with this diary) is complete and forward it for the signature of the officer-in-charge of your training to the Department of Training and Placement of this college.

RESPONSIBILITIES OF THE TRAINEE

- Should be punctual.
- Should maintain the training Diary up-to date.
- Should be attentive and careful during training.
- Should learn and maintain high standards and quality of work.
- Should interact positively with the organizational staff.
- Should be honest and loyal to the organization and towards their training.
- Should get their appraisals signed regularly from the training manager.
- Gain maximum from the exposure given, get maximum practical knowledge and skills.
- Should attend the training review sessions / classes regularly.
- Should be prepared for the arduous for the working condition and should face them positively.
- Should adhere to the prescribed training schedule.
- Should take the initiative to do the work as training is the only time where you can get maximum exposure.
- Should handover all the reports, appraisals, logbooks and completion certificate to the institute on completion of industrial training.
- Should write the diary in his/her own hand writing & should not past print outs as the written material.
- Should try to draw the diagrams/figures subject to maximum 10% Xerox or print out the figures / diagrams.

RESPONSIBILITIES OF THE ORGANIZATION

- Should give proper briefing session / orientation / induction prior commencement of training.
- Should make a standardized training module for all trainees.
- Should strictly follow the structured training schedule.
- Should ensure cordial working conditions for the trainee.
- Should co-ordinate with the institute regarding training programme.
- Should be strict with the trainees regarding attendance during training.
- Should check with trainees regarding appraisals, training report, log book etc.
- Should inform the institute about truant trainees.
- Should allow the students to interact with the guest.
- Should specify industrial training's "Dos and Don 'ts" for the trainee.
- Should issue certificate of completion to trainees on the last day of training.

TRAINING DIARY CONTENTS

- A. Hand written; only figure etc. can be pasted but not more than 8 to 10.
- B. Any project work/computer program etc. should be submitted separately.
- C. The diary should have the following contents :-
 - 1. Profile of the organization
 - Products and services
 - Technologies used
 - Major Processes
 - Organization chart
 - 2. Profile of the department/section where training is to be undertaken
 - 3. Important things learnt which are not concerned with curriculum
 - 4. New testing equipment/process equipment/new method seen which are not covered in the curriculum
 - 5. Practices followed in the industry with respect to
 - Environment
 - Safety
 - Corporate social responsibility
 - Industry Institution Academic collaboration
 - 6. Observations : Work wise

JOINING REPORT

CERTIFICATE OF TRAINING
(To be retained by the Student)

**DELHI TECHNOLOGICAL UNIVERSITY
DEPARTMENT OF TRAINING AND PLACEMENT**

Shahbad Daulatpur, Bawana Road Delhi-110 042

TRAINING REPORT (For T & P Department)

(To be completed by the Training / Personnel / Officer and Counter signed by Training/ Personnel Officer / General Manager. Please send the letter directly to the professor and Head, Dept. of Training & Placement).

NAME OF THE TRAINER ORGANIZATION : _____

NAME OF STUDENT : _____ ROLL NO. _____

BRANCH OF ENGINEERING OF THE STUDENT : _____

DATE OF COMPLETION OF THE TRAINING : _____

Actual number of days training taken : _____

Please exclude level taken, Sundays & _____

Holidays, unless he / she had taken training

on a Sunday / Holiday.

Dept./Sections where the students took training with approximate time spent in each place.

Deptt./Section	Period	Remarks
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Please indicate whether the trainee was given any stipend during his / her training Period. If so, how much per month ?

Any useful / important suggestions made by the trainee for improvement in technical, managerial or procedural aspects which the Organizations appreciates / accepted.

Comments on student's conduct and behaviour and / or any other aspect.

Date : _____ Signature : _____

Countersigned : _____ Name : _____

Name : _____ Designation : _____

Designation : _____ Official Seal : _____

Ph.(Off.) : _____ Phone (Off.) : _____

Email : _____ Email : _____

CONTENTS OF THE DIARY

Page No.

1.

2.

3.

4.

5.

6.

1. Profile of the Organization

2. Profile of the Department/Section Where Training Was Undertaken

3. Important Things Learned Which Are Not Concerned with Curriculum

4. New Testing Equipment/Process Equipment/New Methods Seen Which Are Not Covered in the Curriculum

5. Practices Followed in the Industry

6. Report and Learnings

Week 1	
Day and Date	Report

Learnings

Week 2

Day and Date	Report

Learnings

Week 3

Day and Date	Report

Learnings

Week 4

Day and Date	Report

Learnings

Week 5

Day and Date	Report

Learnings

Week 6

Day and Date	Report

Learnings

Week 7

Day and Date	Report

Learnings

Week 8

Day and Date	Report

Learnings

Week 9

Day and Date	Report

Learnings

Week 10

Day and Date	Report

Learnings

Week 11

Day and Date	Report

Learnings

Week 12

Day and Date	Report

Learnings

