



GODOMA TECHNICAL TRAINING INSTITUTE

STUDENTS INDUSTRIAL ATTACHMENT

LOG-BOOK

DURATION: 12 WEEKS

THE LOG BOOK

1. **INTRODUCTION**

This log book is to assist the student to keep a record of the training. It will show the departments and sections in which the student has worked and the periods of time spent in each.

2. **DAILY REPORT**

The daily work carried out during the periods of training is to be recorded clearly with sketches and diagrams where applicable.

3. **WEEKLY REPORT**

This is a summary of work done in a week and should cover theory/practical report on the work covered.

Students are required to present the log-book weekly to the industry based supervisor for assessment of content and progress. The Supervisor can use any page for his comments where necessary.

4. **CHANGE OF ATTACHMENT**

A student is expected to start and finish his/her industrial attachment in one establishment. If it becomes absolutely necessary that he/she must change his/her place of attachment, the student should first secure permission in writing from the University.

His/her application for change of place of attachment should indicate the name, the postal address, telephone contacts of the Company or industry to which he/she wishes to transfer. Any attachment not properly authorized will be canceled.

5. **COLLEGE SUPERVISOR'S VISIT**

The training Supervisor of the GTTI will check the log-book when he/she visits the industry/project to ensure that the proper training is being received, and record his/her comment on the page provided for this purpose, towards the end of the book.

6. **SPECIAL REQUEST FOR THE INDUSTRY-BASED SUPERVISOR**

Please assess the student as per assessment form provided.

7. **REPORT WRITING**

In addition to the daily and weekly record the student should submit a summary report of the work done during the attachment duration e.g. full coverage of the course, problems encountered. Suggest improvements to make the programme worthwhile.

The report should contain a summary of activities of the organization, manufacturing/services processes the student was involved in.

This concludes the highlights of the project the student was involved in. The student is expected to point out the weak and strong points of the attachment.

8. **REPORT SUBMISSION**

The log-book and report must be submitted to the relevant departmental External Attachments Co-ordinator at the end of the attachment.

STUDENT'S PARTICULARS

Name of Student: _____
(Surname First)

Registration No. of the student: _____ Year of course: _____

Department: _____

Course of study: _____

Company/Establishment/Project attached

Name: _____

Address _____

Telephone: _____ Email: _____

Industry-Based Supervisor:

Name _____ Position/Designation _____

Telephone _____ Email _____

Period of Attachment:

From _____ To: _____

The student could draw the organization chart of industry attached hereunder.

ATTACHMENT TIME-PLAN

(The student should draw a time-table indicating time to be spent on each task/section).

WEEKLY PROGRESS CHART

(WEEK ENDING.....)

DAY	DESCRIPTION OF WORK DONE
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

TRAINEE'S WEEKLY REPORT

NOTE: USE BACK PAGE FOR THE CONTINUATION OF THE REPORT

FOR SKETCHES, DIAGRAMS AND GRAPHS

(Additional drawings, may be attached where necessary)
The student may also use this space for additional reports.

DATE: _____

Student's Signature: _____ Date: _____

Comments by Lecturer/Supervisor: _____

Name: _____

Signature: _____ Date: _____

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Name: _____

Signature: _____ Date: _____

FOR THE USE OF THE INSTITUTION SUPERVISOR ONLY

General comments on first/second (Delete as appropriate) visit:

Name of Supervisor: _____

Signature of Supervisor: _____ Date: _____

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