



# Parul Institute of Engineering & Technology

## Internship Report Guideline

### Internship / Project Report Guidelines

Following are the guidelines for the preparation of 8<sup>th</sup> Semester Internship / Project Report.

**PAPER:** Use A4 Paper.

**MARGINS:** Margins for pages including the regular text should be as below:

Left	: 1.25 Inches
Right	: 1.0 Inch
Top	: 1.0 Inch
Bottom	: 1.0 Inch

**CONTENTS:** Following should be the order of contents for the report. This order should be strictly maintained.

- 1) Cover Page
- 2) First Page
- 3) NOC Certificate
- 4) Company Certificate
- 5) Candidate's Declaration
- 6) Acknowledgement
- 7) Abstract
- 8) List of Figures (Format given at end of document)
- 9) List of Tables (Format given at end of document)
- 10) List of Symbols, Abbreviations and Nomenclature
- 11) Table of Contents (Format given at end of document)
- 12) Chapters 1 to N
- 13) Appendix
- 14) References

1 Cover Page & Title Page – A specimen copy of the Cover page & Title page of the project report are given in Appendix 1.

2 Certificate – The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in Appendix 2 (Institute Certificate) and Appendix 3 (Company Certificate).

3 Declaration – The candidate's declaration shall be in double line spacing using Font Style Times New Roman and Font Size 14, as per the format in Appendix 4.

4 Acknowledgement - The Certificate shall be in double line spacing using Font Style Times New Roman and Font Size 12



## **Parul Institute of Engineering & Technology**

### **Internship Report Guideline**

5 Abstract – Abstract should be one page synopsis of the internship report typed 1.5 line spacing, Font Style Times New Roman, italics and Font Size 14. It should contain the objectives of the internship.

6 List of Figures – The list 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. A specimen copy of the Table of Contents of the project report is given in Appendix 5. Figure copied from some paper or website has to be captioned with “Courtesy of \_\_\_\_\_”

7 List of Tables – The list 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. A specimen copy of the Table of Contents of the project report is given in Appendix 6.

8 List of Symbols, Abbreviations and Nomenclature – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used. A specimen copy of the Table of Contents of the project report is given in Appendix 7.

9 Table of Contents – The table of contents should list all material following it as well as any material which precedes it. The title page and Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is given in Appendix 8.

10 Chapters – The chapters may be broadly divided as given in Appendix 9. The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions, as required.

- Each chapter should be given an appropriate title.
- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

11 Appendices – Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred to at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

12 List of References –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.



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Website citation has to be very specific not like 'google.com' or 'wikipedia.org'.

Figure copied from some paper or website has to be captioned with "Courtesy of \_\_\_\_\_"

A typical illustrative list given below relates to the citation example quoted above.

#### REFERENCES

1. Aripnammal, S. and Natarajan, S. (1994) 'Transport Phenomena of Sm Sel – X Asx', Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
2. Barnard, R.W. and Kellogg, C. (1980) 'Applications of Convolution Operators to Problems in Univalent Function Theory', Michigan Math. J., Vol.27, pp.81-94.
3. Shin, K.G. and McKay, N.D. (1984) 'Open Loop Minimum Time Control of Mechanical Manipulations and its Applications', Proc.Amer.Contr.Conf., San Diego, CA, pp. 1231-1236.

- **Table and figures** - By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

#### **FOLLOWING MUST BE STRICTLY FOLLOWED**

TOP-LEFT CORNER	: Project ID of the student
TOP-RIGHT CORNER	: Chapter Heading
BOTTOM-LEFT CORNER	: Parul University
BOTTOM-CENTER	: Page number
BOTTOM-RIGHT CORNER	: College Name

#### **NUMBERING**

All pages in the report **except the cover pages and dedication page** must be numbered. All the page numbers should be located at the BOTTOM CENTER of the page.

The page numbering starting from candidate's declaration up to the beginning of the chapters should be numbered in small roman letters, i.e. i, ii, ...

The page numbering starting from the beginning of Chapter 1 up to the end of the report, should be numbered in Arabic numerals, i.e. 1,2, 3,....

#### **PREPARATION OF CHAPTERS**

##### **Color:**

All the text including Tables should be Black prints. However, Graphs and Figures can have color prints.



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### Font :

**Chapter Headings** : Times New Roman 16pts, bold print all capitals

**Section Headings** : Times New Roman 14 pts, bold print all capitals

**Subsection Headings** : Times New Roman 12 pts, bold print leading capitals (only first letter in each word should be capital)

**Regular Text** : Times New Roman 12 pts, normal prints

**Special Text** : Times New Roman Italics 12 pts (for foot notes, symbols, quotes, Mathematical notations....)

### SPACING/ALIGNMENT

Use 1.5 spacing between lines of regular text

Use double spacing between:

1. Paragraphs
2. Chapter title and section Heading
3. Section heading and paragraphs
4. Table Title and Table
5. Figure Title and Figure

Use single spacing between:

1. text corresponding to bullets, listing and quotes in the main body of text

All paragraphs in the report are to be fully justified from the first line to the last line and should start from left without any hyphenation/indent. Text corresponding to bullets, listings and quotes in the main body of text should be indented.

