Training Manual

ਖੋਜੀ ਉਪਜੈ ਬਾਦੀ ਬਿਨਸੈ

"The seeker grows while the disputant fades away"

Baba Banda Singh Bahadur Engineering College
Fatehgarh Sahib 140407 Punjab

Established by SGPC in 1993
www.bbsbec.edu.in

TRAINING & PLACEMENT DEPARTMENT

The six months industrial training programme empowers the candidate to inculcate the practical knowledge and to interact with the industrial people. The practical attachment programme gives an in-depth knowledge about the working environment of an enterprise. The candidate is expected to take this as an opportunity to hone the practical skills and abide by the rules & regulations of the working environment. Students are advised to check regularly the college website www.bbsbec.edu.in for all the news updates/news.

CONTACT DETAILS

Team T&P	DEPARTMENTAL COORDINATORS	Contact Details
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BABA BANDA SINGH BAHADUR ENGINEERING COLLEGE FATEHGARH SAHIB

Paste your recent latest PP size photogtraph

STUDENT DETAILS
(To be filled by the student)

Name of the student …….....

Address …….

……. Pin Code …….

Phone/Mobile No ……. Email ……

Father's Name & Occupation …….

College Roll No …….. University Roll No ……. Branch ……..

Period of Training From ……. To ……

Name of the Organization /Industry with complete address (address, website, fax and phone number)

……

Section/Department concerned …….

Name and designation of officer-in-charge …….

FOR SWITCHOVERS

Period of Training: From ……. To …….

Name of the Organization /Industry with complete address (address, website, fax and phone number)

……

Section/Department concerned …….

Name and designation of officer-in-charge …….

- Switchover means the candidate who undergoes training in different companies within the stipulated period of Six months under prior approval of the departmental coordinator.

INSTRUCTIONS

- Student availing the switch over option should use a separate employer evaluation form and attendance sheet.
- Record weekly report carefully and legibly on the sheets. The number of blank sheets is provided based on weekly report. For additional information, extra sheets may be used and can be submitted separately along with the training manual.
- Maintain an accountability of the work by getting the manual signed by the concerned officer. The training manual will be checked and endorsed by the departmental co-ordinator from time to time.
- Students availing the training services a far away place will/can be monitored by the respective departmental coordinators through telephone/email co-opted.
- Attendance sheet attached at the end of the training manual must be filled and authenticated. Mark signature initial for present and 'A' for absent.
- Get the employer evaluation form filled in time by industry & request them to hand over the same to the respective departmental coordinator (Training) in the last week of training period. If need, the same be photocopied and supplied to the concerned officer-in-charge.
- Students want to undergo the training program abroad should seek prior permission from the departmental training coordinator and complete all the formalities before proceeding for their training.
- Students are advised to consult the format of writing the training report to be submitted along with the training manual with their respective departmental coordinator/Training assistance through T&P department.
- The training coordinator will work to generate suitable slots for the training positions for all students. All the students are required to participate fully in the selection procedure. Start working in coordination with the training coordinator in advance.
- Arranging training independently: A student should seek prior permission from the departmental coordinator before starting the training program. Each student must provide the company details and take confirmation letter endorsed by the same.

What does NOT count as training experience?

A valid industrial training program entails the fulfillment of certain norms and criteria. The student must undertake productive work that is related to his/her program of study. The following are not counted as valid training experience:

- Taking classes outside institute for some specialization/competition courses. (GRE/GMAT,TOEFL/CAT)
- Doing a specialized certification course as CCNA/MCSE/AutoCAD etc.
- Starting the training at one organization and then completing it with another without approval of the Departmental Training Coordinator.
- Not completing a minimum of 3 months of training at the same employer.
- Leaving the employer period to the completion of committed duration.

Some points to be kept in mind by the student

- Do not be afraid to clear your doubts.
- Do not try to cover up your mistakes.
- Since you will be working with peoples of all ages and experienced levels, be friendly and considerate.
- Do not get involved in office or organization politics.
- Concentrate on the good points of the people and organization, rather than criticizing the bad points.
- In case you required a day off during your training schedule, please obtain permission in advance from your employer/supervisor.

