

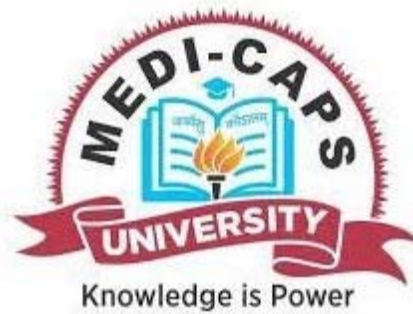
# INDUSTRIAL TRAINING REPORT

(Times New Roman, 24 pt. Bold)

## Title of the training

(Times New Roman, 16 pt. Bold)

Submitted in partial fulfillment of requirement of the Degree  
of  
**BACHELOR OF TECHNOLOGY**  
in  
**COMPUTER SCIENCE & ENGINEERING**



SUBMITTED BY

Name \_\_\_\_\_

E. No. \_\_\_\_\_

SUBMITTED TO

Prof. \_\_\_\_\_

**Department of Computer Science & Engineering**  
**Faculty of Engineering**  
**MEDI-CAPS UNIVERSITY, INDORE- 453331**

**Aug-Dec 22**

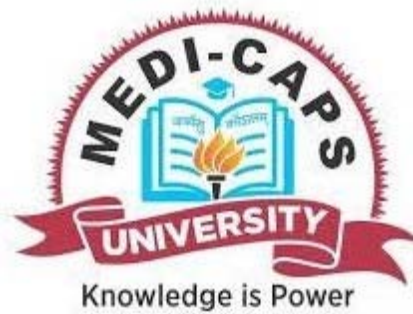
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## **Report Approval**

The Industrial Training Report entitled “<**Title of the Report**>” is hereby approved as a creditable study of an engineering subject carried out and presented in a manner satisfactory to warrant its acceptance as prerequisite for the Degree for which it has been submitted.

It is to be understood that by this approval the undersigned do not endorse or approved any statement made, opinion expressed, or conclusion drawn there in; but approve the “Industrial Training Report” only for the purpose for which it has been submitted.

Internal Examiner Name:

Designation

Affiliation

External Examiner Name:

Designation

Affiliation

## **Declaration**

I hereby declare that the Online Internship entitled “<**Title of the Report**>” submitted in partial fulfillment for the award of the degree of Bachelor of Technology in ‘Computer Science & Engineering’ completed under the supervision of Prof. \_\_\_\_\_, Department of Name and address of the Organization from \_\_\_\_\_ to \_\_\_\_\_.

Further, I declare that the content of this Industrial Training, in full or in parts, have neither been taken from any other source nor have been submitted to any other Institute or University for the award of any degree or diploma.

**Signature and name of student(s) with date**

\_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_/20\_\_

## **Certificate**

This is to certify that Mr. / Ms. \_\_\_\_\_ has partially completed / completed Industrial Training during the period from \_\_\_\_\_ to \_\_\_\_\_ in our Organization / Industry as a Partial Fulfillment of Degree of Bachelor of Technology in Computer Science & Engineering. He / She was trained in the field of \_\_\_\_\_.

**Signature & Seal of Training Manager**

**1. Note: This certificate must be typed on the company letter head.**

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Dr. Pramod S. Nair  
Head of the Department  
Computer Science & Engineering  
Medi-Caps University, Indore

## **Acknowledgements**

I would like to express my deepest gratitude to Honorable Chancellor, **Shri R C Mittal**, who has provided me with every facility to successfully carry out this Industrial Training, and my profound indebtedness to **Prof. (Dr.) Dilip Kumar Patnaik**, Vice Chancellor, Medi-Caps University, whose unfailing support and enthusiasm has always boosted up my morale. I also thank **Dr. Suresh Jain**, Dean, Faculty of Engineering, Medi-Caps University, for giving me a chance to work on this Industrial Training. I would also like to thank my Head of the Department **Prof. (Dr.) Pramod S. Nair** for his continuous encouragement for betterment of the Industrial Training.

I express my heartfelt gratitude to my **Instructor and Guide** Prof. \_\_\_\_\_, Department of \_\_\_\_\_ Name and address of the Organization, without whose continuous help and support, this Industrial Training would ever have reached to the completion.

It is their help and support, due to which we became able to complete the design and technical report.