### SECTION/SUBSECTION NUMBERING

Section numbering should be left justified using bold print with Arabic numerals and decimals.

Section numbering: <Chapter.Section number> <3 blanks> Section heading

Example: 1.1, 2.1

Subsection numbering: <Chapter.Subsectionnumber>

Example: 1.2.1

### EQUATIONS/FORMULAS

Numbering for equation if necessary, should be done in the following format:

(Chapter number. Section number. Equation serial number)

Example:

$$Y = mx + b \quad (3.1.1)$$

**FIGURES:** Figures should follow immediately after/on immediate next page after they are referred to for the first time in the text. Figure headings should be given at the bottom of the



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figure. All the figures in landscape format must be placed in such a way that their top portions are to the left side of the page. However, numbering should be at the bottom of the report for landscape page (similar to the next page). All figures are to be central aligned on the page.

Format for Figure Heading:

Fig. <blank> Chapter number. Figure Serial number <3 blanks> Figure title (center aligned, leading caps)

Example:

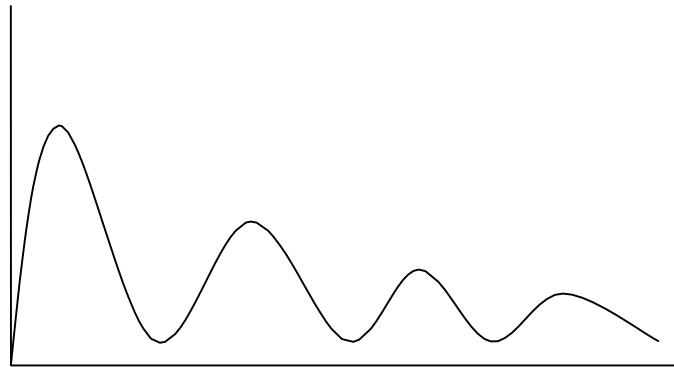


Fig 6.13 Typical Component Event

### **DIAGRAMS:**

Diagrams larger than A4 size are not encouraged. If larger sizes are absolutely necessary, they should be folded to A4 size. Each drawing is to be numbered and referred to as Figures only. Diagram title should be similar to figure titles.

### **TABLES:**

Tables should follow immediately after/on immediate next page after they are referred to for the first time in the text. Table heading should be given at the top of the table. All the tables in landscape format must be placed in such a way that their top portions are to the left side of the page. However, numbering should be at the bottom of the report for landscape page. All tables are to be central aligned on the page.

Format for Table heading:

Table <blank> Chapter number. Table Serial number <3 blanks> Table Title (center aligned, leading caps)

Example:

Table 6.13 Comparison of methods




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**EXPERIENCE**:Candidate should include the environment and support provided by the respective company, co-operation of the people. Please mention if the job has been offered.

**BINDING**:The report should Hard Bounded. The cover should be black and print in **gold letters** and the text for printing should be identical.

### **NUMBER OF COPIES:**

**The student/group must submit (no of student) +2 copies**

**Ex. Assume that there are 2 students in a group.**

**No. of copies will be: 4**

**One personal copy of each individual candidate (=2)**

**Two copies to the college.**



# Parul Institute of Engineering & Technology Internship Report Guideline

Appendix 1 - Cover Page <Remove this>  
**[TITLE OF THE PROJECT]**

<Font Size 18><1.5 line spacing>

**A PROJECT REPORT**

<Font Size 14>

***Submitted by***

<Font Size 14><Italic>

**[NAME OF THE CANDIDATE]**

<Font Size 16>

**[Enrolment Number]**

<Font Size 14>

***In partial fulfillment for the award of the degree of***

<Font Size 14><1.5 line spacing><Italic>

**BACHELOR OF ENGINEERING**

<Font Size 16>

***in***

**[Name of the Department]**

**Parul Institute of Engineering  
and Technology, Limbda**

<Font Size 14>



**Parul University, Limbda**

**March-2024**

## Appendix 2

### Parul Institute of Engineering & Technology, Limbda



## CERTIFICATE

This is to certify that the project report submitted along with the project entitled **<Internship / Project Title>** has been carried out by **<Name of Student>** under my guidance in partial fulfillment for the degree of Bachelor of Engineering in **<Name of the Branch>**, 8<sup>th</sup> Semester of Parul University, Vadodara during the AY 2023-24.