All issues and concerns must be discussed with the departmental training coordinator during the work term and not after the work term is over. Students must abide by all the rules and regulations of the organization as regular employees. He/she will be fully responsible for assigned task and accountable for them.

- **Confidentiality:** Confidentiality issues should be discussed and agreed to prior to a job offer and acceptance. Students employees must comply with their employer's policy regarding confidentiality and recognize that the information they work with including the results of any research undertaken, belong to the employer.
- **Problems in the work place:** Should any usual circumstance arise during the training period (e.g. behavioral problems or medical emergencies); employer should contact the training coordinator who will help to facilitate a resolution. Should employers consider dismissing a student, they are urge to consult the training coordinator (T&P office) as early as possible to discuss their concerns.
- **Vacations:** If a short leave or a day off is required, it must be approval by the employer and training coordinator must be informed about it. Long leaves are not allowed unless approved by the employer and the training coordinator.
- **Quitting in training program:** If the student considers quitting a training program before the end of the scheduled period, he/she must consult the departmental coordinator before taking any decision. Failure to consult may lead to withdrawal from the training program.

SIX MONTHS TRAINING SCHEDULE

Training Group A – Odd Semester (7th semester)

Training Duration	15th July to 15th December
Submission of Confirmation letters	15th June
Project report to be submitted by	17th December
Presentation & Viva Voce	18th December – 21st December

Training Group B – Odd Semester (8th semester)

Training Duration	22nd December – 22nd May
Submission of Confirmation letters	15th November
Project report to be submitted by	23rd May
Presentation & Viva Voce	20th May – 26th May

CHECKLIST / GUIDELINES

1. Duly filled employer evaluation form (Software & Hardware) with official stamp & signature.
2. Duly filled student evaluation form.
3. Duly filled attendance sheets (Software & Hardware) from respective training organization/company.
4. Two copies of the project reports must be submitted to the respective department/T&P coordinator.
5. Project report format as directed by the follow up departmental coordinator must be strictly followed.
6. At the end of training each student must be required to make an independent presentation.
7. Student should come formally dressed with their power point presentation.
8. Presentation should be of 10-15 minutes duration, comprising of 10 slides only.
9. Not more than 2 students may participate as a team for joint project.
10. Students are required to make and deliver presentation in English.
11. Follow up report will be submitted to the Training & Placement department by the department coordinator along with assessment for record & processing.

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period ………………………………………………… To …………………………………………………….

Date	
	Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period ………………………………………………… To …………………………………………………..

Date	

Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period ……………………………………………… To ……………………………………………………

Date	
	Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period .... To ....

Date	

Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period .... To ....

Date	
	Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period ……………………………………………………. To ……………………………………………………….

Date	
	Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period .... To ....

Date	
	Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period ……………………………………………… To ………………………………………………..

Date	
	Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period .... To ....

Date	

Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period ………………………………………………………… To ……………………………………………………………..

BBSBEC

Date	

Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period ………………………………………………… To ……………………………………………………

Date	
	Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period .... To ....

Date	
	Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period .... To ....

BBSBEC

Date	

Signature of the Concerned Officer

WEEKLY COMPILATION OF WORK (For both Hardware/Software Training)

Period .... To ....

Date	

Signature of the Concerned Officer

BABA BANDA SINGH BAHADUR ENGG. COLLEGE
FATEHGARH SAHIB-140407

EMPLOYER
EVALUATION Form
(For Hardware/Software Training)

The practical training plays an integral part in imparting the technical education to the student. The T&P department needs constructive unbiased feedback report from the supervisor/employer on the overall performance of the candidate leading to the fulfillment of 6 months industrial training program.

