

Department of Textile Technology
Shri Guru Gobind Singhji Institute of Engg & Tech Nanded
Training Program for SY & TY Textile students

Sr. No	Points to be covered	No. of days
1	Incorporation year, Chairman, Managing Director, registered office, head office address, plant location with address, telephone, fax, e-mail, website, history of the company	1
2	Organisation chart, layout, visit to different departments such as time office, personnel, finance, sales & marketing, store, production, maintenance, electric, packing, dispatch, ware house, transport etc. briefly note down manpower planning & functioning of each department	2
3	Flow chart of production process, no. of m/c, make & model, visit to all sections of production department, quality control department	1
4	Raw material: types, properties, price/unit, domestic purchase/ import, packaging, storage, daily consumption, stock, spillage, Finished product: unit of measurement, types of products, installed capacity, production/ shift, day, year, sales, sale price/unit, end uses, domestic/export, exporting country	1
5	Detailed study of each production department: production process, machine (type, make, model, life of m/c, machine parameters & settings), production & efficiency calculations, maintenance, man-machine allocation, study the duties & responsibilities of production Shift incharge/ Engineer/Manager, shift information records, operators log book, machine cleaning schedule, maintenance schedule, capacity utilisation,	6
6	Quality control department, machines, raw material & end product testing, breakage study, production plan, QC daily report	1
7	Discussion with Vice president, General manager, marketing manager about future & growth of textile industry, market trends, strength & weakness, Government textile policies	1
8	Special Activity: note on process, quality and breakdown problem, Students should try to perform some small project work on the running problem of the plant.	2
	Total no. of days	15

General Instructions:-

1. Students for an organization should report the concerned/H.R Personnel at the main gate with authentic letter at pre decided time together.
2. Students should strictly maintain all instructions given to them by the authority.
3. Students should behave and work in a such a manner to uplift the image of the institute and of themselves.
4. Everyday students are supposed to stay one full shift inside the plant if otherwise not instructed by the authority.
5. Focus of the training should be more technical and some managerial.
6. *If there is any special schedule designed by the ORGANISATION then students are instructed to follow that one only as per their instructions.*

Important Instructions:

1. Show this training program to a concerned Incharge of the training activity.
2. Take a prior permission to collect information.
3. Don't touch/handle any package or machine without permission.
4. Follow the all rules, regulations, and discipline & safety norms of the company.
5. Don't wear loose clothes and keep distance from unsafe places.
6. Submit a training report attached with certificate and training program.
7. Allotment of the companies is according to interested, choice and convenience of the students. Accommodation, food and other safety measure should be arranged/taken care off by the students.
8. Students can try for permission by themselves, if they are not getting permission, Department may help them for getting permission.

We have read all the instructions and we will be responsible for our training program and safety. We are going for training program on our own interested and we will be responsible for any incident.

Name of the students

Signature