<Sign>

<Sign>

<Name of Internal Guide>

<Name of Head of the Department>

Internal Guide

Head of the Department



**Appendix 3**  
**[Industry Letter Head]**

Date: DD/MM/YYYY

**TO WHOM IT MAY CONCERN**

This is to certify that <Student Name>, a student of <Institute Name> has successfully completed his/her internship in the field of <Internship Area / Field> from <Start Date> to <End Date> (Total number of Weeks:\_\_\_\_) under the guidance of <Industry Mentor>.

His internship activities include <Internship Activities>.

During the period of her/ his internship program with us, he / she had been exposed to different processes and was found diligent, hardworking and inquisitive.

We wish him every success in his life and career.

For <Industry Name>

Authorised Signature with Industry Stamp

## Appendix 4

### Parul Institute of Engineering & Technology, Limbda



## DECLARATION

We hereby declare that the Internship / Project report submitted along with the Internship / Project entitled **<Internship / Project Title>** submitted in partial fulfillment for the degree of Bachelor of Engineering in **<Name of the Branch>** to Parul University, Vadodara, is a bonafide record of original project work carried out by me / us at **<Industry /Institute Name>** under the supervision of **<External / Internal Guide Name>** and that no part of this report has been directly copied from any students' reports or taken from any other source, without providing due reference.

	Name of the Student	Sign of Student
1	_____	_____
2	_____	_____

## **Appendix 5**

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## **Appendix 7**

### **Abbreviations**

<b>ALU</b>	<b>Arithmetical &amp; Logical Unit</b>
<b>SDLC</b>	<b>Software Development Life Cycle</b>
$\alpha$	<b>Symbolic Speed</b>
$\beta$	<b>Efficiency</b>

## Appendix 8

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1.1.1 How to do.....	3
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## **Appendix 9**

### **Details of Chapters**

- 1.0 Overview of the Company
  - 1.1 History
  - 1.2 Different product / scope of work
  - 1.3 Organization chart
  - 1.4 Capacity of plant
- 2.0 Overview of different plant/unit/department/shop of the organization and Layout of the production/process being carried out in company
  - 2.1 It includes the details about the work being carried out in each department.
  - 2.2 List the technical specifications of major equipment used in each department.
  - 2.3 Prepare schematic layout which shows the sequence of operation for manufacturing of end product.
  - 2.4 Explain in details about each stage of production.
- 3.0 Introduction to Project / Internship and Project / Internship Management
  - 3.1 Project / Internship Summary – Key To a good summary is the FIRST sentence, which MUST contain the most essential information that you wish to convey.
  - 3.2 Purpose
  - 3.3 Objective
  - 3.4 Scope (what it can do and can't do)
  - 3.5 Technology and Literature Review
  - 3.6 Project / Internship Planning
    - 3.6.1 Project / Internship Development Approach and Justification
    - 3.6.2 Project / Internship Effort and Time, Cost Estimation
    - 3.6.3 Roles and Responsibilities
    - 3.6.4 Group Dependencies
  - 3.7 Project / Internship Scheduling (Gantt Chart/PERT/Network Chart)
- 4.0 System Analysis
  - 4.1 Study of Current System
  - 4.2 Problem and Weaknesses of Current System
  - 4.3 Requirements of New System
  - 4.4 System Feasibility
    - 4.4.1 Does the system contribute to the overall objectives of the organization?
    - 4.4.2 Can the system be implemented using the current technology and within the given cost and schedule constraints
    - 4.4.3 Can the system be integrated with other systems which are already in place?
  - 4.5 Activity / Process in New System / Proposed System
  - 4.6 Features of New System / Proposed System

- 4.7 List Main Modules / Components / Processes / Techniques of New System / Proposed System
- 4.8 Selection of Hardware / Software / Algorithms / Methodology / Techniques / Approaches and Justification
- 5.0 System Design
  - 5.1 System Design & Methodology
  - 5.2 Database Design / Data Structure Design / Circuit Design / Process Design / Structure Design
  - 5.3 Input / Output and Interface Design (If applicable)
    - 5.3.1 State Transition Diagram (optional)
    - 5.3.2 Samples of Forms, Reports and Interface
    - 5.3.3 Access Control / Mechanism / Security (If applicable)
- 6.0 Implementation
  - 6.1 Implementation Platform / Environment
  - 6.2 Process / Program / Technology / Modules Specification(s)
  - 6.3 Finding / Results / Outcomes
  - 6.4 Result Analysis / Comparison / Deliberations
- 7.0 Testing
  - 7.1 Testing Plan / Strategy
  - 7.2 Test Results and Analysis
    - 7.2.1 Test Cases (test ID, test condition, expected output, actual output, remark)
- 8.0 Conclusion and Discussion
  - 8.1 Overall Analysis of Internship / Project Viabilities
  - 8.2 Photographs and date of surprise visit by institute mentor**
  - 8.3 Dates of Continuous Evaluation (CE-I and CE-II)**
  - 8.4 Problem Encountered and Possible Solutions
  - 8.5 Summary of Internship / Project work
  - 8.6 Limitation and Future Enhancement