

IES College of Technology, Bhopal
TRAINING REPORT FORMAT

Date of submission.....

1. General	
Name of trainee	
R. No.	
Branch/Sem/Institute	
Duration of training	From-.....-2013 to-.....-2013
Name and phone no. of contact person	
2. About organization (where you undergo training)	
Name	
Address	
Website	
Owner	
Major activities	e.g. (i) range of various products in an industry, turnover, profits (ii) power plant : name and rating/specifications of main equipment,
Layout of a plant	Prepare manually the relative locations of major .various
Other units/HO	
Performance data	Turnover (physical and financial), profits, orders in hand
Manpower	
3. Plant	
Various machines	
Special purpose machines	e.g. CNC machines
Various processes	Operating parameters e.g. temperature cycle in a stress relieving process, Pressure cycle in hydraulic pressure test, viscosity & temperature in a varnishing plant
Specific energy consumption	
4. Inputs to organization	
Raw materials	Speciality of material, applications, Sources of materials, import etc.
Energy	Different forms of energy used, annual consumption, bills, source of electricity say grid power, captive power plant etc.
Water	Annual requirement and source of water
Oil, grease etc.	
5. Conservation measures for energy, water	
6. Outputs	
Finished Products	

Emissions	
Disposal of waste	Various wastes and their quantities
Waste heat recovery	
7. Major Customers & market share	
8. Main competitors	
9. Your suggestions for improvement in training system	

Note (1) During training, Weekly report to be submitted by e-mail on every Monday on following e-mail ids.

ashok_singroly@yahoo.com
nileshsolanki0612@gmail.com
gurpreet_0786@gmail.com
srawasthi269@yahoo.com

(2) After completion of training, trainees will have to make a presentation on power point for about 1 hour duration.

(3) Any other relevant information must be included in the report judiciously.

(4) Trainees will bring the certificate from the organization which will mention :

- (i) successful completion of training
- (ii) duration of training (fromto.....)
- (iii) area(s) of training

(5) Trainees will submit following Declaration after completion of the training.

DECLARATION

I HEREBY DECLARE THAT I HAVE UNDERGONE TRAINING AT
..... FROMTO THE
INFORMATION/DATA INCLUDED IN VARIOUS REPORTS HAS BEEN COLLECTED AND COMPILED BY ME. IF
THE ANY INFORMATION/DATA FURNISHED BY ME IS FOUND FAULTY/FABRICATED/FORGED, I WILL BE
LIABLE FOR ACTION BY THE MANAGEMENT OF IES GROUP OF INSTITUTIONS.

DATE.....

SIGNATURE

NAME

ROLL NO.

BRANCH/SEM.