

MGM's College of Engg & Technology, A-9, Sector 62, Noida
Department of Civil Engineering
INDUSTRIAL TRAINING
FOR
B.TECH (Civil Engineering) 4Th SEM.

GUIDELINES AND EVALUATION METHODOLOGY

Dear Student,

As per the guidelines of UPTU, Practical Training (4-weeks each) done after 4th Semesters would be evaluated in 7th semester through Report and viva voce etc.

Practical training is a very important part of the curriculum meant for the students. As a part of the curriculum, students have to undergo practical training during summer vacations in Multinational/Private/Public Sector Undertakings/Government Departments and the Laboratories of the Institute.

As per the provision, students belonging to Civil Engineering would undergo practical training.

OBJECTIVES

The objectives of the industrial training are:

- (a) To expose students to the various aspects of industrial practices and ethics.
- (b) To appreciate the significance of theoretical knowledge gained in the college into engineering practice.

DURATION

The minimum duration of the training is **four (4) weeks** after the semester.(IV)

Four weeks Industrial Training has been scheduled for students for the duration of 4 weeks as per the Academic Calendar provided by University. Students should sincerely work hard to draw the optimum best and also learn about the interfacing problems from Classroom to Industry. In order to succeed in this mission, following instructions and norms will be followed:-

- 1) **Joining/Confirmation letter and Synopsis:** Students should submit the Joining /Confirmation letter along with the synopsis giving the details of training to be carried out by 10 days after joining the training. (through Mail.)
- 2) **Submission of Training Progress Report** This is to be submitted on the following schedule by in person to the HOD (CIVIL) /Coordinator.
 - (a) First (Completion Report) - Within 10 days after commencement of classes.
 - (b) Second (Final Report) - Within 30 days after commencement of classes.

The first completion report will be of 2 to 3 Pages and Final Report will be of 30-50 typed pages. The format of the report along with the layout of cover page is attached. Final Report will also carry a certificate (in original) from the training manager covering the period of four weeks training.

3. **Evaluation of the Industrial training.**

This will be done as under:-

It will be the responsibility of each student to submit the Training Report as per the schedule given above. Finally the reports will be taken into consideration for evaluation.(Evaluation will be in 7th Sem)

Each student will be required to give presentation for 10-15 minutes on what He /She has done practically in the industry during the four months training followed by Question/Answer session of 5-10 minutes. Students will prepare their seminar on CD/Pen drive to be presented on a multimedia projector. Students who are working on the live projects will have to show snap shots of the forms developed by him/her in the training period.

External viva will also be conducted for the evaluation.

4. Students are advised to ensure total sincerity, dedication and devotion towards the smooth and efficient conduction of the training.

Training In- charge

HOD

MGM's College of Engg & Technology, A-9, Sector 62, Noida
Department of Civil Engineering

(IV Semester students)

Dear Student

You are required to undergo four weeks industrial training from _____ to _____ . In view of the above, please give the following details.

Class:

University Roll No:

College Roll No :

Name of the organization in which training is planned:

Option 1) _____

Option 2) _____

Option 3) _____

(Mention city and address)

Arrangement for training Self / College

Students will be required to give confirmation letter / Synopsis with in one week of joining the training.

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(Signature of students)

Guidelines for preparation of Report

1. Report should have at least 30 and at most 50 pages.
2. The entire pages of the report should be in A4 size strictly, with 1” top and bottom margin and 1.25” left and right margin.
3. The entire report should be typed in Times New Roman with 12 pt.
4. The title and main headings of the paragraphs are to be in bold.
5. Report may be divided into the number of chapters as required, with chapter number assigned on the top left corner and chapter name immediately below it (with single line spacing) using Times New Roman 16 pt bold.
6. Each main paragraph or heading should be numbered with a whole number. (e.g1)
7. Every sub heading should be given decimal of whole number of the heading. (e.g1.1)
8. Subsidiary paragraphs to the sub heads may have decimal points of the sub heads if required. (e.g1.1.1)
9. One paragraph should only deal with a single issue and sub issues should be dealt in sub paragraphs numbered accordingly.
10. Each line should be separated by a line spacing of 1.5, and each paragraph by line spacing of 2.
11. The complete text should be justified in the report (no left or right aligning).
12. No short forms are to be used in the report besides the specified areas.
13. Numbering of each page should be done in the footer section at the bottom right corner.
14. List of Contents in the report:
15. Numbering of each figure and table should be done according to the chapter number.
 - The Cover. (Page number 6)
 - Cover page. (Same as The Cover)
 - Certificate from department (Page Number 7)
 - Photo copy of the certificate (and project carried out in the company, if any)
 - Acknowledgement.
 - Abstract.
 - Table of contents.
 - List of figures and tables
 - The report.
 - Details of project carried out.
 - References and appendices.

The report should essentially cover following areas:

1. Introduction of the company covering following:
 - Background of the company.
 - Main activities of the company (service or goods produced along with any other social welfare activity)
 - Organization chart of the company.

2. Area of training / project carried out, with detailed explanation using the data collected during the training.

3. Methodology / Analysis.

4. Conclusion.

5. Suggestions or recommendations made by you and the status (implemented or kept on hold or rejected or under study)



**Mahatma Gandhi Mission's
College of Engineering and Technology.**
Noida, U.P., India

**Report on Practical Industrial Training
Carried out at**

Company Name with address

Company Logo.

From _____ to _____.

Academic Year 20... - ...

Submitted by:

Name: _____

Class: _____

Univ. Roll No _____

Submitted to:

Civil Engineering Department,
MGM's COET,
Noida.

Mahatma Gandhi Mission's
College of Engineering and Technology.
Noida, U.P., India

Department of Civil Engineering

CERTIFICATE

This is to certify that Mr. / Ms. _____

_____ of B. Tech.

Civil Engineering, Class _____ Roll No. _____ has

completed / partially completed / not completed his / her

Industrial Training during the academic year _____ from

_____ to _____ at _____

Training Coordinator

Head of the Department