## FOUR WEEKS SUMMER INSTITUTIONAL TRAINING REPORT Format

After completion of the training, every student will submit a training report during internal and external viva which should contain the following:

1. Cover Page (as per annexure1)
2. Title page (as per annexure1)
3. Declaration by the Student (as per annexure2)
4. Acknowledgment (The candidate may thank all those who helped in the execution of theproject.)
5. Table of Contents (as per annexure 3): Detailed description of the project (This should be split in various chapters/sections with each chapter/section describing a project activity in totality). This portion of report should contain all relevant diagrams, tables, flow charts, software programme, print outs, photographs etc., which are properly labelled.
6. The training report must consist of following chapters:

 1. INTRODUCTION TO COMPANY ( NOT MORE THAN ONE PAGE)

 2. INTRODUCTION TO PROJECT

 3.TRAINING WORK UNDERTAKEN

 4.RESULTS AND DISCUSSIONS

 5.CONCLUSION AND FUTURE SCOPE

1. References:

The listing of references should be typed 2 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. It should be numbered consecutively (in square [ ] brackets, throughout the text and should be collected together in the reference list at the end of the report. The references should be numbered in the order they are used in the text. The name of the author/authors should be immediately followed by the year and other details). Typical examples of the references are given below:

#### Books

[1] J. K. Author, “Title of chapter in the book,” in Title of His Published Book, xth ed. City of Publisher, Country if not USA: Abbrev.of Publisher, year, ch. x, sec. x, pp. xxx–xxx.

**Online Sources**

 ***FTP***

 *Basic Format:*

 [1] J. K. Author. (year). *Title* (edition) [Type of medium]. Available FTP: Directory: File:

 *Example:*

 [1] R. J. Vidmar. (1994). *On the use of atmospheric plasmas as electromagnetic reflectors* [Online]. Available FTP:atmnext.usc.edu Directory: pub/etext/1994 File: atmosplasma.txt

 ***WWW***

 *Basic Format:*

 [1] J. K. Author. (year, month day). *Title* (edition) [Type of medium]. Available: http://www.(URL)

 *Example:*

 [1] J. Jones. (1991, May 10). *Networks (2nd ed.)* [Online]. Available: <http://www.atm.com>

#### Examples REFERENCES

[1]. L. Stein, “Random patterns,” in Computers and You, J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.

[2]. Java Networking. Available: htt[ps://www.tut](http://www.tutorialspoint.com/java/java_networking.htm)o[rialspoint.com/java/java\_networking.htm](http://www.tutorialspoint.com/java/java_networking.htm)

#### Report Specifications:

1. Project Report –SOFTCOPY
2. Number of Copies: 2 per student (one for internal viva and one for external viva (This file should incorporate all changes suggested during internal viva)
3. Paper Size (orientation): A4(portrait)
4. Margins: 1” top / bottom / right and 1.5”left
5. Font Type: Times NewRoman
6. Font Size: 16 bold for chapter names, 14 bold for headings and 12 for normaltext
7. Line Spacing: 1.5throughout
8. The caption for figure must be given at the BOTTOM(center aligned) of the figure and Caption for the Table must be given at the TOP(center aligned) of the Table. The font for the captions should be Times New Roman, Italics, Size-10point.
9. Figures should be numbered as Figure1.1, Figure 1.2, Figure 1.3 etc in chapter 1. Similarly as Figure 2.1, Figure 2.2, Figure 2.3 etc in chapter 2 and soon.
10. Tables should be numbered as Table 1.1, Table 1.2, Table 1.3 etc in chapter 1. Similarly as Table 2.1, Table 2.2, Table 2.3 etc in chapter 2 and so on.
11. Page Numbering: Bottom center of page in the format – Page 1 of N
12. Conclusions and future scope each must not exceed more than one page

Annexure-1

FOUR WEEKS SUMMER INSTITUTIONAL TRAINING REPORT (14 PT.)

On

**[TITLE OF THE PROJECT(14 pt Bold)]**

at

[NAME OF COMPANY/ INDUSTRY (14 pt)]

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE AWARD OF THE DEGREE OF (12pt.)

**BACHELOR OF TECHNOLOGY** (14 pt., Bold)

### (Computer Science and Engineering) (14pt.)

#### SUBMITTED BY:

NAME(S) : UNIVERSITY ROLL NO.(s) :

(12pt.)



JUN, 2019 (14 pt.)

#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING (12pt., Bold)

BABA BANDA SINGH BAHADUR ENGINEERING COLLEGE FATEHGARH SAHIB (14pt.)

 **CANDIDATE’S DECLARATION**

**Annexure-2**

I “NAME OF THE STUDENT” hereby declare that I have undertaken four weeks training at “Name and place of **Company/ Industry / Institute**” during a period from \_\_\_\_\_\_ to \_\_\_\_\_\_\_ . The project entitled “ ” submittedby \_\_\_\_(Student name), (University Roll no) in partial fulfillment of the requirement for the award of degree of the B. Tech. (Computer Science and Engineering) submitted in Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib is an authentic record of my own work carried out during four weeks Summer Institutional Training. The matter presented in this project has not formed the basis for the award of any other degree, diploma, fellowship or any other similartitles.

#### Signature of the StudentPlace:

 **Date:**

# E-CERTIFICATE

**Annexure-3**

# ACKNOWLEDGEMENT

I express my sincere gratitude to the I. K. Gujral Punjab Technical University, Jalandhar, for giving me the opportunity to undergo four weeks Summer Institutional Training, after my 2nd Semester of B.Tech.

I would like to thank \_\_\_\_\_(principal name), Principal and \_\_\_\_\_\_(HOD name) Head of Department, CSE at Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib for their kind support.

I also owe my sincere gratitude towardsMr./Ms. (Instructor name) for his/her valuable advice and healthy criticism throughout my training which helped me immensely to complete my work successfully.

I would also like to thank everyone who has knowingly and unknowingly helped me throughout my work.

Last but not least, a word of thanks for the authors of all those books and papers which I have consulted during my training as well as for preparing the report.

**(A typical specimen of table of contents, a student can add/change chapter names as per his/her training work)**

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