**VEMANA INSTITUTE OF TECHNOLOGY**

**Computer Science and Engineering**

**Sub: Internship Report Format & Specification**

1. Report should be Soft bound.
2. The color of the cover page of the report to be department specific.(Example: Cream color for CSE)
3. Cover page and Certificates need to be taken color printout.
4. All the printout needs to be taken in A4 Size Paper.
5. Each student must make 3 copies of the report.
6. Each student must prepare and submit internship report on his/her own, even if internship is carried out in a group.
7. The explanation would be in own words.(Downloaded/copied material is not entertained).

**Internship Report Flow**

1. Cover Page ( Format attached)
2. Certificates (Format attached)
3. Abstract , Not exceeding 500 words ( Format attached)
4. Acknowledgement ( Format attached)
5. Table of Contents (Format attached)
6. B*ody* of the report ( Min 30 pages)
7. Conclusion
8. References ( IEEE Format)

**Specifications**

1. Main body of the report divided appropriately into chapter, section and subsections. Chapters, Sections & subsection to be numbered as for Ex Chapter 2, sections as 2.1, 2.2, & subsections as 2.2.3, 2.5.1 etc numbered in decimal form
2. Chapters should contain **INTRODUCTION as chapter1 compulsorily (**Specifies scope of topic & its importance & relative to previous work & present development should be explained).**Chapter 2** must contain background of internship company/industry/training center/worksite etc., **Subsequent chapters** should contain the process of internship skills acquired/experienced gain relevant to industry. *The* **last chapter** must be named **CONCLUSION (** Specifies the conclusion to the report)
3. Bibliography must be included for materials used to prepare the report.
4. Chapter number must be left justified of font size 16 along ex: Chapter 1
5. Title of chapter should be centered and in caps (font size 18)
6. Section/ Subsection numbers along with their headings must be left justified with section numbers & heading in font size 16 & subsection & heading in font size 14
7. The body of text should be justified having font size 12 in **Times New Roman** format with 1.5cm line spacing
8. Figures & table must be titled and numbered chapter wise irrespective of subheadings.

Ex.: Fig 1 of chapter 1 to be taken as Fig 1.1 subsequent figures as 1.2 etc.

Table 1 of chapter 1 to be taken as Table 1.1 subsequent Tables as 1.2 etc.

All the figures and the tables are to be named followed by the number.Table names can be indicated on top of the table and Figure names can be indicated at bottom of the figure.

1. Equations should be numbered in decimal form ex. V = IR ………..(3.2).

All equation numbers should be right justified

1. **Header & Footer**

* Title of the Internship to be on the left side of header( Lower case)
* Dept. of CSE,Vemana IT on the left side of footer
* Page No, in the centre side of footer
* Year-2022-23 on the right of footer
* Header and footer,font size to be 10.
* Top and bottom border should be maintained on all pages.

1. List of abbreviations (Optional) to be put after Contents
2. Reference or Bibliography

* References to be numbered serially in order of occurrence in the text and within square brackets Ex. [3]
* Format for listing of texts & references.
* For textbooks –A. V. Oppenheim and R.W Schafer, Digital Signal Processing, Englewood, N.J, Prentice Hall, 3 Edition, 1975
* For papers-David, Insulation design to combat pollution problem, Proc of IEEE, PAS, Vol 71, Aug 1981, pp 1901-1907.

Note: Underlined text title should be in Italic

1. Neither page numbers nor header footer to be assigned to Bibliography and Appendix
2. Proper attention is to be paid not only to the technical contents but also to the organization of the report and clarity of the expression. Due care should be taken to avoid spelling and typing errors. The students should note that report-write-up forms the important component in the overall evaluation of the Internship.
3. Text to be typed on one side of paper with 1.5 line spacing on A4 size bond paper (210 X 297mm). Margin should be Left 1.25”, Right 1”, Top & Bottom – 1”.
4. Before taking the final printout, the approval of the concerned guide(s) is mandatory and suggested corrections, if any, must be incorporated.
5. The Introduction chapter content must be properly cited wrt references listed in the report.