

**PANDIT DEENDAYAL ENERGY UNIVERSITY
SCHOOL OF TECHNOLOGY**

Format for Preparation of CSSI Internship Report

1) Arrangement of various Pages and contents:

1. Cover Page (format given in Appendix 1, color print on thick paper)
2. Title Page (Similar to Cover page, black and white print)
3. Acknowledgement (with your name and roll no.)
4. Executive Summary/Abstract
5. Table of Contents/Index
6. List of Tables
7. List of Figures
8. Chapter 1: Introduction, Aims and Objectives
9. Chapter 2: Activities at NGO / Day to Day activity
10. Chapter 3: Major Societal Problems Encountered
11. Chapter 4: Methodology to Solve Societal Problems
12. Chapter 5. Major Learnings
13. Conclusions
14. Scope of Future work: Recommendations
15. Appendices
16. References
17. Certificate from the NGO

2) Page Dimension Specifications:

The dimension of the seminar report should be in A4 size.

3) Preparation Format:

1. **Cover Page & Title Page:** A specimen copy of the Cover page & Title page is given in Appendix 1.
2. **Acknowledgement:** Should be half page typed with 1.5 (One and half spacing) line spacing, Two or Three paragraphs of Font Style Times New Roman and Font Size 12.
3. **Executive Summary:** An executive summary should include an overview of the whole report and is longer than an abstract for a professional journal. It can

be from one to a couple of pages, but try to keep it under 2 pages if possible. Headings can be used but there is no need to number these. In your own words present clearly and briefly:

- The topic area of the report
- The report's primary aim/s
- State what was achieved (key finding)
- A summary of your approach
- Significant findings and a summary of the report's recommendations

Executive summary shall be prepared with 1.5 (One and half spacing) line spacing, Two or Three paragraphs of Font Style Times New Roman and Font Size 12.

4. **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 lowercase Roman letters. One and a half spacing should be adopted for typing the matter under this head.
5. **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.
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.
7. **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.
8. **Chapters:** 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.
9. **Appendices:** Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and defocus the attention and may cloud the central theme.
10. **List of references:** The listing of references should be typed 2 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. In case of specific websites, provide the full path / link of the related reference. The generic websites like Google, Wikipedia, how stuff works etc should not be included in the reports.

4) TYPING INSTRUCTIONS:

The impression on the typed copies should be black in color. One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style “Times New Roman” and Margin: Top 1.0”, Bottom 1.0”Left 1.5” Right 1.0”Line spacing : One and a half spacing , Font size:12 ,larger fonts maybe used for headings & subheadings.

Appendix 1: FORMAT FOR TITLE PAGE

A Civic and Social Services Internship Report

On

TITLE OF INTERNSHIP

By

Name of the Student

[Roll Number of the Student]

Under the Guidance of

Name of Guide (PDEU)

Designation,

Name of Guide (NGO)

Designation,

Submitted to



Name of Department

School of Technology,

Pandit Deendayal Energy University

May – July, 2025