I G N O U

CCPD

Practical Work Book

(Practical Training / Internship/ Field Visit)

Certificate of Competency in Power Distribution

(Electrical Technicians)

Programme Code: CCPD

Course Code: OEEL-001

(PRACTICAL IN POWER DISRTIBUTION)

School of Engineering and Technology

Indira Gandhi National Open University

Maidan Garhi, New Delhi – 110 068

NOTE: Student are required to submit Assignment booklet for theory courses OEE-001 ,OEE-002 and Practical Workbook for practical course OEEL-001 separately.

Dear Student,

This booklet is **Practical work guide (training/internship/field visit) for the practical course OEEL-001 of CCPD Programme** . You are also advised to write your responses after comprehensive study your subject .

Please note, submission of work report is compulsory to clear your OEEL-001 practical course in Term End Examination(TEE) and completing this Certificate Programme

The activities of this course have to be filled up in this Practical Work Book itself. You can submit your Practical Work Report (Training /Internship/Field Visit) directiy to

---

To,
CCPD Practical Course – OEEL-001
Student Evaluation Division (SED)
Indira Gandhi National Open University Maidan Garhi
New Delhi -110068

OR

You can submit your Practical Work Report (Training /Internship/Field Visit) at your concern Study Centre/Regional Centre on or before the due date (in person) .Student are advised to get the acknowledgement/receipt while submitting Work Guide Report for **continuous evaluation** at Study Centre/Regional Centre concerned in order to get further information of his/her **terminal evaluation** of your practical course OEEL-001 for the final submission of term end examination (TEE) evaluation marks. You are advised to be in touch with the programme incharge office of your concerned study centre .

This to inform you that minimum duration of this programme is **6 months** and maximum duration is **2 years.**

You need to submit the work report as under:

For January Session- By 30th May (For June Term End Exam) ;
For July Session- By 30th November (For December Term End Exam)

NOTE: Practical Workbook (Training/Internship/Field Visit) of Practical courseOEEL-001 is to be submitted separately at SED ,IGNOU,New Delhi. (refer page 5-14)

For Formatting of your Practical Work Report -CCPD- OEEL-001

- **On the top of the first page of your Practical/ Inrernship/Field visit work report file**, please write the details exactly in the following format :

ENROLMENT NO. : **DATE:**

PROGRAMME CODE: CCPD
COURSE CODE : (**OEEL-001**) **COURSE TITLE : PRACTICAL IN POWER DISTRIBUTION**

Study Centre Name and Code: ----------
Regional Centre Code:----------

Student Name :---------- Address :----------

Signature : **E mail** :
Mobile No.:

- Please follow the format strictly to facilitate evaluation and avoid delay.
- Use only foolscap size writing paper (but not of very thin variety) for writing your responses.

While submitting work report ,check work for submission in prescribed proforma for activity report file and Annexure A and Annexure B. Recheck your work before submitting it. **We strongly feel that you should retain a photocopy of your complete work report file with all annexures** to avoid any unforeseen situation.

Wishing you all good luck!

Programme Coordinator
Certificate of Competency in Power Distribution

Laser Typesetting by SOET, IGNOU, New Delhi. Printed at:

CCPD PRACTICAL COURSE : OEEL-001

Practical Work Book (Training / Internship/ Field Visit)

Dear Learner,

Welcome to this Course OEEL-001 titled "Practical in Power Distribution". This course requires you to have an real experience of demonstration/ practical exposure **either** at **any** Substation /Power Distribution Company/ Relevant Electrical Industry /Training Centre or Institution **or** at your Study Centre , having facilities for demonstration/ practical exposure on the some of the topics that have been highlighted in your course material / other relevant topics on electrical power distribution as per industry need.

Student can arrange Practical Training / Internship/ Field Visit of a minimum of 10 days duration on their own, at any Substation /Power Distribution Company / Relevant Electrical Industry or compony / Training Centre/ Institution. Here you should work under the guidance of your supervisor with whom you have discussed about the activity task undertaken.

Accordingly such students will be assessed for their performance by the Supervisor (Head / Manager /Incharge / Trainer or Counsellor) of concerned Substation / Power Distribution Company / Relevant Electrical Industry / Training Centre/Institution / or Study Centre.

