

Industrial Training Report Format

1. Cover Page
2. Inner Pages
 - a) Certificate by Company/Industry/Institute
 - b) Declaration by student
 - c) Acknowledgement
3. About Company/Industry/Institute
4. Table of Contents
5. List of Tables
6. List of Figures
7. Abbreviations and Nomenclature (If any)
8. Chapters
 - 1 Introduction to Project
 - 2 Tools & Technology Used
 - 3 Snapshots
 4. Results and Discussions
 5. Conclusions and Future Scope
9. References
10. Data Sheet (If any)
11. Appendices (If any)

INSTRUCTIONS FOR TRAINING REPORT

1. A chapter may be further divided into several divisions and sub-divisions depending on type & volume of work. This contains the text & related to hardware & software implementation.
2. The length of the training report may be about 40 to 60 page.
3. The training report shall be computer typed (English- British, Font - Times Roman, Size-12 point) and printed on A4 size paper.
4. The training report shall be Hard Copy of Training Report (Spiral Binding) The training report shall be typed with 1.5 line spacing with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on

the right and at bottom. Every page in the report must be numbered. The page numbering, starting from acknowledgements and till the beginning of the introductory chapter, should be printed in small Roman numbers, i.e, i, ii, iii, iv..... The page number of the first page of each chapter should not be printed (but must be accounted for). All page numbers from the second page of each chapter should be printed using Arabic numerals, i.e. 2,3,4,5... All printed page numbers should be located at the bottom centre of the page.

5. **The table of contents** should list all headings and sub-headings. The title page and certificates will not find a place among the items listed in the Table of Contents. One and a half line spacing should be adopted for typing the matter under this head.
6. **The list of tables** should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
7. **The list of figures** should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.
8. The list of symbols, abbreviation & nomenclature should be typed with one and a half line spacing. Standard symbols, abbreviation etc should be used.
9. Subject matter must be typed on single side of the page.
10. All the pages must be numbered properly.

INDUSTRIAL TRAINING REPORT

(Times New Roman, 24 pt. Bold)

TITLE OF THE PROJECT

(Times New Roman, 16 pt. Bold)

Submitted in partial fulfillment of the

Requirements for the award of

Degree of Bachelor of Technology in Electrical Engineering

College LOGO

Submitted By (14 size)

Name: _____

University Roll No. _____

(Times New Roman, 14 pt. Bold)

SUBMITTED TO:

Department of Electrical Engineering (16 size)

**BABA BANDA SINGH BAHADUR ENGINEERING
COLLEGE, FATEHGARH SAHIB**

DECLARATION (16 Times New Roman)

I hereby declare that the Industrial Training Report entitled ("Title of the project") is an authentic record of my own work as requirements of Industrial Training during the period from _____ to _____ for the award of degree of B.Tech. (Electrical Engineering), Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib, under the guidance of (Name of Project Guide).

(12 size)

(Signature of student)
(Name of Student)
(University Roll No.)

Date: _____

CERTIFICATE
(16 Times New Roman, bold)

This is to certify that Mr. / Ms. _____ has partially completed / completed Industrial Training during the period from _____ to _____ in our Organization / Industry as a Partial Fulfillment of Degree of Bachelor of Technology in Electrical Engineering. He/She was trained in the field of _____ .

Signature & Seal of Training Manager

Note: This certificate must be typed on the company letter head.

ACKNOWLEDGEMENT
(16 Times New Roman, bold)