

Industrial Attachment Report Format

General Guidelines:

You can add or delete any section from any chapter as per your need. This is just a sample.

Front Matter

1. Title Page: Mention title, student details and take signature of your supervisor
2. Declaration: Declare that all information provided is true and mention other things if necessary.
3. Acknowledgment: Acknowledge the organizations and persons who helped you to complete this attachment.
4. Executive Summary (1 page)
5. Table of Contents
6. List of Figures
7. List of Tables
8. List of Abbreviations

Chapter 1: Introduction (2–3 pages)

- Background of Industrial Attachment: Why this organization is selected?
- Importance in achieving engineering program outcomes: How this industry is solving the engineering problems?
- Objectives of the Attachment
- Scope and Limitations
- Methodology: What methodology is used for industrial visits, data collection and document preparation?
- Structure of the Report

Chapter 2: Organization Overview (3–4 pages)

- History and Mission
- Organizational Structure
- Departments and Functions
- Products / Services: What products and services they provide?
- Quality and Compliance Standards: Mention if any.
- Workplace Safety and Environmental Policy: Mention if any document exists, otherwise, mention your experience.

Chapter 3: Project Overview (4–6 pages)

- Project title and description: Mention a project that they're working on or have worked on.
- Problem identification and complexity analysis: For the mentioned problem.

- Literature survey and background study: For the mentioned problem.
- Problem-solving approach: What approach they follow?
- Experiment/design methodology: Mention the methodology.
- Validation of findings: How are the findings or how good the progress is?

Chapter 4: Tools & Techniques (4–5 pages)

- Engineering & IT tools used (hardware/software): What type tools they use for the current projects?
- Selection criteria and justification: Why they chose these?
- Application in solving complex engineering problems
- Understanding limitations and constraints
- Examples of simulation/modelling/testing tools

Chapter 5: Societal, Health, Safety, Legal & Cultural Considerations (3–4 pages)

- Workplace health and safety measures: mention if any or share your experience.
- Legal compliance in engineering activities: mention if any or share your experience.
- Societal and cultural awareness in solution design: mention if any or share your experience.
- Environmental sustainability considerations: mention if any or share your experience.
- Case examples from the attachment site: mention if any or share your experience.

Chapter 6: Professional Ethics & Responsibilities (3–4 pages)

- Ethical challenges faced during the attachment: mention if any or share your experience.
- Compliance with professional codes of ethics: mention if any or share your experience.
- Handling intellectual property and confidentiality: mention if any or share your experience.
- Ethical decision-making examples from real tasks: mention if any or share your experience.

Chapter 7: Skills Gained & Lifelong Learning (3–4 pages)

- New technical skills learned during the attachment: mention if any or share your experience.
- Self-directed learning activities and resources used: mention if any or share your experience.
- Adaptation to new technologies and industry trends: mention if any or share your experience.
- Reflection on importance of lifelong learning in engineering practice: mention if any or share your experience.

Chapter 8: Challenges & Solutions (2–3 pages)

- Technical challenges and resolution: mention if any or share your experience.
- Administrative/organizational challenges and resolution: mention if any or share your experience.
- Lessons learned

Chapter 9: Contribution to the Organization (2–3 pages)

- Specific contributions and their impact
- Improvements suggested and implemented
- Feedback from supervisors

Chapter 10: Conclusion & Recommendations (2–3 pages)

- Summary of work done
- Recommendations for organization, university, and future interns

References – APA/IEEE format

Appendices – Daily log sheets, code snippets, additional data, certificates, safety documents etc. (if available)

Prepared by-

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