

Guidelines for the preparation of summer training 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/ MOOCs course where the student is doing his/her summer training.
- **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 summer training 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 summer training 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 summer training.

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. Front page-The format of Cover page and Front page should be same
3. Declaration by student {as per Annexure IX(b)}
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 Student	2
2	Training Certification from organization	3
3	Acknowledgement	4
4	List of Tables	5
5	List of Figures/ Charts	6
6	List of Abbreviations	7
7	Chapter-1 INTRODUCTION OF THE COMPANY	8
8	Chapter-2 INTRODUCTION OF THE PROJECT UNDERTAKEN	18
9	Chapter-3, 4, 5 etc. (If any)	28
10	Final Chapter- CONCLUSION AND FUTURE PRESPECTIVE	40
11	References	42

Annexure-IX (a)

Title of the work

Name of the Organization/ Company

A summer 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 industry Supervisor or MOOCs course instructor

Designation

Annexure-IX (b): Student Declaration



Lovely Professional University Jalandhar, Punjab

CERTIFICATE

I hereby certify that the work which is being presented in the industrial summer training entitled **“Title”** in partial fulfillment of the requirement for the award of degree of **Bachelor of Technology** and submitted in Department of Mechanical Engineering, Lovely Professional University, Punjab is an authentic record of my own work carried out during period of summer training under the supervision of **Industry supervisor name, Designation**, Department of **“Name of Department”** **“Company name”**,

The matter presented in this summer training has not been submitted by me anywhere for the award of any other degree or to any other Institute.

Date:

(Name of the student)

This is to certify that the above statement made by the candidate is correct to best of my knowledge.

Date:

(Guide name)

Industry Supervisor

Summary of Formatting requirements:

Font Size	:	12 Times New Roman
Line Spacing	:	1.5
Paper Size	:	A4
Margins	:	1.25” from left side and 1” from all other sides of the page
Page orientation	:	Portrait
Page numbers	:	Bottom – centered (1, 2, 3...)
Paragraph Alignment	:	Justified
No. of Copies	:	1 , for each group