

Guidelines for the preparation of Internship/OJT report

a) Guidelines for formatting of the report

- The report should be prepared on A4 letter size.
- The font type should be Times New Roman. The font size should be 14 for headings and 12 for normal text.
- All the headings should be in bold and all the other matter should be normal.
- The text should be justified throughout the report except for headings for figures, tables, schemes etc.
- The line spacing should be fixed at 1.5 for the entire report.
- The page numbers should be mentioned at bottom middle position.
- The top, bottom and right margins should be 1” each whereas the left margins should be set at 2.5”.
- The chapters should be numbered as Chapter-1, Chapter-2, etc. whereas figures, charts, tables etc. should be numbered as 1.1, 2.1 etc. For example- figure 1.1 corresponds to first figure in chapter-1.
- The hard copy of the report should be spiral bound with first page as thick cover.
- The report should be minimum of 40 pages and maximum of 60 pages.

b) Categorization of chapters

The report should be divided into minimum of 5 chapters. The number of chapters can be increased to maximum of 7 depending upon the requirement and nature of the work undertaken by the students.

The suggestive guidelines for each chapter are as follows:

- **Chapter-1:** Chapter-1 should be titled as “**INTRODUCTION OF THE COMPANY** “. This chapter may include the brief introduction about the company where the student is doing his/her Internship/OJT like origin and growth of the company, number of departments along with brief functioning of each department, number of employees, net worth of the company, facilities available, company’s vision and mission, organization tree etc.
- **Chapter-2:** Chapter-2 should be titled as “**INTRODUCTION OF THE PROJECT UNDERTAKEN**”. It should include the objectives, importance and applicability, scope, relevance etc. of the proposed work. This may also include the work plan and the implementation part.
- **Chapter-3 or more:** Chapter-3 or more chapters can be on the work done by the student during his/her Internship/OJT period. Each Chapter must be given appropriate title. The

tables, figures, schemes etc. should appear in the report as and where they are required with proper labeling.

- **Final Chapter:** The final chapter should be titled as “**CONCLUSION**”. This chapter may include the summary of the findings and key observations during the Internship/OJT to attain the objectives as mentioned in Chapter-1. This chapter should also discuss about the future scope and applicability of the outcome of the Internship/OJT.

Guidelines for writing references

- References must be typed as Superscripted in text.
- The references should be written as the last section of the report.
- **While writing the reference for a paper in journal**, following order should be followed
 - a) Initials and surname of the authors
 - b) Title of the paper in inverted commas
 - c) Name of the Journal in italics (Standard abbreviation can be used)
 - c) Volume number in bold
 - d) First page-last page
 - e) Year of publication

For example- J. Luo, C. W. Chen, K. J. Parker, and T. S. Huang, “Artifact reduction in low bit rate DCT-based image compression,” *IEEE Trans. Image Processing*, **vol. 5**, pp. 1363–1368, Sept. 1999

- **While writing the reference of a book chapter**, following order should be followed
 - a) Initials and surname of the authors
 - b) Title of the book
 - c) Edition of the book in round brackets
 - d) Name of publisher
 - e) Year of book in bold
 - f) First page-last page

For example- M. Kitamura, R. Noyori in Ruthenium in Organic Synthesis (Ed.: S.-I. Murahashi), Wiley-VCH, Weinheim, 2004, pp. 3–52.

c) Contents of report

1. Cover page – {as per Annexure-IX (a)}
2. Declaration by student {as per Annexure-VII (b)}
3. Declaration by supervisors {as per Annexure-VII (c)}
4. Training certificate from organization/ Company

