Shaheed Udham Singh College of Engg. &Technology Tangori (Mohali)

Department of computer Science Engineering & Information Technology

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Guidelines for Preparing Six Months Industrial Training Report

Department of Computer Science Engineering & Information Technology

Shaheed Udham Singh College of Engineering and Technology, Tangori (Mohali)

(**www.sus.edu.in**)

(NAME OF THE DEPARTMENT)

<u>Format for Synopsis</u>

Title page:

1. Name of Student and PTU registration No cum Roll No

2. Present official Address with E-mail, telephone No

3. Branch

4. Session

5. Name of Company

6. Proposed Project Topic:

7. Name of Department/College

Introduction to Company (may not exceed 3 pages including Figs.)

Brief Introduction to Project (may not exceed 3 pages)

Design of solution (may not exceed 3 pages)

Methodology/ Planning of work (may not exceed 4 pages)

Facilities provided for the proposed work.

SHAHEED UDHAM SINGH COLLEGE OF ENGG. & TECHNOLOGY
(NAME OF THE DEPARTMENT)

FORMAT & GUIDELINES FOR MIDTERM REPORT
(Size = 20, Times, Bold, Small Caps)
Contents of Midterm Report
(Size = 13, Times)

The midterm report must contain the elements given in the listing below:

1) Cover sheet
2) Title page
3) Abstract
4) Table of Contents
5) Introduction
6) Title of the project/Assignment
7) Objectives
8) Schedule of activities
9) Conclusions
10) Achievements till date.
11) Remaining Work.
12) Solution to problems (if any)

GUIDELINES FOR PREPARING MIDTERM REPORT:

1) Students may <u>use descriptive, informative section and subsection titles</u> for the body of midterm report. Use the appropriate tense to describe the activity: "past work <u>was</u> done;" & "future work <u>will be</u> done."

2) The midterm will include several body sections that include continuing work, so **each body section of the midterm, should be divided into** "Work Completed to Date", in which student will describe tasks, analyses, results and their significance, and Future Work, in which student will describe what remains to be done, how long they expect the tasks to take, and student's plan to overcome anticipated obstacles.

3. Suggested Standards for Project Report

1 Paper Size = A4

2 Spacing between Lines = 1.5 inch

3 Font Size = 13

4 Fonts = Times New Roman

5 Left Margin = 1.5 inch

6 Right Margin = 0.5 inch

7 Top Margin = 1.25 inch

8 Bottom Margin = 1.25 inch

9 Hard Bound File

10 Header Contents: Report Title

11 Footer Contents: College name and page number

Sample Report

A sample report follows on the next page.

Title of Training Report

(Size = 20, Times, Bold)

Six Months Industrial Training Report at
Company/Organization Name
(Size = 14, Times, Bold)

Submitted in partial fulfillment of the requirements for the award of degree of
(Size = 13, Times)

BACHELOR OF TECHNOLOGY
IN
COMPUTER SCIENCE & ENGINEERING/ INFORMATION TECHNOLOGY
(Size = 13, Times, Subtitle cover, Bold)

Submitted By:
(Size = 13, Times)

STUDENT NAME
(Size = 14, Times, Bold)
Uni Roll No: 12345678 (Size
12, Times)
DEPARTMENT NAME
(Size = 14, Times New Roman, Bold)
COLLEGE NAME
(Size = 16, Times, Bold)
Jan 2017 – May 2017
(Size = 15, Times New Roman)
Project/ Training Completion/ Joining Certificate from Company/Organization

SUBMITTED TO: **SUBMITTED BY:**

Er. Sukhpreet Kaur   **Name of the student**
Head, CSE & IT   **Univ. Roll No.**

DECLARATION

(Size = 20, Times, Bold, Small Caps)

Contents of Declaration

(Size = 13, Times New Roman)

Signature of Candidate

(Name of Candidate)

(Size = 13, Font:Times New Roman)

Acknowledgment

(Size = 20, Times, Bold, Small Caps)
Contents of Acknowledgment (Size
= 13, Times)
Name of Candidate
(Size = 13, Times)

SAMPLE   ACKNOWLEDGEMENT

I am highly grateful to the _____ _ _ _, HOD CSE & IT, Shaheed Udham Singh College of Engineering & Technology, Tangori(Mohali), for providing this opportunity to carry out the six month industrial training at _____ ____ _ .

I would like to expresses my gratitude to other faculty members of Computer Science & Engineering department of SUSCET, Tangori for providing academic inputs, guidance & encouragement throughout the training period.

The author would like to express a deep sense of gratitude and thank   _ ___ _ _ Director /CEO of Company, without whose permission, wise counsel and able guidance, it would have not been possible to pursue my training in this manner.

The help rendered by Mr/Ms ____ _ _ _ , Supervisor (____ _ __   __) for experimentation is greatly acknowledged.

Finally, I express my indebtedness to all who have directly or indirectly contributed to the successful completion of my industrial training.

Name of Candidate
(Size = 13, Times New Roman)

NOTE: Students may modify the sample acknowledgement mentioned above to meet his/her requirements.

CERTIFICATE

(Size = 20, Times, Bold, Small Caps)

TO WHOM IT MAY CONCERN

I hereby certify that _____ (Name of the student), Roll No_____ of Shaheed Udham Singh College of Engineering & Technology, Tangori (Mohali), has undergone six   months   industrial training from _____ to _____ at our organization to   fulfill the requirements for the award of degree of B.Tech. (Branch). He/She worked on _____project during the training under the supervision of _____. During his/her tenure with us we found him/her sincere and hard working. We wish him/her a great success in the future.

