Format of Summer Training Report

CSE Department

BhagwanParshuram Institute of Technology

GGS Indraprastha University

**Order of the contents**

1. Title page
2. Declaration
3. Acknowledgement
4. Company Certificate
5. Training CoordinatorCertificate
6. Table of contents with page numbers
7. List of fig & tables with page numbers
8. Abstract
9. Chapters
10. Bibliography or list of references
11. Appendices

Specifications for Body of the Project Report

Following aspects must be adhered to as given in while compiling the body of the report

(a) Page Size: Good quality (Bond paper or better) white A4 size paper should be used for typing and duplication.

(b) Chapter/Para Numbering: The chapters are to be numbered as Chapter-1, Chapter-2 etc. The heading/title of the chapter is to appear below the chapter number in upper case. Paragraphs are to be numbered as 1,2,3etc. in every chapter separately. Sub-paras are to be numbered as 1.1, 1.2, 1.3----, 2.1, 2.2, 2.3-----etc. Sub-sub paras are to be numbered as 1.11, 1.12, 1.13, 2.11, 2.12, 2.13 etc.

(c) Page Specifications (i) Left Margin: 1.25 inch (ii) Right Margin: 1.25 inch (iii) Top Margin: 1 inch (iv) Bottom Margin: 1 inch

(d) Page Numbers: Page should be numbered consecutively and clearly. **No page number should be indicated on the title page, supervisor’s certificates, declaration and acknowledgement;** however pages are to be counted from title page. **From the declaration page to abstract page Roman numbers should be used. From main text to end of thesis Indian numerals should be used. All typing should be on right hand pages only.**

(e) Normal Body Text (i) Font Size: 12, Times New Roman, 1.5 Spacing, Single Side Writing. (ii) Paragraphs Heading Font Size: 12, Times New Roman, Underlined (iii) Subheadings Font Size: 10 (Italics)

(f) Title Font Size: 14

(g) Table and Figure Number: Table and figure numbers are to be written at the bottom of the table/ figure. Table and figure numbers should be in accordance to chapter numbers i.e. Chapter 2 Figure should be Fig. 2.1, 2.2 …… and table number should be Table 2.1 etc.

(h) All the paragraphs in the text should be aligned as **JUSTIFIED**

**CD-ROM:** All summer training report should include a soft copy on CD-ROM accompanied by a report in pocket pasted on inside of back cover.

**Text:** Before producing the final copies of a project report the candidate should ensure that all the spelling, grammar, punctuation and bibliography is complete and exact.

**Title Page**

Title of the Report

Summer Training Report submitted in partial fulfilment of the requirement for the degree of

 B.Tech

In

Computer Science &Engineering



Training Coordinator By

**(Faculty coordinator of class) Student’s name**

BhagwanParshuram Institute of Technology

PSP-4, Sector-17, Rohini, Delhi - 89

Month Year

**DECLARATION**

This is to certify that Report entitled “…………………………”which is submitted by me in partial fulfilment of the requirement for the award of degree B.Tech in Computer Engineering to BPIT, GGSIP University, Dwarka, Delhi comprises only my original work and due acknowledgement has been made in the text to all other material used.

**Date: Name of Student**

**Acknowledgement**

**CompanyCertificate**

**Training CoordinatorCertificate**

This is to certify that Report entitled “…………………….” which is submitted by ………………………… in partial fulfilment of the requirement for the award of degree B.Tech in Computer Engineering to BPIT, GGSIP University, Dwarka, Delhi is a record of the candidate own work and the matter embodied in this report is adhered to the given format.

**Date: Coordinator**

**Abstract:**  An abstract should be 300-500 words in English.

**Main Text:** Candidate is strongly advised to discuss with their supervisor the style of writing of the project report before writing begins. The Stages of investigation and writing are likely to be according to the nature of the subject and should be worked out in consultation with supervisor. However the text should be divided in the chapters and each chapter, headings and subheadings should be numbered like x.y.z.A.B….. where x stands for chapter number y stands for headings and z,A,B... etc. stands for subsequent subheadings. Chapter heading should be edited at centre while heading and subheadings should be edited at left. There should be separated uniformity in headings and subheadings. Main chapter heading should be in capital letters. Each paragraph should be started with the next line of heading and subheadings. The general guidelines for chapters are as follows, references should be quoted by author's name or by S.No.

**Chapters details**

1. Introduction
2. SRS
3. Diagrams (E-R, DFD, Use Case)
4. Process selection (Implementation details with code)
5. Results
6. Comparisons & Analysis
7. Conclusions & Future Scope
8. References

**Reference:** All the references should be arranged alphabetically or serially as the case may be for quoting in the text.

**For Journals:**

Kerr, G.T. :Survey of data ware house tools; **International Journal of Databases.**, ISSN : 2012- 3034; April 2010, vol.73, no.3 pp1385-1386.

**For Conferences:**

Garside, J. et-al; Proposed Automation tool for Bug Localization; **IEEE conference on software Engineering**., China,2102, vol. 40, no.2, pp. 3-16.

**For books:**

MeCabe and Smith; **Handbook on networks**; 4th ed., TMH, pp.812-814.

**For Links:**

Complete link should be given.

**Summer Training report preparation & binding**

Reports should be spring-bound with black back cover.

**Important Note:**

1. **Students should ensure duly signed report during presentation.**
2. **Students should make necessary arrangements to present working of their project during presentation.**