

NATIONAL INSTITUTE OF TRANSPORT



STUDENT LOG BOOK

FOR

INDUSTRIAL PRACTICAL TRAINING RECORDS

The logbook serves to guarantee the active engagement of students throughout their fieldwork experiences.

(To be filled by Student)

Name of the Student..... Reg. No.....

Programme of Study..... Year.....

Phone..... Department..... Faculty.....

Organization Attended:

Organization Address:

Office Tel: Email:

Organization Contact Person: Office Tel.....

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(To be filled by Institute Supervisor - NIT Staff)

Name of Institute Supervisor:

Date of Visit: Signature:

Observation and Comments:

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Entries not signed and stamped will not be eligible for assessment.

WEEK (i.e. 1, 2, 3, 4, 5, 6, 7, 8)

DATE	DEPARTMENT/SECTION	ACTIVITY	OBSERVATIONS /PROBLEMS	SOLUTIONS	REMARKS

Industrial Head of Department/Section	Official stamp:	
	Name:	
Signature:	Date:	

Appendix IV: Structure of IPT Report

Form: ILCGP/04

- (a) Cover page:
 - (i) Institute Name
 - (ii) Logo
 - (iii) Student's department
 - (iv) Title of Document
 - (v) Particulars of the student (Registration Number, Name, Programme)
 - (vi) Information on the undertaking/place of IPT
 - (vii) Particulars of Institute and industrial supervisors
- (b) Declaration
- (c) Table of Contents
- (d) List of Tables (if any)
- (e) List of Figures (if any)
- (f) Abbreviations
- (g) Chapter 1: Introduction
 - 1.1 Background of the Industry/Organization (Includes history, functions and activities)
 - 1.2 Organization Structure of Industry/Organization
 - 1.3 Vision, Mission and Objectives of the Industry/Organization
 - 1.3.1 Vision
 - 1.3.2 Mission
 - 1.3.3 Objectives
- (h) Chapter 2: Activities performed
 - 2.1 Brief overview of the undertaking
 - 2.2 Activity/Activities performed during IPT (number of activities as directed by respective department)
 - 2.3 General Observations
 - 2.4 Challenges/problems faced if any
 - 2.5 How the student solved the challenges
- (i) Chapter 3: Conclusion and Recommendations
 - 3.1 Conclusion
 - 3.2 Recommendations
- (j) References if any
- (k) Appendices/Attachments (if any)

Appendix V: Sample of IPT Report Cover Page

Form:
ILCGP/05

NATIONAL INSTITUTE OF TRANSPORT



Name of the Faculty.....
Name of the Academic Department.....

INDUSTRIAL PRACTICAL TRAINING REPORT

Student Name:
Registration Number:
Programme:
Place of IPT:
Institute or NIT Supervisor's name.....
Industrial/Organization/Company Supervisor's name.....
IPT Report Submission date.....
Signature of NIT Supervisor.....