Dated:

Training In-charge:
(Name of Trg. Incharge)

Countersigned by

(Head of Department)

ABSTRACT

(Size = 20, Times, Bold, Small Caps)
Contents of Abstract
(Size = 13, Times) (200-
250 Words)

TABLE OF CONTENTS

(Size = 20, Times, Bold, Small Caps)

Contents	Page No.
(Size = 14, Times, Bold)	
CHAPTER NUMBER	1
(Size = 15, Times, Bold, Small Caps)	
CHAPTER NAME	2
(Size = 15, Times, Bold, Small Caps)	
Contents 3	
Contents 4	
(Size = 13, Times)	

LIST OF FIGURES

(Size = 20, Times, Bold, Small Caps)

Contents	**Page No.**

(Size = 14, Times, Bold)

(Size = 13, Times)

SAMPLE Table of Contents:

CHAPTER 1

(Size = 21, Times, Bold, Shadow, Small Caps)

Sample Chapter Title

(Size = 18, Times, Bold, Shadow, Small Caps)

1.1 Section Subtitle

(Size = 13, Times, Bold)

Write something about the chapter. There is a figure named Figure 2.1. Figure 2.1: Some Diagram of an equipment.

1.1.1 Sub-Subtitle

This work has been carried out at xyz corp., as the project work for six months training.

1.1.2 Another Sub-Title

This is another subtitle [1]. Here [1] means we are referring from a document/ Paper/ book/ website mentioned in the references section at serial number.

REFERENCES

(Size = 20, Times, Bold, Small Caps)

[1] http://www.suscet.ac.in
[Ref. No.] Authors, *Book / Research Paper Name,* Publisher/ Journal Name, Volume, Page no., Year.
(Size = 13, Times)

Guide Lines for 6-month Training Report.

Please Note : The font details of the Project Report is as under:
Paper Size : A-4
Text –Style: Times New Roman
Font Size: Title : 14 pt. bold, Abstract : 10 pt.
               Heading : 12 pt.
Bold , Text : 12 pt.
Margin : Left Margin : 1.5" , Top, Bottom,& Right : 1"
Line Spacing : 1.5"
Single side printing

The 6-Month Training Report must contain the following:
1. Cover page information on the hard bound and as first page in the report as per Annexure 1.
2. Table of Contents as per Annexure 2.
3. Acknowledgement
4. Attested photocopy of certificate from the organization.
5. Declaration by the student.
6. Abstract
7. Introduction of the organization :
    - (i)   Brief introduction of the Organization
    - (ii)   Organization Chart
    - (iii) Brief introduction of the department under which the project was undertaken.
    - (iv)   Details of the Project Guide.
8. Introduction of the Project:
    - (i)   General introduction
    - (ii)   Project Initiation Note as per Annexure 3.
9. Project Plan as per Annexure 4.
    - (i)   Output , or Deliverables for project.
    - (ii)   Run Time Environment Requirements (specifications):
             Hardware:
             Software:
    - (iii) Inputs for project.
    - (iv)   Training , knowledge , & Skills needed.
    - (v)   Procedures.
    - (vi)   Performance standards
        - (a) Quality
        - (b) Cost(investments,expenses,costs)
        - (c) Schedule
        - (d) Team
        - (e) Improvement Initiatives
        - (f) Client's Responsibilities
    - (vii) Software Model Used.
10. Your individual role in the project with the project schedule as per Annexure 5.

11. Project Phased documentation:
  (i)   Pre construction documentation:
            (a)A software project plan
            (b) Standard Documentation specifying Data Dictionary.
            ©Algorithms / Flowcharts
  (2) Construction phased documentation as per Annexure 6 in addition to
      customization as per the project
  (3) End Project Documentation containing
            (a) Acceptance test report.
            (b) Defect Report
            © Final inspection report
            (d) Configuration
            (e) Naming Conventions
            (f)Suggested Enhancements
            (g) Conclusions

11. Bibliography.

Annexure I

Project Initiation Note

Client: **Project Name:**

Duration (Calendar):

Efforts (Man-days):

Quality Reviewer:
Internal Auditor:

Team Member(s):

Initiated by:

Date:

Annexure II

PROJECT PLAN

a) **Title & Scope of Project**

Title :
Project Code:
Initial Activity:
Final Activity:

Reference to contract :_____ _____   Dated:_____ __
   (mention confidential wherever applicable)

b) **Project Coordinator**
   Designation
   Address
   Phone

c) **Run Time Environment Requirements(specifications)**
   Hardware
   Software

d) **Training , Knowledge , & Skills needed:**

e) **Procedures:**

#	Procedure for	Who defines	Requirements	Responsibility	Planned Date	Actual date	Remarks

f) **Cost:**
   Development Cost

g) **Schedule : Gantt. Chart /PERT.**

h) Team

#	Responsibility Area	Names	From	To

i) Improvement Initiatives
j) Client Responsibilities.

Annexure III

INDIVIDUAL PROJECT SCHEDULE

S.no.	Activity Description	Planned Date	Actual Date	Status	Remark

Annexure IV

1. **Problem Report**

   Project Name:
   Initiated by:
   Date:

List of problems reported during project
Action Taken
Closure time

2. **Inspection Test Report**

   Developer :
   Date:

Test Area	Remarks	Actions	By Date	Responsibilty
Fault Tolerance				
Decision Logic				
Input/Output statements				
Comments				
Data Flow				