

National Institute of Textile Engineering & Research

Nayarhat,Savar,Dhaka



(Times New Roman Font size: 22)

REPORT ON (Font size: 16)
INDUSTRIAL ATTACHMENT
Duration (Time frame)

WITH

ORGANIZATION NAME (Font size: 14)
ORGANIZATION ADDRESS

SUPERVISING TEACHER
NAME OF SUPERVISOR
DESIGNATION

DEPARTMENT NAME

National Institute of Textile Engineering & Research
Nayarhat,Savar,Dhaka

Submitted By :

NAME	STUDENT ID	SESSION

I. Acknowledgement

ACKNOWLEDGEMENT

(One page)

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In acknowledgement, credit should be given to individuals or organisations who have contributed to the INDUSTRIAL ATTACHMENT or to the REPORT preparation. The length of the acknowledgement should not exceed one page.

II. Executive Summary /Introduction

One page

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The Summary must not be longer than One A4 page in length having the font size 12. It should be a distillation of the industrial attachment: **summary of the organization** and **a short account of the major activities carried out** during the Attachment period.

III. Table of Contents

Table of Contents:

- ▶ Contents of the report with chapters and page numbers, list of tables and list of figures.
- ▶ Use MS Office TOC techniques
- ▶ Chapters and sub-sections should be numbered with a decimal Classification.

Do not to subdivide a section more than twice, e.g., section number 3.4.2 is satisfactory; 3.4.2.1 is undesirable

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REFERENCES -----		----
APPENDIX (if any) -----		----

CHAPTER ONE

DESCRIPTION OF PROJECT /ORGANIZATION

THESE POINTS MUST BE INCLUDED DURING PROJECT DESCRIPTION

Chapter 1:Project Description
Name
Type
Year of Establishment
Location /Address
Sponsors, Associate organizations
Product mix
Annual production capacity
Project cost
History of the project development
Different Departments
Physical infrastructure
Remarks.

CHAPTER TWO

Man power Management/Organogram

Chapter 2:Man Power Management/Organogram

Organogram of man power-

- Administration
- Production
- Maintenance Management system

Shift change

Responsibilities of officers

Job description of the officers

CHAPTER THREE

Machine Description

Chapter3 :Machine Description

No. of the M/C

Brand name & specification

Machinery layout plan

List of machinery

Dyeing Section

Finishing Section

Knitting Section

Printing & embroidery section

Apparel Production Section

Weaving section

Washing/Finishing Section

Quality section

Research and Development (R&D) section

Office Equipment

Remarks.

CHAPTER FOUR

Material management

Chapter 4:Material management

Types

Price

Source

Annual requirement

Remarks

CHAPTER FIVE

Production planning sequence & operation

Chapter 5: Production Planning sequence & operation

Production parameters

Description of the production process

Daily production report

Monthly avg. production

Production flow chart

Recipe (If required)

Monthly efficiency

Remarks.

CHAPTER SIX

Quality assurance

Chapter 6: Quality assurance

Quality assurance procedure

List of equipment

Quality standard

Quality report

Remarks

CHAPTER SEVEN

Maintenance

Chapter 7 :Maintenance

Maintenance of machinery

Routine

Manpower set up for maintenance,

Maintenance procedure

Maintenance tools/equipment & their function

Remarks

CHAPTER EIGHT

Utility services

Chapter 8 :Utility services

Utility facility available

Capacity & other technical details

Source of utility

Cost of different utilities

Remarks.

CHAPTER NINE

Store & inventory control

Chapter 9:Store & inventory control

Inventory system of raw material,

Spares

Finished goods

Remarks.

CHAPTER TEN

Cost analysis

Chapter 10 :Cost analysis

Price of the product

Cost of the product

Remarks

CHAPTER ELEVEN

Marketing activities

Chapter 11: Marketing activities

Consumer of the product

Product level

Package size & level

Local market, Importing countries, Manpower, Marketing strategy

Duties & responsibilities of marketing officer

Remarks.

CHAPTER TWELVE

OTHERS

Chapter 12: Technical Initiative, Industrial Compliance /Effluent Treatment plant /Recommendation

Impact of the Internship

1. In this section you should answer the following questions:

- What skills and qualifications you think that you have gained from the Attachment?
- What kind of responsibilities you have undertaken during the Attachment period?
- How do you think the Attachment will influence your future career plans?
- How do you think the Attachment activities that you carried out are correlated with your classroom knowledge?

CONCLUSION

This section should include:

- A summary of key conclusions derived from the Attachment experience.
- General observations about the sector in which your attachment organization operates