Without their support this report would not have been possible.

**Name** \_\_\_\_\_

**E. No.** \_\_\_\_\_

**B.Tech.** \_\_\_\_ **Year**

**Department of**

**Computer Science & Engineering**

**Faculty of Engineering**

**Medi-Caps University, Indore**

## **Industrial Training Report Format**

1. Cover Page
2. Inner Pages
  - a. Report Approval
  - b. Declaration by student
  - c. Certificate by Company/Industry/Institute
  - d. Acknowledgement
3. Table of Contents
4. List of Tables
5. List of Figures
6. Abbreviations and Nomenclature (If any)
7. Chapters
  1. Introduction about the Industry
  2. Specific Assignment / Project Handled:  
Tools & Technology Used; Training Schedule:  
Work Done / Observations:
3. Learning after Training
  4. Discussion
  5. Conclusion
8. References
9. Data Sheet (If any)
10. Appendices (If any)

## **INSTRUCTIONS FOR TRAINING REPORT**

The length of the training report may be about 30 to 55 page.

The training report shall be computer typed and printed on A4 size paper.

The standard font shall be Times New Roman of 12 pts with 1.5 line spacing.

Page Format : The Printed Sheets shall have the following written area and margins:

Top Margin	30 mm
Head Height	3 mm
Head Separation	12 mm
Bottom Margin	20 mm
Footer	3 mm
Foot Separation	10 mm
Left and Right Margins	
Left Margin	30 mm
Right Margin	20 mm

The training report shall be Hard Copy of Training Report (3-Spiral Bindings) The training report shall be typed with 1.5 line spacing with above specified margin. Every page in the report must be numbered. The page numbering, starting from acknowledgements and till the beginning of the introductory chapter, should be printed in small Roman numbers, i.e. i, ii, iii, iv..... The page number of the first page of each chapter should not be printed (but must be accounted for). All page numbers from the second page of each chapter should be printed using Arabic numerals, i.e. 2,3,4,5... All printed page numbers should be located at the bottom center of the page.

**The table of contents** should list all headings and sub-headings. The title page and certificates will not find a place among the items listed in the Table of Contents. One and a half line spacing should be adopted for typing the matter under this head.

**The list of tables** 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.

**The list of figures** 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.

The list of symbols, abbreviation & nomenclature should be typed with one and a half line spacing. Standard symbols, abbreviation etc should be used.

Subject matter must be typed on single side of the page.

All the pages must be numbered properly.

Each chapter shall begin on a fresh page with an additional top margin of about 75mm. A chapter may be further divided into several divisions and sub-divisions depending on type & volume of work.

A chapter can be divided into Sections, Subsections so as to present different concepts separately. Sections and subsections can be numbered using decimal points, e.g. 2.2 for the second section in Chapter 2 and 2.3.4 for the fourth Sub section in third Section of Chapter 2. Chapters, Sections and Subsections shall be included in the contents with page numbers flushed to the right. Further subsections need not be numbered or included in the contents. The Section and subsection titles along with their numbers in 5 and 4mm (16 and 14 pt) fonts, respectively, in bold face shall be flushed to the left (not centered) with 15 mm space above and below these lines.

As far as possible tables and figures should be presented in portrait style. Small size table and figures (less than half of writing area of a page) should be incorporated within the text, while larger ones may be presented on separate pages. Table and figures shall be numbered chapter -wise. For example, the fourth figure in chapter 5 will bear the number Figure 5.4 or Fig 5.4.

Table number and title will be placed above the table while the figure number and caption will be located below the figure. Reference for Table and Figures reproduced from elsewhere shall be cited in the last and separate line in the table and figure caption, e.g. (after McGregor [12]).

Binding: The report should be **spiral bound** and final copies to be submitted at the time of examination.

Front Covers: The front covers shall contain the following details:

Caption “**INDUSTRIAL TRAINING REPORT**”, in 24 point's size fonts followed by and full Title in 18 point's size font both properly centered and positioned at the top.

Full name of the candidate in 14 point's size fonts properly centered at the middle of the page.

A 32 mm dia replica of the university emblem followed by the name of department, name of the faculty and the year of submission, each in a separate line and properly centered and located at the bottom of page in 16 point's size font.

For reference citation IEEE style may be used.