EMPLOYER (IF POSSIBLE, ATTACH VISITING CARD)

Company Name ……

Address ……

State & Postal Code ……

Contact Name ……

Title ……

Phone (Office & Mobile) ……

Fax & Email ……

STUDENT

Name ……

Branch & Univ Roll No ……

Industrial Department/Section Ref No ……

Duration of Training from ……To ……

The evaluator is requested to kindly send the sealed evaluation form in original to the Training & Placement department in the last week of the training period by post at the below mentioned address. The liberty is extended to the employer to discuss the evaluation report intermediately with the candidate and coordinator to give sufficient room for the corrective action to the candidate in question.

TRAINING COORDINATOR (Training & Placement Department)

BBSB Engg College,
Fatehgarh Sahib- 140407
Mobile No: 8360532832, 8146900971
Email ID: hod_tp@bbsbec.ac.in

Your assistance and cooperation is sincerely appreciated.

SECTION –A

Please tick the relevant square.

APPROACH TOWARDS WORK

- ☐ A (10) Keen interest in job. Very enthusiastic and takes pride in taking new projects.
- ☐ B (8) More than average amount of interest and enthusiasm for job.
- ☐ C (6) Satisfactory amount of interest and enthusiasm for job.
- ☐ D (4) Interest spasmodic/occasionally enthusiastic.
- ☐ E (2) Little interest in job and lackadaisical in nature.

CHALLENGE ACCEPTANCE INDEX

- ☐ A (10) Self-starter and asks for new jobs, looks for things to do and do not waste time.
- ☐ B (8) Acts voluntarily in most matters.
- ☐ C (6) Acts voluntarily in routine matters.
- ☐ D (4) Relies on others. Must be told what to do.
- ☐ E (2) Always wait to be told what to do next.

ORGANIZATIOAL ABILITY & TIME MANAGEMENT

- ☐ A (10) Outstanding ability of planning and organizing work and time.
- ☐ B (8) Usually organizes work and time effectively.
- ☐ C (6) Does normal amount of planning and organizing.
- ☐ D (4) More often than not fails to organize and plan work effectively.
- ☐ E (2) Consistently fail to organize and plan work efficiently.

ADAPTABILITY TOWARDS LEARNING NEW CONCEPTS

- ☐ A (10) Excellent.
- ☐ B (8) Quick to learn.
- ☐ C (6) Average.
- ☐ D (4) Rather slow understanding of new information.
- ☐ E (2) Very slow understanding of new information.

QUALITY CHECK

- ☐ A (10) Excellent work performance making very few errors.
- ☐ B (8) Usually thorough good work making few errors.
- ☐ C (6) Work usually passes review making normal number of errors.
- ☐ D (4) More than average number of errors for a student.
- ☐ E (2) Work usually done in careless manner and often make mistakes.

PRODUCTIVITY PERFORMANCE INDICATOR

- ☐ A (10) Highly productive.
- ☐ B (8) More than expected amount of productivity.
- ☐ C (6) Expected amount of productivity.
- ☐ D (4) Less productive than expected.
- ☐ E (2) Very few production.

CREATIVENESS

- ☐ A (10) Continually seeks new and better ways of doing and is extremely innovative.
- ☐ B (8) Frequently suggests new ways of doing things and very imaginative.
- ☐ C (6) Has average amount of imagination and possess reasonable amount of new ideas.
- ☐ D (4) Occasionally comes up with a new idea.
- ☐ E (2) Rarely has a new idea and is not very imaginative.

STRIKING GOAL ABILITY/JUDGEMENT

- ☐ A (10) Exceptionally good decision based on thorough knowledge and analysis of problems.
- ☐ B (8) Uses good common sense and makes good judgment.
- ☐ C (6) Judgment usually good in routine.
- ☐ D (4) judgment often undependable and need supervision.
- ☐ E (2) Poor judgment jumps to conclusions without sufficient knowledge

DEPENDABILITY

- ☐ A (10) Can be depended uponin any situation and circumstances.

- ☐ B (8) Can usually be depended upon in most situations depending upon the severity.
- ☐ C (6) Can be depended upon in routine situations.
- ☐ D (4) Somewhat unreliable and needs above average surveillance.
- ☐ E (2) Unreliable.

