**Standing Operating Procedures (SOP) for Industrial Training at Student Part**

Final year students of 8th semester, BS Electrical Engineering Technology will follow the following procedure for their industrial training.

1. Students will deposit the fee and fill the UG-1 form to complete the registration procedures within the time specified by the university.
2. Student will select an industry of his/her own choice and recommendation letter will be issued by the department to the industry selected by the student. The industry selected should have some electrical engineering technology related work so that students can have hands on experience on electrical related equipment.
3. All students will submit an affidavit on Rs. 50 stamp paper attested by Oath Commissioner and duly countersigned by their parents or guardians along with CNIC copies of students and parents/guardians. The complete statement of affidavit is available in word file “affidavit statement for 8th semester”.
4. The student will provide the following information to the department of Electrical Engineering.

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| --- | --- | --- | --- | --- |
| Name of Industry | Industry Address  | Dept. of Industry in which student is working as internee | Phone no. of industry/HR dept./concerned dept. for correspondence regarding student performance | Email address of the concerned industry official/ for student performance update/ evaluation |

1. Students will prepare a weekly report at the end of each week during the training. After each month, each student will send four weeklyreports in the form of a pdf document on the following email address. This report will give idea about your learning, experience and new skills obtained during the week. These skills may be regarding about the operation, maintenance, fault detection, installation, management etc.Be sure that you will prepare a report after each week but you will not send after every week. You will send four weekly reports collectively after one month in a single pdf file named ReportNumberOfReport\_RollNumber. For example your roll number is 2332 and you are sending your four weekly reports collectively in one pdf file after first month of your training thenyou will send it through email by attaching this file with name Report1\_2332. If you are sending your next four reports after second month of your training then its name will be Report2\_2332. Subjects of the emails will be same as for attachments i.e. Report1\_2332 and Report2\_2332. Students will send their reports to the following email addresses. See your section carefully.

|  |  |
| --- | --- |
| Section | Email Address |
| Section A | JCSCT@yahoo.com |
| Section B | Will be provided soon |

1. Exact dates of Mid and Final Vivas for training evaluation will be informed through yahoo group. Usually mid and final vivas are conducted after the 8 and 16 weeks from the commencement of semester. For updates, keep watching department yahoo group i.e.[ElectricalDepartment\_GCUF](https://groups.yahoo.com/neo/groups/ElectricalDepartment_GCUF/conversations/messages).
2. After the completion of training, students are supposed to present a training completion certificate issued and duly signed by the management of industry showing rating of the student as under.
	1. Excellent
	2. Very good
	3. Good
	4. Average

While getting the certificate be careful about your rating as it will help university in your training evaluation.

1. Behave like a good trainee during the entire course of your training.