

Guidelines for the preparation of Summer Internship 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 4 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 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-2 or more:** Chapter-2 or more chapters can be on the work done by the student during his/her Summer Internship 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 Internship 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 Internship.

Guidelines for writing references

- The references should be written as the last section of the report.
- **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.

- **While writing the reference of a web link**, the exact web link is to be mentioned along with the date of assessing the web link. For example:
- <https://www.sunpharma.com> (Accessed on 12th Sept 2020).

c) Contents of report

1. Cover page –As per Annexure-I
2. Declaration by student {as per Annexure-II}
3. Training certificate from organization/ Company
4. Acknowledgement (if any)
5. List of Tables (If any)
6. List of Figures/ Charts (If any)
7. List of abbreviations (If any)
8. Chapter-1 INTRODUCTION OF THE PROJECT UNDERTAKEN
9. Chapter-2, 3, 4 etc. (If any)
10. Final Chapter- CONCLUSION
11. References

d) Format for list of contents

S. No.	Title	Page
1	Declaration by Student	1
2	Training Certification from organization	2
3	Acknowledgement	3
4	List of Tables	4
5	List of Figures/ Charts	5
6	List of Abbreviations	6
7	Chapter-1 INTRODUCTION OF THE PROJECT UNDERTAKEN	7
8	Chapter-2, 3, 4 etc. (If any)	8
10	Final Chapter- CONCLUSION AND FUTURE PRESPECTIVE	28
11	References	40

Annexure-I

Title of the work

Name of the Organization/ Company/Project

A 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:

Annexure-II: Student Declaration

To whom so ever it may concern

I, **Name of the student, Registration Number of the student,** hereby declare that the work done by me on “**Topic of the work**” from **Month, year** to **Month, Year,** is a record of original work for the partial fulfillment of the requirements for the award of the degree, **degree name.**

Name of the Student (Registration Number)

Signature of the student

Dated:



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INTRODUCTION OF THE PROJECT UNDERTAKEN

- **Objectives of the work undertaken**

- **Scope of the Work**

- **Importance and Applicability**

- **Role and profile**

INTRODUCTION OF THE COMPANY/WORK

- **Company's Vision and Mission**

- **Origin and growth of company**

- **Various departments and their functions**

- **Organization chart of the company**

Brief description of the work done

- **Position of Internship and roles**

- **Activities/ equipment handled**

- **Challenges faced and how those were tackled**

- **Learning outcomes**

- **Data analysis**



CONCLUSION

REFERENCES

Instructions for Uploading Training Certificate/Report

Step 1: Go To UMS Navigation-->LMS-->Upload Research Project/Internship certificate Details> Select Upload Research Project/Internship Certificate--> Select Internship Report with Certificate option as shown below

Upload Project/Dissertation/Internship Files	
Upload :	<input type="radio"/> Project/Dissertation <input checked="" type="radio"/> Internship Report with Certificate
Course Code:	Select
Organisation Name :	
Summer Training Options :	Select
Organisation Type Private/Government :	<input checked="" type="radio"/> Govt/Public Sector <input type="radio"/> Private Sector
Organisation Address :	
Organisation Country :	Select
Organisation State :	Select
Organisation City :	Select
Specialization :	
Training Report With Certificate Inside :	<input type="button" value="Browse..."/> No file selected.
Note:	Please upload pdf file only (<5MB)
<input checked="" type="checkbox"/> 1. I have uploaded all the PDF Files as per instructions by the University.	
<input checked="" type="checkbox"/> 2. I understand that the uploaded soft-copy files shall be utilized for the purpose of ETP Viva evaluation, and therefore I certify that no further changes are needed to be made in the Uploaded Files.	
<input checked="" type="checkbox"/> 3. I have uploaded the PDF Files as per the timelines announced by the University.	
<input checked="" type="checkbox"/> 4. I Ensure that Certificate is a Part of My Report	
<input checked="" type="checkbox"/> 5. I certify that the training Certificate Uploaded by my self is Authentic and has been provided by the Internship Organisation. In case the Same is not Found Authentic , I Will be responsible for any action taken by the university against me.	
<input type="button" value="Upload"/>	

Step 2: Select Course Code >Fill/Choose Relevant Details> Upload File (less than 5MB) > Read Notes> Click Upload

NOTE:

- 1) Upload Final Report with **Training Certificate** inside the report (**less than 5 MB**) for all 3 options

