MAHARASHTRA ANIMAL AND FISHERY SCIENCES UNIVERSITY, NAGPUR (MAHARASHTRA)

COLLEGE OF DAIRY TECHNOLOGY, UDGIR DIST-LATUR

GUIDELINES FOR READY-II TRAINING REPORT

B.TECH (DAIRY TECHNOLOGY)

Prepared By

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College of Dairy Techniology, Udgir Dist, Yavatmal

GUIDELINES FOR WRITING READY-2TRAINING REPORT

The READY training report should be presented in the following format only -

(a) The report should be printed on A4 size, 70GSM white printing paper.

(b) The font used should be Times New Roman and the font size should be 12.

(c) The top, bottom and right margins should be 1.5" each. The left margin should be set at 2".

(d) The line spacing should be fixed at 1.5pt, except in titles, headings or sub-headings, lists of tables or figures and references where the line spacing should be one. However, in references, the spacing in between two consecutive references should be one and half.

(e) All the preliminary pages should be numbered in a small Roman numeral at the bottom centre of the page as showed in the specimen for the list of contents. The main text and ending pages should be typed in consecutive Indian numerals placed at the bottom middle position.

(f) Every chapter should begin on a new page. The Chapters should be numbered as 1, 2, 3, etc. The tables and charts should be in the format of 1.1, 1.2, etc. i.e. 1.1 indicates that it is the first table in Chapter 1; 2.1 indicates the first table in Chapter 2. Similarly, chart no. 1.1 indicates the first chart in Chapter 1.

(g) The training report should be a minimum of 30 pages

(h) Students should submit one hard copy duly signed by the student, Coordinator in plant training and report evaluation committee members.

(i) The hard copy should be in spiral binding format with a thick transparent cover with the colour printed cover page.

 The report should be spiral bound with pages in the following sequence –

1. Front page
2. Certificate
3. Company Certificate
4. Declaration
5. Acknowledgement
6. Resume
7. Table of Contents
8. List of Tables
9. List of Figures/Charts
10. Main Chapters
11. Appendices if any

(A Typical Specimen of front Page)

<div style="text-align:center">

Logo of Dairy
Plant

3.5x3.5 cm

REPORT ON READY-II TRAINING AT
NAME OF THE DAIRY PLANT
DURATION: DD/MM/YYYY to DD/MM/YYYY

</div>

(Times New Roman, all capital, font size 16 pt., bold 1.5 line spacing & centre aligned)

<div style="text-align:center">

SUBMITTED TO
ASSOCIATE DEAN
COLLEGE OF DAIRY TECHNOLOGY, UDGIR DIST-LATUR
MAHARASHTRA ANIMAL AND FISHERY SCIENCES
UNIVERSITY, NAGPUR (MAHARASHTRA)

</div>

(Times New Roman, all capital, font size 14 pt., bold 1.5 line spacing & centre aligned)

<div style="text-align:center">

SUBMITTED BY
FULL NAME OF THE STUDNET
ENROLMENT NO: D/00/000

</div>

(Times New Roman, all capital, font size 14 pt., bold 1.5 line spacing & centre aligned)

<div style="text-align:center">

IN PARTIAL FULFILMENT OF THE REQUIREMENTS OF
COURSE DP-402 OF B.TECH (DAIRY TECHNOLOGY)

</div>

(Times New Roman, all capital, font size 14 pt., bold 1.5 line spacing & centre aligned)

MAFSU

Logo

3.5 X 3.5 cm

(Page margin TOP& Bottom: 2cm)
(Page margin Left & Right: 3cm)

CDTU

Logo

3.5 X 3.5 cm

CERTIFICATE

(Times New Roman, all capital, font size 14 pt., bold & centre aligned)

This is to certify that report on READY-II training submitted by (**Name of the student)** to the Associate Dean, College of Dairy Technology, Udgir Dist-Latur in partial fulfilment of the requirement course DP-402 of B.Tech (Dairy Technology) is a record of actual observations made by him during READY-II training at (**Name of the Dairy Plant)** from **DD/MM/YYYY to DD/MM/YYYY**.

He/She has completed the Student READY-II training (DP-402) satisfactorily and the evaluation committee accepted his report after the oral examination.

(Times New Roman, font size 12 pt., normal/bold as indicated, 1.5 line spacing & justified)

Co-ordinator (READY-II Training)

College of Dairy Technology, Udgir Dist-Latur

REPORT APPROVED BY VIVA VOCE AND

REPORT EVALUATION COMMITTEE

(Times New Roman, all capital, Roman font size 12 pt., bold, centre aligned)

1. **Chairman** _____

2. **Member Secretory**_____

3. **Member**_____

4. **Member**_____

5. **Member**_____

Associate Dean

College of Dairy Technology, Udgir Dist-Latur

(Times New Roman, font size 12 pt., bold, justified)

Outward No.   Date: DD/MM/YYYY

CERTIFICATE

(Times New Roman, all capital, font size 16 pt., bold & centre aligned)

TO WHOMSOEVER IT MAY CONCERN

(Times New Roman, all capital, font size 14 pt., bold & centre aligned)

This is to certify that Mr./Ms. (**Name of the student)** a student of B.Tech (Dairy Technology) **College of Dairy Technology, Udgir Dist-Latur Maharashtra** have successfully completed his/her 5 Weeks READY-II training at (**Name of the Dairy Plant)** from **DD/MM/YYYY to DD/MM/YYYY** in partial fulfilment of the requirement of B.Tech (Dairy Technology).