AMBIENT ENVIRONMENTAL WORKING SKILLS/INTERPERSONAL SKILLS

- ☐ A (10) Always works in harmony with others, excellent team worker, contributes to group relationship & effectiveness.
- ☐ B (8) Congenial and helpful, works well with associate & seen as an asset in furthering cooperation and harmony.
- ☐ C (6) Most relations with others are harmonious under normal circumstances.
- ☐ D (4) Sometimes antagonizes others or tends to be very quiet.
- ☐ E (2) Frequently quarrelsome causes friction. Overly quiet and withdrawn to the point of having an adverse effect on group.

RESPONSE TO SUPERVISION

- ☐ A (10) Expresses appreciation & takes prompt action on suggestion & criticism by supervisor very open minded & confident.
- ☐ B (8) Willingly accepts suggestions & criticism by supervisor.
- ☐ C (6) Accepts suggestions & criticism by supervisor in satisfactory manner.
- ☐ D (4) Reluctantly accepts suggestions & criticism by supervisor sometimes fails to recognize on limitation & needs to ask direction.
- ☐ E (2) Resents suggestions & criticism by supervisor or needs close supervision or has difficulty accepting change.

WRITTEN COMMUNICATION

- ☐ A (10) Always clear, well organised.
- ☐ B (8) Concise readable and making few errors.
- ☐ C (6) Normally very clear, well organized and understandable.
- ☐ D (4) Usually clear and concise.
- ☐ E (2) Satisfactory occasionally encounters difficulty in writing clearly and concisely not clear.

ORAL COMMUNICATION

- ☐ A (10) Conveys information in a clear well organized and easily understandable manner.
- ☐ B (8) Normally very clear and understandable.
- ☐ C (6) Usually clear and concise.
- ☐ D (4) Satisfactory occasionally encounters difficulty in speaking clearly and concisely.
- ☐ E (2) Not clear to the extent, i.e., causes confusion interferes with the performance of the work..

SIGNS OF LEADERSHIP

- ☐ A (10) Excellent, promotes enthusiasm and can direct others.
- ☐ B (8) Above average.
- ☐ C (6) Adequate.
- ☐ D (4) Poor, unable to organise and motivate the work of others.
- ☐ E (2) Not approachable.

REPORT PREPARATION

- ☐ A (10) Very Good.
- ☐ B (8) Good.
- ☐ C (6) Average.
- ☐ D (4) Fair.
- ☐ E (2) Poor.

ATTENDANCE (MARKS-50)

- ☐ A (50) 95%
- ☐ B (45) 90-95%
- ☐ C (40) 85-90%
- ☐ D (35) 80-85%
- ☐ E (30) 75-80%
- ☐ F(0) < 75%

SECTION B

PROJECT DETAILS (MARKS 100)

No. of projects under taken …….

Name of Supervisor (s) ……

DESCRIPTION IN BRIEF (Additional sheets can be attached)

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……

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……

……

……

RATING

☐	Excellent	90-100
☐	Good	80-90
☐	Average	70-80
☐	Fair	60-70
☐	Poor	<60

Signature of the Training Coordinator

Date ……

FOR OFFICE USE ONLY

The marks will be compiled by the departmental coordinator and the following details are to be filled.

	Max Marks	**Marks Obtained**
Section A	200	…….
Section B	100	…….
Total	300	…….

Signature of Departmental Coordinator

Date ……

(For Software & Hardware Training- Use separate sheets for both Trainings)

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FATEHGARH SAHIB-140407

DEPARTMENT OF TRAINING & PLACEMENT
ATTENDANCE SHEET

Name ……..…Branch …… University Roll No ……..

Name & Address of Organization/Industry ……..

Specify Type of Training (Hardware/Software) …….. Date of Commencement of Training ……Date of Completion of Training ……....

Sr No	Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Remarks

NOTE

1. Attendance sheet should remain affixed in the Training Manual. Do not remove or tear it off.
2. Student should sign initial in the attendance column instead of making ‘P’
3. Holidays should be marked in red ink attendance columns. Absent should be marked as ‘A’.

Signature of Coordinator (T&P)

Signature of Training Manager with Designation Seal