POORNIMA GROUP
Achieving Excellence Together

Summer Industrial Training Log Book
Session 2020-21

POORNIMA GROUP

ज्ञानम् विना न किमपि साध्यम्

Estd. 2000

Campus : _____

Department of _____

Name: _____

Reg. No_____ Roll No:_____

Semester:_____ Year:_____

E-mail id: _____ @poornima.org

Contact No: _____

Training Mentor :_____

OVERVIEW OF INDUSTRIALTRAINING

Industrial Training program provides pre-professional work experience with specific assignments and responsibilities. An Industrial Training should be relevant to a student's personal career interests and academic courses of study, serving as a bridge between university and the world of work. Productive Industrial Trainings help students make informed decisions and improve their marketability after graduation.

Amidst of the ongoing circumstances of lockdown and restricted mobility, students are advised to pursue online summer Internships from their homes in Session 2019-20. Training & Placement Office, Poornima Group has recommended quality online-learning / training platforms, as well as the training areas for students to take up. Students must understand that this time is the most optimum time to upgrade one's skill set and strengthen technical skills to establish a strong foundation for a prosperous career ahead. These trainings must be taken with utmost sincerity, and one must ensure the quality of training and its platform to make it more valuable and at par with industry standards.

1. **Selection of Course:**
   a. Student is expected to take up any training / course / software from the recommended list of both online learning platform as well as the course.
   b. In case student wishes to opt for any other course apart from those mentioned in this list, he/she must take approval from the Department / TPO.
2. **Monitoring:**
   a. To keep an account of the learnings, student must maintain a log of training in provided format. Training monitoring guidelines shall be issued by respective departments.
   b. Student will be monitored by the respective Department.

3. **Duration of Training:**
   a. Third Year : VI Semester

Mode of Training	Duration	Necessary Outcome Docs
An online training / internship / Work-from-home program	45 – 60 Days (20 April – 20 June 2020)	Letter of Confirmation + Letter of Completion
Online certificate courses	2 x 4 weeks OR 120-150 Hours including project duration. (20 April – 20 June 2020)	Valid and verifiable certificate

   b. Second Year : IV Semester

Mode of Training	Duration	Necessary Outcome Docs
An online training / internship / Work-from-home program	45 Days (4 May – 20 June 2020)	Letter of Confirmation + Letter of Completion
Online certificate courses	2 x 4 weeks OR 120-150 Hours including project duration. (4 May – 20 June 2020)	Valid and verifiable certificate

c. First Year : II Semester

Mode of Training	Duration	Necessary Outcome Docs	Reference
An online training / internship / Work-from-home program	15 Days (4 May – 30 May 2020)	Letter of Confirmation + Letter of Completion	*Annexure 1*
Online certificate courses	2 weeks / 40-50 hrs (4 May – 30 May 2020)	Valid and verifiable certificate	*Annexure 2 and 3*

It is also advised that student take an additional personality development / communication enhancement program along with these technical courses to better prepare for the upcoming placement drives.

4. **Evaluation:**
   a. The certificate of completion and duration of the undertaken course shall hold a strong weightage in training evaluation.
   b. The said online training will be equivalent to the summer internship and will be evaluated upon the following components:
      i. Log sheet (i.e. regularity & punctuality)
      ii. Course Completion Certificate (i.e. outcome)
      iii. Submission of hard copy of Report (documentation submitted)
      iv. Seminar presentation (presentation)
   c. Necessary and detailed instructions and dates shall be circulated by the respective department.

DETAILS OF THE TRAINING PROGRAM

Training 1 Details:

Sr.NO	Particulars	Details
1	**Name of Organization / Platform of Training**	
2	**Technology Area / Course undertaken**	
3	**Certificate awarding Organization**	
4	**Dates of Training / Certification course**	From :_____ To : _____
5	**Duration in Hours / Weeks**	_____ Hours OR _____Weeks
6	**Was it PAID / UNPAID or STIPEND based**	
7	**Company Details in case of Internship**	Website :
		Reporting Officer :
		Rep. Officer's Contact No.:
		HR Name :
		HR Contact No. :
		Company Address:

Training 2 Details

Sr.NO	Particulars	Details	
1	Name of Organization / Platform of Training		
2	Technology Area / Course undertaken		
3	Certificate awarding Organization		
4	Dates of Training / Certification course	From :_____ To : _____	
5	Duration in Hours / Weeks	_____ Hours OR _____Weeks	
6	Was it PAID / UNPAID or STIPEND based		
7	Company Details in case of Internship	Website :	
		Reporting Officer :	
		Rep. Officer's Contact No.:	
		HR Name :	
		HR Contact No. :	
		Company Address:	

You may copy and paste the same table here for filling in details of any additional technical or non-technical training.

