VIDYA RATTAN POLYTECHNIC

LEHRA-SUNAM ROAD, KHOKHAR (SANGRUR)-148030
Approved by AICTE,NEW DELHI & DTE,PUNJAB.
Affiliated to PSBTE & IT, CHANDIGARH.

Two Step...... *forward*

Instructions Regarding Training:-

1. Student should attend the training regularly and must mark the daily attendance as per company's rule.
2. Students are required to maintain strict discipline in industry.
3. Students are required to maintain confidentiality at the place of work.
4. Students must work only on their work place if you are not found on your work place during the visit of faculty members you will mark as absent. You can go in any shop/section/deptt. With the permission of training in-charge.
5. Long leave is not permitted during the Industrial Training.
6. Students who have to appear for the supplementary exam during the course of Industrial Training will take leave from the company well in advance and submit a copy of the leave certificate.
7. Students must have to maintain the rules and regulations in company.
8. Students must pay attention to prepare these documents: Daily Diary, Training report. It should be Signed/Authenticated by Training Manager. Prepare two sets of documents one for submission and other for your own record.
9. Students are required to check their Daily Dairy twice during training from Training coordinator provided by college.
10. Training report will include (1) Contents, (2) Acknowledgments (3) Company Profile (4) Details of the training (5) Details of the project work done so far. (6) Bibliography.
11. Standards for project report :
    o Paper Size = A4
    o Spacing between Lines = 1.5 inch
    o Font Size = 13
    o Fonts = Times New Roman or any compatible font in case of unavailability of recommended fonts.
    o Left Margin = 1.5 inch
    o Right Margin = 0.5 inch
    o Top Margin = 1.25 inch
    o Bottom Margin = 1.25 inch
    o Hard Bound document to be submitted
    o Header Contents: Report Title
    o Footer Contents: College name and page number
12. Students must follow the guidelines for the standard for project report as specified.
13. The CONTENTS page is a must for all documents, must have the page numbers written against heading.
14. Certificate on the front cover page, you may add company's Photograph / logo at appropriate place.
15. Students are required to submit the training certificate provided by the organization.
16. Students must have given a presentation during final viva with proper slides.