



महाराष्ट्र राज्य तंत्र शिक्षण मंडळ

(स्वायत्त) (ISO: 9001:2015) (ISO/IEC 27001:2013)

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दू.क्र: २६४७१२५५/२६४७०९१६

फॅक्स : ९१-०२२-२६४७३९७९

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जा. क्र. मरातंशिमं/ का -५३/ I Scheme-प्रशिक्षण /२०१९/ 4095 दिनांक 15 MAY 2019

महत्त्वाचे परिपत्रक

प्रति,
प्राचार्य,
मंडळाशी संलग्नीत AICTE Approved संस्था.
(‘I’ Scheme राबविणा-या सर्व संस्था)

विषय : I Scheme अंतर्गत होणा-या Industrial Training च्या Weekly Diary बाबत.

संदर्भ : मंडळाचे परिपत्रक क्र.मरातंशिमं/का-५३/I Scheme-प्रशिक्षण/२०१९/२६८४ दि.०९.०४.१९

उपरोक्त संदर्भाधीन पत्रानुसार ‘I’ Scheme अभ्यासक्रमातील (MU,PS अभ्यासक्रम वगळून) विद्यार्थ्यांनी चतुर्थ सत्रा नंतर व पाचवे सत्र सुरु होण्यापुर्वी सहा आठवड्यांचे औद्योगिक प्रशिक्षण पूर्ण करणे अनिवार्य आहे. या वर्षी सदर औद्योगिक प्रशिक्षणाचा कालावधी दि. १५.५.२०१९ ते २५.६.२०१९ असा निश्चित करण्यात आलेला आहे.

इंडस्ट्रीमध्ये प्रशिक्षणासाठी गेलेल्या विद्यार्थ्यांनी Weekly Diary for Industrial Training मध्ये प्रत्येक दिवसाच्या Training चा report नमुद करणे आवश्यक आहे. औद्योगिक प्रशिक्षणासाठी आवश्यक असलेल्या “Weekly Diary for Industrial Training” चा नमुना सोबत जोडण्यात आलेला आहे. Weekly Diary चा नमुना allocated mentors नी सर्व विद्यार्थ्यांना देऊन त्यांच्याकडून पूर्ण करून घेण्यात यावा. सर्व विद्यार्थ्यांनी Industrial Training पूर्ण झाल्यावर Weekly Diary for industrial Training mentor/supervisor यांच्या स्वाक्षरीसह संस्थेत जमा करणे अनिवार्य आहे. आपल्या संस्थेतील औद्योगिक प्रशिक्षणासाठी पात्र सर्व विद्यार्थ्यांकडून Weekly Diary for Industrial Training पूर्ण करून घेण्याची जबाबदारी संस्थेची राहिल याची नोंद घ्यावी.

वि. र. जाधव

(वि. र. जाधव)

प्र.सचिव

म.रा.तंत्र शिक्षण मंडळ, मुंबई.

प्रत- उपसचिव, म.रा.तंत्र शिक्षण मंडळाचे विभागीय कार्यालय, मुंबई, पुणे/ नागपूर व औरंगाबाद यांना माहिती करीता

Weekly Diary**for****Industrial Training****at****Name of industry:****From** **To**.....**Name of Supervisor:****Designation of Supervisor:****Name of the Student:** **Enrollment No.:**.....**Branch of Engineering:**.....**Name of Polytechnic:**.....**(Special instructions to students:**

- 1) Write down the daily activity on the same day
- 2) Make note of the important actual activity/ies only.
- 3) Summarize at the week -end.
- 4) Add extra sheets if needed for daily or weekly activity report.)

Week 1: From..... To.....

Expected Work:

- i. Study of organization chart of industry/plant with responsibilities of the different posts
- ii. General Study of industry, its location, its history and its product range, its size, number of employees, its turnover etc.

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student:Signature of Industrial Supervisor.....

Week 2: From..... To.....

Expected Work: Study of layout and specifications of major machines, equipment and raw materials/components used.

List the Sections of Industry visited and list the major machines, equipment and raw materials etc. studied:

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student:Signature of Industrial Supervisor.....

Week 3: From..... To.....

Expected Work: Study of production processes along with production planning and control procedures.

List the Sections of Industry visited and list the major production process, and products for which planning and control procedures etc. are studied:

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student:Signature of Industrial Supervisor.....

Week 4: From..... To.....

Expected Work: Study of testing and quality assurance processes.

List the Sections of Industry visited and list the major testing and quality assurance processes studied there.

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student:Signature of Industrial Supervisor.....

Week 5 From..... To.....

Expected Work: Study of preventive and breakdown maintenance & safety Practice adopted in industry.

List the Sections of Industry visited and list

- (i) the major machines/plants whose preventive and breakdown maintenance procedures studied.
- (ii) The major safety practices adopted in the industry
- (iii) Organization chart of the industry with responsibilities of different departments/posts

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student: **Signature of Industrial Supervisor:**.....

Week 6 : From.....To.....

Expected Work: Report writing

List the Sections of Industry visited and list the major manuals/broachers such as operational manual, safety manual, maintenance manual, quality manuals referred/ studied there for preparation of reports.

Day	Activities carried out
1	
2	
3	
4	
5	
6	

Weekly summarization of the above activities:

Signature of Student:Signature of Industrial Supervisor.....