We found him/her sincere, hardworking, and technically sound during the tenure of his training.

We wish him/her good luck and success in all his future endeavours.

(Times New Roman, font size 12 pt., normal/bold as indicated, 1.5 spacing & justified)

Signature

Name

Designation

Office Stamp

(READY-2training certificate should be printed on company letterhead)

DECLARATION
(Times New Roman, all capital, font size 14 pt., bold & centre aligned)

I, (**Name of the student)** hereby declare that the report on READY-II training submitted to the Associate Dean, College of Dairy Technology, Udgir Dist-Latur in partial fulfilment of the requirement of B.Tech (Dairy Technology) is a record of actual observation made by me during the READY-II training at (**Name of Dairy Plant)** from **DD/MM/YYYY to DD/MM/YYYY**.

No part of the training report has been submitted to award any degree or diploma in any institute.

Signature
Name of Student
Enrolment No. D/00/000

(Times New Roman, font size 12 pt., regular/bold as indicated, justified)

ACKNOWLEDGEMENT
(Times New Roman, all capital, font size 14 pt., bold & centre aligned)

This section acknowledges the help, assistance and advice given to the students during their READY-II training and the preparation of their reports. The READY-II training report should contain acknowledgement in the following order.

1. Management of the organization in which READY-II training was undertaken
2. Dean faculty of Dairy Technology
3. Associate Dean of the College of Dairy Technology
4. Co-ordinator, In-charge READY-II training and related faculty members of the college.

(Times New Roman, font size 12 pt., regular/bold as indicated, justified)

(A Typical Specimen of Resume)

RESUME

(Times New Roman, all capital, font size 14 pt., bold & centre aligned)

Name:

S/O:

Cell No.:

E-mail ID:

Student Photograph
Size: 3.5 x 3.5m Plain Background

EDUCATIONAL QUALIFICATION:

QUALIFICATION	UNIVERSITY/BOARD	YEAR OF PASSING	O.G.P.A/ PERCENTAGE
B.TECH(Dairy Tech)			*
H.S.S.C			
S.S.C			

* O.G.P.A up to 3rdSemester of B.Tech (DT)

COMPUTER SKILL

-

PERSONAL DETAILS

Gender:

Date of Birth:

Blood Group:

Languages Known:

POSTAL ADDRESS

Detail home address with State and Pin Code No.

INDUSTRIAL EXPERIENCE

-

HOBBIES/PERSONAL ATTRIBUTES

-

OTHER ACTIVITIES

-

I hereby declare that the information given above is true to the best of my knowledge &

Belief.

Place:

Date: **Signature**

(A Typical Specimen of Table of Contents)

TABLE OF CONTENTS
(Times new roman, 16 pt., Bold, right align)

Roman No

REFERENCES

APPENDIX

(Times New Roman, font size 12 in normal/bold as indicated, justified)

(A Typical Specimen of List of Tables)

LIST OF TABLES
(Times new roman, 16 pt., Bold, right align)

(* Above title are written just for an example only)

Note:

2.1 indicate that it is the first table in Chapter 2;

3.1 indicate the first table in Chapter 3.

3.2 indicate the second table in Chapter 3

(A Typical Specimen of List of Figure)

LIST OF FIGURE
(Times new roman, 16 pt., Bold, right align)

(* Above title are written just for an example only)

Note:

1.1 indicates that it is the first figure in Chapter 1;

2.1 indicate the first figure in Chapter 2.

GUIDELINES FOR WRITING CHAPTER WISE REPORT

1. **Chapter-1** of the READY-2 training report should be titled "INTRODUCTION". The Introduction chapter should include the Definition, Importance, Objectives, duration and detail scheduled of the READY-2 training.

2. **Chapter-2** of the READY-2 training report should be titled "COMPANY PROFILE". Company Profile should brief about the history, promoters, capital investment, turnover, organization's growth, brand name, vision and mission, and organization chart.

3. **Chapter-III** of READY-2 training report should be titled "FUNCTIONS OF VARIOUS DEPARTMENTS". This chapter should cover the activities of the different departments of dairy plants related to milk procurements and processing, flow chart/sequence of activities, details of standard operating procedure, machine details etc. details of quality management system applied, Automation in milk processing, quality check, material management, account activities of organisation etc.

4. **Chapters-IV** of the READY-2 training report should be titled "SPECIAL PROJECTS". This chapter should cover the activities task assigned to the trainee by the training provider.

5. **Chapters-V** of the report should be titled "CONCLUSION". The final chapter should include the observations made by the trainee in each of the departments and the extent of fulfilment of training objectives.)**Details of suggestion given by trainee for improvement in raw milk quality and process efficiency**

The main text must be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions. Each chapter should be given an appropriate title.