Practical work (Training / Internship/ Field Visit) emerges out of the theory syllabus and **Practical Manual of course OEEL-001 .** Doing this will help to clarify your understanding of theoretical concepts.
For example **exposure on topics/activities related to any of the given below**

- **Electrical Power Substation** or relevant electrical company infrastructure and functioning;
- Electric pole and fittings ; **Overhead lines;**
- **Cables** -overhead and underground, Cable jointing;
- **Transformers**- Construction; installation ; Inspection and routine maintenance related activity;
- **Switch gears** (includes fuses, switches, relays, isolators, circuit breaker, potential and current transformer, indicating device, lightning arresters, etc.) ;other substation equipment ;Trouble shooting and maintenance activity
- **Earthing** (Pipe/Plate/Rod / strip earthing); **electrical safety** ;Earthing and Protection, measuring the earth resistance;
- **Energy meters**; Types; Installation and sealing
- **Domestic wiring** installations; Testing of domestic wiring installations; identification and location of various faults in house wiring and their rectification related;
- Other relavent activities as per industry need.

You should look for a Practical Training / Internship/ Field Visit opportunity to work on any above options. This will continue throughout the complete semester.

The practical work book Report has to be prepared as a separate file. **Enclosed Pro forma of this will guide you to record activities**. In this activity report you have to write down the details of activities conducted during Practical Training / Internship/ Field Visit work .

Course Practical in Power Distribution (OEEL-001) is of total 100 Marks consists Guided component (continuous evaluation)-70 Marks and unguided component (terminal evaluation)-30 Marks

This **Practical activity Report file with Annexures are to be shown to** your Practical Training / Internship/ Field Visit work **Supervisor** (Head / Manager /Incharge / Trainer or Counsellor) under whom you have undertaken work at any Substation /Power Distribution Company/Relevant Electrical Industry/Training/IGNOU Study Centre).**After continuous evaluation by supervisor you can submit your Practical Work Report (Training /Internship/Field Visit) directiy to Student Evaluation Division (SED),Indira Gandhi National Open University Maidan Garhi,New Delhi -110068) for terminal (internal) evaluation.**

- **First level of evaluation** and is called '**GUIDED COMPONENT (CONTINUOUS ASSESSMENT)'**

The **Supervisor (Head / Manager /Incharge / Trainer or Counsellor)** will evaluate your Report file after your Practical Training / Internship/ Field Visit.

- This guided (continuous) assessment carries **70 per cent weight age**. See **Annexure A**).

The Supervisor will give you marks and will certify that you undertook the Practical Training / Internship/ Field Visit and the report is the work done by the candidate. Look up the certificate copy attached at **Annexure A2** of this practical course workbook.

You need to cut Annexure A, Annexure A2 and Annexure B from this work book and attach them in the beginning of the Practical Training / Internship/ Field Visit ,Activity Report Proforma File , before submitting your file to the Supervisor of (Substation /Power Distribution Company / Relevant Electrical company, Industry or Training/Study Centre) **for evaluation.**

- **The second level of evaluation** is called **UNGUIDED COMPONENT (TERMINAL ASSESSMENT)**

  - This internal assessment by IGNOU expert carries **30 percent weightage**.
  - This will take place at your IGNOU HQ/ Study Centre/RC or online as may be directed to you after continuous evaluation.
  - **Do not forget to get your report certified from your Supervisor before submission for terminal /internal evaluation**.

Note: Completion of this work book assignment on **Course OEEL 001- Practical in Power Distribution** is mandatory for getting this Certificate. No request will be considered for waiver of the Practical Course.

We strongly feel that you should retain a acknowledged photocopy of your activity report file and annexures to avoid any unforeseen situation.Students are strongly recommended that they shall be in constant touch with their Programme Coordinator/Regional Centre/Study centre programme in-charge or online portal for the updates including examination /evaluation related activities of this practical course.

Wishing you all good luck!

Programme Coordinator
Certificate of Competency in Power Distribution

Cont.....

CCPD PRACTICAL COURSE : OEEL-001

STRUCTURE OUTLINE OF ACTIVITY REPORT FILE

Activity Report has to be prepared as a separate file. In this Report you have to write down the details of activities conducted during Practical course work (Training / Internship/ Field Visit) , under different headings given in the Pro forma.

1. **Student's Name:**……
2. **Enrolment number:……**
3. **Programme : CCPD**
4. **Practical Course Code: OEEL-001**
5. **Concern IGNOU's Study Centre(SC) and Regional Centre(RC) (Name and Code):**
   LSC:……
   RC:……
6. **Kind of work undertaken by student (Tick any one):-**

Practical Training	**Internship**	**Field Visit Work**

work undertaken by student related to topic:

4. Place of Work (Complete address):……

……

……

5. Duration (Time Period):

…………

6. Role of Student at work place

- Trainee student / Intern / Employee

……

Prepare a activity report describing the activities you worked on for the Practical (Training / Internship/ Field Visit)work**.**

(You may also enclose the pictures,videos, illustrations, flow diagram, tables, more content pages/sheets,floor plans etc., if required)

(contd….)

