**BHAGWAN PARSHURAM INSTITUTE OF TECHNOLOGY**

**Department of Information Technology**

**Format of the Summer Training Report**

**Order of the contents**

1. Cover Page
2. Declaration
3. Acknowledgement
4. Training / Internship Certificate
5. Table of Contents with page numbers
6. List of Figures with page numbers
7. List of Tables with page numbers
8. Abstract
9. Chapters
10. Bibliography
11. Appendices (if any)

**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 white A4 size paper should be used. The content must be printed on single side.

(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 1,2,3 etc. 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 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, 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 the report Indian numerals should be used.

(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**

(i) The report should be spiral bound with blue back cover and must contain at least 50 pages.

**Text:** Before producing the final copies of the report the candidate should ensure that all the spelling, grammar, punctuation and bibliography is complete. Before getting spiral bound, get it checked from your respective mentors in advance.

Summer Training Report

on

**Title of the Report**

submitted in partial fulfilment of the requirement for the   
award of the Degree of

**Bachelor of Technology**

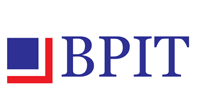
**in**

**Information Technology**

**Submitted By: Under the Supervision of:**

**<<name of supervisor>> <<name of student>>**

**<<designation>> Roll No.: <<roll number>>**



**Department of Information Technology**

**Bhagwan Parshuram Institute of Technology**

PSP-4, Sector-17, Rohini, Delhi - 110089

**Month Year**

**DECLARATION**

This is to certify that Report entitled “…………………………” submitted in partial fulfillment of the requirement for the award of the degree Bachelor of Technology in Information Technology to Bhagwan Parshuram Institute of Technology (Affiliated to Guru Gobind Singh Indraprastha University, Delhi) comprises only my original work and due acknowledgement has been made in the text to all other material used.

**Date:**

**(Name of the Student)**

**ACKNOWLEDGEMENT**

**CERTIFICATE (issued by the Trainer / Company)**

**CERTIFICATE**

This is to certify that Report entitled “…………………….”submitted by <<name of the student>> (Enrollment No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_) in partial fulfillment of the requirement for the award of the degree Bachelor of Technology in Information Technology to Bhagwan Parshuram Institute of Technology (Affiliated to Guru Gobind Singh Indraprastha University, Delhi) is a record of the candidate own work and the matter embodied in this report is adhered to the given format.

**Date:**

**(Name of the Mentor)**

**Designation of the Mentor**

**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 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 center 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 for Report based on Internship Work**

1: Introduction of the Company

1.1: About the Company

1.2: Profile of the Company

2: Introduction of the Internship

2.1: About the Internship

2.2: Objectives of the Internship

2.3: Roles and Responsibilities

3: Internship Activities

3.1: Task Description

3.2: Tools / Technologies / Platform used

3.3: Technical Application

3.4: Challenges Faced

4: Contribution to the Organization

5: Learning and Development

6: Summary and Conclusion

7: Suggestions for the Improvement

Bibliography

Appendix *(if required)*

**Chapters for Report based on Training**

1: Introduction

1.1: Overview of the course training program

1.2: Objectives of the training

1.3: Trainer / institution profile

2: Course Overview

2.1: Detailed description of the course content

2.2: Training syllabus/modules covered

2.3: Tools, software, or equipment used

3: Work / Project Undertaken

3.1: Title and aim of the project or tasks given during the course

3.2: Step-by-step approach to solving the given problem

3.3: Tools and techniques applied

3.4: Results and analysis

3.5: Screenshots, code snippets, charts (if applicable)

4: Skills Acquired

4.1: Technical skills gained

4.2: Analytical and problem-solving skills

4.3: Communication and teamwork skills (if group work was involved)

5: Observations & Learning Outcomes

6: Summary, Conclusion & Suggestions

6.1 Summary of the overall learning experience

6.2 Recommendations for improving the training program

6.3 Scope for further skill development

Bibliography

Appendix *(if required)*

**Chapters for Report based on Working Application / Project**

1: Introduction

2: Problem Statement

3: Analysis

3.1: Software Requirement Specifications

3.3: Tools / Technologies / Platform used

3.4: Use Case Diagrams / Data Flow Diagrams

4: Design and Architecture

4.1: Structure Chart / Work Breakdown Structure

4.2: Explanation of Modules

4.3: Flow Chart / Activity Diagram

4.4: ER Diagram / Class Diagram

5: Implementation

5.1: Screenshots

5.2: Source Code of some modules

6: Summary and Conclusion

7: Limitation of the Project and Future Work

Bibliography

Appendix *(if required)*

**Bibliography / 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.

**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.**