

BBSBEC, Fatehgarh Sahib

Department of Electrical Engineering

FORMAT FOR TRAINING REPORT

ARRANGEMENT OF CONTENTS:

The sequence in which the training report material should be arranged and bound as follows:

1. Cover Page
2. Inner Title Page (Same as cover page)
3. Certificate
4. Acknowledgement
5. Abstract
6. Table of Contents
7. List of Tables
8. List of Figures
9. Abbreviations and Nomenclature(If any)
10. Chapters
11. References
12. Appendices(If any)

The tables and figures shall be introduced in the appropriate places.

TYPING INSTRUCTIONS:

1. The TRAINING report must be submitted in Two Copies (one for department and 2nd for library) duly signed by the STUDENT AND TRAINING INCHARGE
2. The length of the TRAINING report may be about 30 to 35 pages.
3. The TRAINING report shall be computer typed (English- British, Font -Times Roman, Size-12 point) and printed on A4 size paper .

4. The TRAINING report shall be SPIRAL bound with cover page . The name of the students, degree, month and year of submission, name of the university including institute name shall be printed in black letters on the cover page [Refer sample sheet (outer cover page)]
5. The TRAINING report shall be typed with 1.5 line spacing with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom. Every page in the TRAINING report must be numbered. The page numbering, starting from acknowledgements and till the beginning of the introductory chapter, should be printed in small Roman numbers, i.e, i, ii, iii, iv..... The page number of the first page of each chapter should not be printed (but must be accounted for). All page numbers from the second page of each chapter should be printed using Arabic numerals, i.e. 2,3,4,5... All printed page numbers should be located at the bottom centre of the page.
6. In the TRAINING report, the title page [Refer sample sheet (inner title paper)] should be given first then the Certificate by the candidate and the TRAINING supervisor(s) in sequence, followed by an **abstract** of the TRAINING report (not exceeding one page) and so on.
7. **The table of contents** should list all headings and sub headings. The title page and certificate will not find a place among the items listed in the Table of Contents. One and a half spacing should be adopted for typing the matter under this head.
8. **The list of tables** should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
9. **The list of figures** should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.
10. The list of symbols, abbreviation & nomenclature should be typed with one and a half line spacing. Standard symbols, abbreviation etc should be used.
11. Training report consists of following chapters.
 - a. Chapter 1- Introduction (only one page for the company's introduction)
 - b. Chapter 2- Whatever the work has been done during training.
 - c. Chapter 3- Project done in training

(It will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions depending on type & volume of work.)

- d. Chapter 4- If testing , some reading have been taken , they need to be

formulated in form of Results & Discussions

Each chapter should be given an appropriate title. Tables & figures in a chapter should be placed in the immediate vicinity of the reference where they are cited. Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate. Conclusion must not exceed more than two pages.

13. Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

- i) Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- ii) Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
- iii) Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

14. The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the surname of the first author. The name of the author (s) should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

REFERENCES:

1. **Anderson, J.D. (1995)** *Computational Fluid Dynamics*. McGraw Hill, Singapore 1995.
2. Barnard, R.W. and Kellogg, C. (1980) ‘Applications of Convolution Operators to Problems in Univalent Function Theory’, *Michigan Mach, J.*, Vol.27, pp.81–94.
3. Shin, K.G. and Mckay, N.D. (1984) ‘Open Loop Minimum Time Control of Mechanical Manipulations and its Applications’, *Proc.Amer.Contr.Conf.*, San Diego, CA, pp. 1231-1236.
4. Smith, R., (2002), —Conformal Lubricated Contact of Cylindrical Surfaces Involved in a Non-Steady Motion,|| from web site <http://www.cas.phys.unm.edu/rsmith/homepage.html>

DESIGN OF TRANSFORMER AT -----

(24pt., 1.5 line spacing, Centre Aligned, Bold)

A 3/2/4 MONTH TRAINING REPORT

(14pt, Bold)

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD OF
THE DEGREE OF

(12pt, Centre Aligned)

BACHELOR OF TECHNOLOGY (14pt, Bold)

(Electrical Engineering) (12pt)

SUBMITTED TO (14pt, Bold)

PUNJAB TECHNICAL UNIVERSITY, JALANDHAR (14pt, Bold)

SUBMITTED BY (14pt, Bold)

Name of Student(s) (14pt)

AAAAAA

RRRRRRR

XXXXXX

University Roll No. (14pt)

9999999

9999992

9999933

SUPERVISED BY (14pt, Bold)

NAME OF SUPERVISOR(S) (14pt)

Designation (12pt)

November 2015 (12pt)

(Month & Year of Submission)

College logo

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PINCODE -140407 PUNJAB (14pt, Bold)

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RRRRRRR
XXXXXX

University Roll No.
9999999
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NAME OF SUPERVISOR(S)
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November 2015

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ACKNOWLEDGEMENT

I also wish to extend my thanks to my training supervisor . _____ and other members of the team for their guidance and training they gave to me and also their insightful comments and constructive suggestions to improve the quality of this training work

I would like to place on record my deep sense of gratitude to Dr. _____, HOD-Dept. of Electrical Engineering, BBSBEC,FGS, India for his generous guidance, help and useful suggestions.

I express my sincere gratitude to Prof. _____, Dept. of Electrical Engineering, BBSBEC,FGS, for his stimulating guidance, continuous encouragement and supervision throughout the course of present work.

Signature(s) of Students

CERTIFICATE

I hereby certify that the work which is being presented in the B.Tech. Training Report entitled **“Design of Sub Transformer”**, in partial fulfillment of the requirements for the award of the **Bachelor of Technology in Electrical Engineering** and submitted to the Department of Electrical Engineering of Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib Punjab is an authentic record of my own work carried out during a period from **June/July 2015 to November 2015(7th /8th semester)** under the supervision of **Name & Designation of supervisor(s),Company name**

The matter presented in this Training Report has not been submitted by me for the award of any other degree elsewhere.

Signature of Student (S)

This is to certify that the above statement made by the student(s) is correct to the best of my knowledge.

Signature of Supervisor(s)

Date:

Name & Designation

Training Incharge

Electrical Engineering Department

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NOMENCLATURE

English Symbols

- A Pre-exponential constant
- C_p Specific heat, J/kg-K
- c Reaction progress variable
- D_d Instantaneous droplet diameter, m
- D_m Instantaneous droplet diameter

ABBREVIATIONS

ATDC	After Top Dead Center
BDC	Bottom Dead Center
BTDC	Before Top Dead Center
CA	Crank Angle
CAD	Computer Aided Design
CCS	Combined Charging System
CFD	Computational Fluid Dynamics
CO	Carbon Monoxide
CTC	Characteristic– Time Combustion