CCPD PRACTICAL COURSE : OEEL-001

ACTIVITY REPORT FILE

S. No.	Daily Activity/Task Undertaken by Student	Date	Enclosure **(if required)** pictures,videos, illustrations, flow diagram, tables, more content, pages/sheets
1			
2			
3			
4			
5			

6			
7			
8			
9			
10			

(contd to next page….)

ANNEXURE A

Remember this Annexure has to be attached with the Activity Report file before it is submitted to your Supervisor. Keep a copy with yourself.

EVALUATION MARK SHEET (EXTERNAL EVALUATION)

Guided component (Continuous assessment) - Level 'A'

Level 'A' - Evaluation by the Supervisor at the work place (Work place may be any Substation / Power Distribution Company / Relevant Electrical Company, Industry or Training Centre) This assessment carries 70% weightage (i.e it will be of Maximum 70 Marks).

The following is the format in which the Supervisor is requested to consolidate the marks for work. These marks should also be stated on the Activity Report. The Supervisor will also make her / his comments for the submission in the Report.

MAXIMUM MARKS 70

Name of Learner:		**Enrolment number:**	
S.No.	**Particulars**	**Maximum Marks 70**	**Marks obtained**
	how he / she performed the role given		
1	Activity Report- Task undertaken, Details,Presentation	25	
2	Student's Performance	20	
3	Basic understanding of work undertaken	15	
4	Ability to Explanation	5	
5	Attention to details	5	
TOTAL MARKS OBTAINED IN FIGURES:			
TOTAL MARKS OBTAINED IN WORDS :			

Date:
Place:

(Signature of Supervisor)
with stamp

(Signature of Head of IGNOU Study Centre)

With stamp

ANNEXURE A1 (Optional)

REVIEW OF THE LEARNER

This is a important part of **Practical Training/Internship/ Field Visit Work**

to understand what the company/supervisor thinks of the learner. What are the learner's areas of strength and where does the learner need to work harder, etc.

Supervisor's Overall Comments about the Learner:

……

……

Date: Place: **(Signature of Supervisor)**

ANNEXURE A2

Remember this Annexure has to be attached with the Activity Report file before it is submitted to your Supervisor. Keep a copy with yourself.

CERTIFICATE OF PRACTICAL WORK SUPERVISOR

We certify that the candidate

Mr./Mrs./Miss……

Enrollment No. …… has undertaken the

Practical Training/Internship/ Field Visit Work

at……

……

(Name of *of Substation /Power Distribution Company / Relevant Electrical Company, Industry /Training Centre or Institution)*

under our guidance and supervision from …… to

…… .

The activity report submitted herewith is the result of work undertaken by the candidate.

……

Date:

Place: ***Signature of Supervisor***

Name and Designation with seal

(contd….)

ANNEXURE 'B'

EVALUATION MARK SHEET (INTERNAL EVALUATION)

Unguided component (Terminal Assessment) – LEVEL 'B'

Remember to photocopy this page and enclose this Annexure with the activity report File when you submit/mail it to IGNOU.
Keep a copy with yourself.

Level 'B' -Terminal Evaluation by IGNOU Expert

The following is the format in which the Evaluation Expert at IGNOU will do the assessment of the learner. This assessment carries 30 % weightage (i.e it will be of Maximum 30 Marks). Following this the Expert of terminal evaluation is requested to consolidate the marks for Practical Training/Internship/ Field Visit Work as shown in the second table of this page.
These marks should also be stated in the Activity Report

Maximum Marks 30

Name of Learner:		**Enrolment number:**	
S.No.	**Particulars**	**Maximum Marks 30**	**Marks obtained**
1	Activity Report- Task undertaken, Details,Presentation /or Viva- Voce	30	
TOTAL MARKS OBTAINED IN FIGURES:			
TOTAL MARKS OBTAINED IN WORDS :			

- **Marks Obtained by Learner for Level A and Level B of Evaluation for practical course to be consolidated by IGNOU Expert as follows :**

TOTAL MARKS OF FOR PRACTICAL COURSE (OEEL-001) (LEVEL A + LEVEL B)

MAXIMUM MARKS: 100

External Continuous Assessment (Guided component) **Max. Marks:70** **Level 'A'** (*Expert to write marks as stated by supervisor in Annexure 'A'*)	**Internal** Terminal Assessment (Unguided Component) **Max. Marks:30** **Level 'B'** (*Expert to write marks given by her /him in Annexure 'B' above*)	**TOTAL MARKS** **Max. Marks:100** **(Level 'A' + Level 'B')** (Expert to add marks and write the total here)

Date:

Place:

(Signature of Examiner of IGNOU Panel)