Training 3 Details

Sr.NO	Particulars	Details		
1	Name of Organization / Platform of Training			
2	Technology Area / Course undertaken			
3	Certificate awarding Organization			
4	Dates of Training / Certification course	From :_____ To : _____		
5	Duration in Hours / Weeks	_____ Hours OR _____Weeks		
6	Was it PAID / UNPAID or STIPEND based			
7	Company Details in case of Internship	Website :		
		Reporting Officer :		
		Rep. Officer's Contact No.:		
		HR Name :		
		HR Contact No. :		
		Company Address:		

You may copy and paste the same table here for filling in details of any additional technical or non-technical training.

Training 4 Details (If applicable)

Sr.NO	Particulars	Details		
1	**Name of Organization / Platform of Training**			
2	**Technology Area / Course undertaken**			
3	**Certificate awarding Organization**			
4	**Dates of Training / Certification course**	**From :_____ To : _____**		
5	**Duration in Hours / Weeks**	**_____ Hours OR _____Weeks**		
6	**Was it PAID / UNPAID or STIPEND based**			
7	**Company Details in case of Internship**	**Website :**		
		Reporting Officer :		
		Rep. Officer's Contact No.:		
		HR Name :		
		HR Contact No. :		
		Company Address:		

You may copy and paste the same table here for filling in details of any additional technical or non-technical training.

Training 5 Details (If applicable)

Sr.NO	Particulars	Details	
1	Name of Organization / Platform of Training		
2	Technology Area / Course undertaken		
3	Certificate awarding Organization		
4	Dates of Training / Certification course	From :_____ To : _____	
5	Duration in Hours / Weeks	_____ Hours OR _____Weeks	
6	Was it PAID / UNPAID or STIPEND based		
7	Company Details in case of Internship	Website :	
		Reporting Officer :	
		Rep. Officer's Contact No.:	
		HR Name :	
		HR Contact No. :	
		Company Address:	

You may copy and paste the same table here for filling in details of any additional technical or non-technical training.

Training 6 Details (If applicable)

Sr.NO	Particulars	Details	
1	Name of Organization / Platform of Training		
2	Technology Area / Course undertaken		
3	Certificate awarding Organization		
4	Dates of Training / Certification course	From :_____ To : _____	
5	Duration in Hours / Weeks	_____ Hours OR _____Weeks	
6	Was it PAID / UNPAID or STIPEND based		
7	Company Details in case of Internship	Website :	
		Reporting Officer :	
		Rep. Officer's Contact No.:	
		HR Name :	
		HR Contact No. :	
		Company Address:	

You may copy and paste the same table here for filling in details of any additional technical or non-technical training.

Weekly Log Report

Week 1 Dates: From:_____ To _____

Sr.No.	Day and Date	Technology Working / studying on	Trg topics covered and Learning Outcomes	Time invested (in Hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Major Learning of the week:

_____
_____
_____

Week 1 : Relevant screenshots / information that shall help in compiling report:

Weekly Log Report

Week 2 Dates: From:_____ To _____

Sr.No.	Day and Date	Technology Working / studying on	Trg topics covered and Learning Outcomes	Time invested (in Hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Major Learning of the week:

_____
_____
_____

Week 2: Relevant screenshots / information that shall help in compiling report:

Weekly Log Report

Week 3 Dates: From:_____ To _____

Sr.No.	Day and Date	Technology Working / studying on	Trg topics covered and Learning Outcomes	Time invested (in Hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Major Learning of the week:

_____
_____
_____

Week 3 : Relevant screenshots / information that shall help in compiling report:

Weekly Log Report

Week 4 Dates: From:_____ To _____

Sr.No.	Day and Date	Technology Working / studying on	Trg topics covered and Learning Outcomes	Time invested (in Hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Major Learning of the week:

_____
_____
_____

Week 4 : Relevant screenshots / information that shall help in compiling report:

Weekly Log Report

Week 5 Dates: From:_____ To _____

Sr.No.	Day and Date	Technology Working / studying on	Trg topics covered and Learning Outcomes	Time invested (in Hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Major Learning of the week:

_____
_____
_____

Week 5 : Relevant screenshots / information that shall help in compiling report:

Weekly Log Report

Week 6 Dates: From:_____ To _____

Sr.No.	Day and Date	Technology Working / studying on	Trg topics covered and Learning Outcomes	Time invested (in Hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Major Learning of the week:

_____
_____
_____

Week 6 : Relevant screenshots / information that shall help in compiling report:

Weekly Log Report

Week 7 Dates: From:_____ To _____

Sr.No.	Day and Date	Technology Working / studying on	Trg topics covered and Learning Outcomes	Time invested (in Hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Major Learning of the week:

_____

_____

_____

Week 7 : Relevant screenshots / information that shall help in compiling report:

Weekly Log Report

Week 8 Dates: From:_____ To _____

Sr.No.	Day and Date	Technology Working / studying on	Trg topics covered and Learning Outcomes	Time invested (in Hours)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Major Learning of the week:

_____
_____
_____

Week 8 : Relevant screenshots / information that shall help in compiling report:

Digital Copy of Training Completion Certificate/s