5. Acknowledgement (if any)
6. List of Tables (If any)
7. List of Figures/ Charts (If any)
8. List of Schemes (If any)
9. List of abbreviations (If any)
10. Chapter-1 INTRODUCTION OF THE COMPANY
11. Chapter-2 INTRODUCTION OF THE PROJECT UNDERTAKEN
12. Chapter-3, 4, 5 etc. (If any)
13. Final Chapter- CONCLUSION
14. References

d) Format for list of contents

S. No.	Title	Page
1	Declaration by Supervisors	1
2	Declaration by Student	2
3	Training Certification from organization	3
4	Acknowledgement	4
5	List of Tables	5
6	List of Figures/ Charts	6
7	List of Abbreviations	7
8	Chapter-1 INTRODUCTION OF THE COMPANY	8
9	Chapter-2 INTRODUCTION OF THE PROJECT UNDERTAKEN	18
10	Chapter-3, 4, 5 etc. (If any)	28
11	Final Chapter- CONCLUSION AND FUTURE PRESPECTIVE	40
12	References	42

Annexure-IX (a)

Title of the work

Name of the Organization/ Company

A training report

Submitted in partial fulfillment of the requirements for the award of degree of

Name of Degree

(Specialization)

Submitted to

LOVELY PROFESSIONAL UNIVERSITY

PHAGWARA, PUNJAB



From MM/DD/YY to MM/DD/YY

SUBMITTED BY

Name of student:

Registration Number:

Signature of the student:

Submitted to:

Name of Supervisor

Designation

Annexure-IX (b): Student Declaration

To whom so ever it may concern

I, **Name of the student, Registration Number of the student,** hereby declare that the work done by me on “**Topic of the work**” from **Month, year** to **Month, Year**, under the supervision of **Name of external supervisor, Designation, Name of the organization, company’s name,** and **Name of Internal supervisor, Designation,** Lovely professional University, Phagwara, Punjab, is a record of original work for the partial fulfillment of the requirements for the award of the degree, **degree name.**

Name of the Student (Registration Number)

Signature of the student

Dated:

Annexure-IX (c): Declaration by the supervisors

To whom so ever it may concern

This is to certify that **Name of the student**, **Registration**Number from Lovely Professional University, Phagwara, Punjab, has worked as a trainee in **organization/ company's name** on “**Topic of the work**” under my supervision from **Month, year** to **Month, Year**. It is further stated that the work carried out by the student is a record of original work to the best of my knowledge for the partial fulfillment of the requirements for the award of the degree, degree name.

Name of External Supervisor

Name of Internal Supervisor

Designation of the External Supervisor

Designation of the Internal Supervisor

Signature of the external Supervisor

Signature of the Internal Supervisor

Dated:

Dated:



INTRODUCTION OF THE COMPANY

- **Company's Vision and Mission**

- **Origin and growth of company**

- **Various departments and their functions**

- **Organization chart of the company**



INTRODUCTION OF THE PROJECT UNDERTAKEN

- **Objectives of the work undertaken**

- **Scope of the Work**

- **Importance and Applicability**

- **Role and profile**



Brief description of the work done

- **Position of Internship and roles**

- **Activities/ equipment handled**

- **Challenges faced and how those were tackled**

- **Learning outcomes**

- **Data analysis**



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CONCLUSION

REFERENCES

Annexure-XI

Training Letter Format

RefNo: LPU/_____

Dated:___/___/___

To,

_____ (CEO/GM/HR Manager),

_____ (Company Name),

_____ (State)

Subject: Internship for (Program Name) **student from LPU**

Dear Sir/Madam,

Lovely Professional University has been a front-runner to improve standards of higher education in the country. The University, through its innovative pedagogical interventions, focuses on enhancing experiential learning with support and engagement of the industry.

The _____ (Name of the School) _____grooms the student through analytical teaching, live projects, and active interface with industry professionals. As part of curricular requirements, the students are expected to undergo an internship in industry for gaining exposure to corporate practices and work environment.

We shall be grateful if you provide an internship opportunity in your esteemed organization to _____ (Student Name) bearing Registration Number _____ for _____ (duration), where the internship is expected to end before DD/MM/YY.

We are confident that the student will contribute to value creation and meet your expectations should he/she get an opportunity for internship.

We look forward to a favorable response.

Best Regards,

_____ (Name) **Contact Number:** _____

Training Coordinator,
Official Email: _____

_____ (Name of the School),

Lovely Professional University, Punjab

