

APPENDIX 4.I

MODEL GUIDELINES FOR STUDENTS ON INDUSTRIAL TRAINING / VISITS / PROJECTS

A. DISCIPLINE AND GENERAL CONDUCT

The industrial organisations where you have been placed for training have gone out of their way to provide this facility. They are under no obligation to do this. Industrial people, workers as well as officers are very busy and can spare little time from their normal schedule. It is not possible for them to give you attention always. However, if you show sufficient interest and make efforts to learn, you can be sure of help and guidance from them. Every industry has its own organisational system developed over years of experience. Discipline and punctuality form the bed rock of this organisation system. Do not try to seek concession from the normal practices expected to be followed and do your best to adapt yourself to the system prevailing in the concerned industry.

- You should report punctually to the concerned organisation on the specified joining date.
- You must observe the working hours of the organisation where you are placed for industrial contact, and you will be entitled (during this training period only) to such holidays as are admissible in the concerned organisation.
- Under certain circumstances, you may have to work on holidays and /or Sundays in the interest of your training.
- Your behaviour under all circumstances should be that of a responsible officer and your conduct should be exemplary.
- You should respect the rank and file in the training organisation and wherever necessary, should learn skills even from the hierarchically lowest level of workers
- In case you have any difficulty regarding your training, you may approach the officer in charge of your training programme. Note that you should not expect help as a matter of right. If you are helped, you should understand that it is a favour.
- At places where you are asked only to observe things, you should show a high degree of interest and keenness so that you may be invited to do the job with your own hands; if this is not possible you should observe the most important and significant things and study them in great detail
- You should take with yourself relevant reading material in the form of reference and text books.

A. INDUSTRIAL TRAINING

During industrial/field training/visits, you should try to acquaint yourself with the following aspects

B.I GENERAL INFORMATION OF THE ORGANISATION

- Type of organisation/industry
- The organisational structure of the enterprise
- Products manufactured/services rendered (Give detailed specifications)
- Details of technical manpower employed in the enterprise
- A layout diagram of the industry/organisation

- Inter relationships and the functions of various departments in the enterprise
- Entry level of diploma holders and their vertical and horizontal mobility prospects
- Investment pattern, sales turnover, and profitability

B. II MANUFACTURING /CONSTRUCTION DIVISION

Study the

- plant and equipment- jobs performed- processes
- specialised plants and machinery
- job cards and work allotments
- materials used, specifications, and inspection
- time and motion standards
- working drawings and their interpretations

B. III QUALITY CONTROL

Study of

- Indian and international standards for the products manufactured in the enterprise
- quality control methods used in the enterprise
- measuring instruments and their use
- quality control reports
- total quality control and management in the enterprise
- rejection rates and suggestions for improvements

B. IV RESEARCH AND DEVELOPMENT/DESIGN SECTION

Study of

- plans for development of new products and processes
- the nature of work undertaken in R & D and design section
- preparation of working drawings
- prototype development and testing
- use of computers in drafting and design work.
- product life cycle for different products of the enterprise

B. V STORES AND PURCHASE DEPARTMENT

Study the

- purchase and issue procedure in the stores
- procedures for incoming material inspection, acceptance and record keeping
- storage and maintenance of material, bought out components and sub-assemblies etc.
- methods of inventory control and management
- material handling in the enterprise
- system for indenting spares required by the maintenance department
- use of computers in inventory control and other operations in the enterprise

B. VI REPAIR AND MAINTENANCE

Study the

- preventive maintenance schedule and procedures for maintenance of plant, equipment, machineries and structures

- breakdown maintenance taking place in the enterprise. Try to identify the reasons for these breakdowns
- procedures for estimating the production loss because of breakdown in plant, equipment and machinery and suggest ways and means to reduce it
- safety measures undertaken in the enterprise
- repair and re-conditioning procedures for components and equipment

B. VII PERSONNEL AND ADMINISTRATION

Study the

- kind of administration style in the enterprise
- communication system in the enterprise
- leadership styles in the enterprise
- human relations and motivational aspects in the enterprise
- procedures governing accountability and responsibility in the enterprise
- application of creativity and innovativeness in the enterprise
- wage and incentive system

B. VIII SPECIAL

In addition to the above, you may also study the following :

- management information system
- packaging
- warehousing
- sales marketing and after sales service
- liaison and coordination with suppliers, vendors, ancillaries, distributors, retailers and customers
- financial management practices

B. IX IDENTIFICATION OF INDUSTRIAL FIELD PROBLEMS

1. You may interact with professionals working in various departments to gather information about the problem areas in their departments.
2. You may study the plant layout, material handling, quality control, productivity and other operations from the point of view of their improvements.
3. You may identify the problem areas, identify, analyse and state the problems.
4. You may take up some of the specific industrial problems for their solution.

(If the time available is less or facilities available are limited, then teachers have to make their own judgement about priorities and emphasis to be given to the various areas listed above and instruct the students accordingly. Teachers have the liberty to add or delete the areas depending upon the specific needs).