

Industrial / Field Assignment Visit



STUDENT REPORT

Note from the Dean / Director: Faculties are advised to discuss the key elements of these guidelines as “Field Work Session” in Special classroom interaction sessions with students preferably prior to Industrial / Field assignment visits.

Industrial Visit / Field Assignment – Student Reports must be drafted, approved and submitted by respective faculty within 5 working days of completion of visits. This is to also capture the student’s experience when it’s fresh in their mind and also provide them a tool of reporting assignments & events in a professional manner in all their future endeavors.

This Report must cover the following points (along with photographs where ever relevant to the visit):

1. Type of Visit: National / International
2. Brief Overview: State / Country
3. Company Introduction
4. Business Challenges in that Sector / Industry
5. Best Practices in that Company
6. Questions & Answers pertaining to the Company / Sector / Industry. This session is MANDATORY and should be held the day after the visit.

Important: In case you have points in addition to the above & relevant to the field visit please feel free to add.

Faculty must encourage Students to mandatory report above mentioned key points and file their individual reports in prescribed template, so as to bring in uniformity & professionalism in their reportage.

DATE OF VISIT: DD / MM / YYYY

NAME OF FACULTY IN-CHARGE: PROF. (FIRST NAME) (LAST NAME)

THIS IS TO CERTIFY THAT I’VE READ THE STUDENT’S INDUSTRY / FIELD ASSIGNMENT VISIT REPORT AND FOUND IT AS PER GUIDELINES MENTIONED ABOVE.

FACULTY SIGNATURE WITH DATE

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START WRITING REPORT HERE