

**Industrial Tour/ Training/
Attachment/Internship at Company Name**

(Times New Roman; Font size: 18)

Organization Address

Duration

(Times New Roman; Font size: 14; one space gap after duration)

Course code: Course title

(Times New Roman Font size: 14)

(Signature of the supervisor with date)

Supervising Teacher


Name of Supervisor

Designation

Department Name

National Institute of Textile Engineering & Research

(Times New Roman Font size: 14)

Student ID	Name	Reg. No.	Roll No.	Session
				

*Department of Industrial and Production Engineering
National Institute of Textile Engineering & Research (NITER)*

A constituent Institute of the University of Dhaka

Nayarhat, Savar, Dhaka, Bangladesh

Submission date with year

(Times New Roman Font size: 14pt; Italic)

Acknowledgment

(Times New Roman Font size: 16)

(3 blank space)

In acknowledgment, credit should be given to individuals or organizations who have contributed to the Industrial Attachment/ Tour/ Training. The length of the acknowledgment should not exceed one page.

(Times New Roman 12pt normal font: line spacing 1.5: justified text pattern)

Executive Summary (Approx.)300 words

(Times New Roman Font size: 16)

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The section should contain a summary of the organization and a short account of the major activities carried out during the attachment period. The length of the executive summary should not exceed one page.

(Times New Roman 12pt normal font: line spacing 1.5: justified text pattern)

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(Times New Roman font 12pt, Chapter title bold and body normal font)

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Chapter 1

Organization Description

[The following contents must be included using suitable subtopic names in the Organization Description chapter.

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

]

1.1 Subtopic 1 (Times New Roman 14pt bold)

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

1.2 Subtopic 2

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

Table 1.1: Table Name (Times New Roman; 12 pt)

Table	Table Column Head		
Head	<i>Table column subhead</i>	<i>Subhead</i>	<i>Subhead</i>
copy	More table copy ^a		

FIGURE

Fig. 1.1: Example of a figure caption format [12 pt]

Chapter 2

Man Power Management/Organogram

[The following contents must be included using suitable subtopic names in the Man Power Management/Organogram chapter.

- Organogram of manpower-
 - Administration
 - Production
 - Maintenance Management system
- Organization Set Up
- Responsibilities of officers (in brief)

1

2.1 Subtopic 1

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

2.2 Subtopic 2

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2.2.1 Subtopic of Subtopic 2 (Times New Roman 12pt bold)

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

2.2.2 Subtopic of subtopic 2 etc.

2.3 Subtopic 3

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Chapter 3

Overview of the Production System

[This section describes the overall production system that includes the production sequence, operations, layout, machine setup etc. The following contents must be included using suitable subtopic names in the Overview of the Production System chapter.

Brief Description of the Product

Brief description of the production system

Layout of the plants

List of machinery

Production flow chart

Remarks

]

3.1 Subtopic 1

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

3.2 Subtopic 2

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3.2.1 Subtopic of Subtopic 2 (Times New Roman 12pt bold)

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3.2.2 Subtopic of subtopic 2 etc.

3.3 Subtopic 3

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

Chapter 4

Material Management

[The following contents must be included using suitable subtopic names in the Material Management chapter.

Types of materials used in the production

Procurement System

Price

Source

Annual requirement

Remarks

]

4.1 Subtopic 1

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

4.2 Subtopic 2

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4.2.1 Subtopic of Subtopic 2 (Times New Roman 12pt bold)

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4.2.2 Subtopic of subtopic 2 etc.

4.3 Subtopic 3

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Chapter 5

Management System

[The following contents must be included using suitable subtopic names in the Management System chapter.

Operations Management System

Inventory Management System

Scheduling & Sequencing System

Quality Management System

Quality Assurance

Quality Standard (ISO)

Supply Chain Management System

]

5.1 Subtopic 1

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

5.2 Subtopic 2

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5.2.1 Subtopic of Subtopic 2 (Times New Roman 12pt bold)

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

5.2.2 Subtopic of subtopic 2 etc.

5.3 Subtopic 3

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

Chapter 6

Maintenance

[The following contents must be included using suitable subtopic names in the Maintenance chapter.

Maintenance of machinery
Routine
Manpower set up for maintenance,
Maintenance procedure
Maintenance tools/equipment & their function
Remarks

]

6.1 Subtopic 1

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6.2 Subtopic 2

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6.2.1 Subtopic of Subtopic 2 (Times New Roman 12pt bold)

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

6.2.2 Subtopic of subtopic 2 etc.

6.3 Subtopic 3

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

Chapter 7

Cost Analysis

[The following contents must be included using suitable subtopic names in the Cost Analysis chapter.

Price of the product

Cost of the product

Remarks

]

7.1 Subtopic 1

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7.2 Subtopic 2

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

7.2.1 Subtopic of Subtopic 2 (Times New Roman 12pt bold)

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

7.2.2 Subtopic of subtopic 2 etc.

7.3 Subtopic 3

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

Chapter 8

Shipment & Delivery System, Industrial Compliance

/Safety, Treatment plants

[The following contents must be included using suitable subtopic names in the Shipment & Delivery System, Industrial Compliance /Safety, Treatment plants chapter.

Transportation facilities

Industrial compliance/ safety

Effluent Treatment Plant

]

8.1 Subtopic 1

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8.2 Subtopic 2

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8.2.1 Subtopic of Subtopic 2 (Times New Roman 12pt bold)

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

8.2.2 Subtopic of subtopic 2 etc.

8.3 Subtopic 3

(Times New Roman 12pt normal font line spacing 1.5 lines, justified text pattern)

Chapter 9

Impact of the Internship

[The following questions should be answered using suitable subtopics in the Impact of the Internship chapter.

- What skills and qualifications have you gained from the Attachment?
- What kind of responsibilities have you 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?

]

9.1 Subtopic 1

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9.2 Subtopic 2

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Chapter 10

Conclusion

[The following contents must be included using suitable subtopic names in the Conclusion chapter.

A summary of key conclusions derived from the Attachment experience

General observations about the sector in which your attachment organization operates

]

10.1 Subtopic 1

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10.2 Subtopic 2

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References

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The template will number citations consecutively within brackets [1]. The sentence punctuation follows the bracket [2]. Refer simply to the reference number, as in [3]—do not use “Ref. [3]” or “reference [3]” except at the beginning of a sentence: “Reference [3] was the first ...”

[1] G. Eason, B. Noble, and I. N. Sneddon, “On certain integrals of Lipschitz-Hankel type involving products of Bessel functions,” *Phil. Trans. Roy. Soc. London*, vol. A247, pp. 529–551, April 1955.

[2] J. Clerk Maxwell, *A Treatise on Electricity and Magnetism*, 3rd ed., vol. 2. Oxford: Clarendon, 1892, pp.68–73.

[3] I. S. Jacobs and C. P. Bean, “Fine particles, thin films and exchange anisotropy,” in *Magnetism*, vol. III,

[4] G. T. Rado and H. Suhl, Eds. New York: Academic, 1963, pp. 271–350.

[5] K. Elissa, “Title of paper if known,” unpublished.

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M. Young, *The Technical Writer’s Handbook*. Mill Valley, CA: University Science, 1989.

Appendix A

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Appendix A

(Attach proof of visit, status etc. here)

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