

B.TECH TRAINING & INTERNSHIP REPORT

FORMAT & GUIDELINES



**Dr. Sudhir Chandra Sur Institute of
Technology
& Sports Complex**

**540 Dum Dum Road, Surermath,
Kolkata – 700074
West Bengal**

GUIDELINES

Industrial Training Report's Format

-  All submitted reports must be clear enough to be read easily.
-  A report should be typed on a computer. Text should appear on only one side of the paper. Permitted Report size is min 40 to max 80 pages.
-  A report produced on a computer or word processor must be printed using a laser printer or letter quality printer.
-  Dirty pages or pages containing spots or smudges, whiteouts, roller marks, or gray lines are not acceptable and must be retyped or recopied.
-  High quality bond paper, A4 (210 mm x 297 mm), must be used. Paper must be white, not cream, grayish, nor colored.
-  Recycled paper of any type is not acceptable. Page number should be there.
-  Report should be submitted in the form of Thesis Binding.

Font/Type face

-  The text should be typed in 12 point Times New Roman font on International Standard Organization.
-  Chapter headings font size should be typed in 14 point Times New Roman font on International Standard Organization.
-  Computer programs/source codes should be typed in 10 point Times New Roman font on International Standard Organization.
-  Type size for the font must be consistent throughout the report--in text, figure captions, and table titles.
-  One typeface should be used throughout the report.
-  All titles (excluding subtitles) should be typed using bold CAPITAL LETTERS. All texts and paragraphs format should be justified.

Spacing and indentations

-  Reports are typed one-and-a-half spacing.
-  The first line of paragraphs or footnotes should be indented uniformly throughout the report. The number of spaces for indents depends on the style. A standard indent is eight spaces (1/2 in.); a five-space indent is also frequently used.

FORMAT

✚ **Cover page:** The standard cover page should be


SurTech

**DR. SUDHIR CHANDRA SUR
INSTITUTE OF TECHNOLOGY &
SPORTS COMPLEX**

INDUSTRIAL TRAINING & INTERNSHIP REPORT

<TITLE OF THE TRAINING>

<NAME OF THE STUDENT>
<UNIVERSITY ROLL NO>
<REGISTRATION NO>



[DATE]
[COMPANY NAME]
[Company address]

✚ After cover page attach training certificate.

✚ **Abstract (On page no. I)**

The Abstract is one of the most important parts of the report. It is a very brief but clear description of what the report is all about, summarizing the work done and the results (Informative Abstract). It should not exceed 100 words and may also be used as the training project description in the transcript.

✚ **Acknowledgements (On page no. II)**

Names of each person and organization that has contributed to the work appear in the Acknowledgments. Sometimes the nature of the contribution is described. (For example, permission for the use of equipment, facilities and documents.)

✚ **Table of Contents (Index) (On page no. III)**

This table lists in sequence the name of each heading or subheading and the corresponding page number. The names should be a clear indication of the contents of the section. Do not use non- descriptive titles like Method (note the often used word Methodology is normally incorrect), Procedures, etc.

□ Chapter No.1. Introduction

This section describes the training in general, highlighting the:

- Objectives of the industrial training program
- The scope of the industrial training program
- Duration
- The importance of the industrial training program
- Benefits derived from the training
- Objectives of the report/write-up

□ Chapter No.2. The Training Organization

This section gives a description of

- The training organization and training environment.
- Business functions of the organization, staff strength, the administrative system,
- Organizational chart.
- Computer systems and network infrastructure.

□ Chapter No.3. Industrial Training

The section should describe the following:

- Objectives
- Techniques studied in different Departments
- Software and Tools Used : Brief Description
- Highlights of Training Exposure (area, scope)
- About your work/project (Process, methodology, program, circuit description)
- Result Analysis

□ Chapter No.4. Conclusions

This section describes the overall benefits obtained from training including how the academic program has supported and prepared the student for industrial training.