INDUSTRIAL TRAINING AND CAREER GUIDANCE UNIT FACULTY OF ENGINEERING UNIVERSITY OF PERADENIYA

Industrial Training Report

Guidelines for

Computer Engineering Students

General Instructions

Report

- The report should be prepared strictly according to the given guidelines.
- The report should be limited to a maximum of 60 pages.
- For the initial evaluation, an electronic version of the report has to be submitted through FEeLS on or before 13 August 2021.
- After making the necessary corrections, the final version in printed form has to be submitted to the ITCGU for final evaluation.
- The final report should be printed on one side of the paper.

Lay out

- Paper size: A4
- Margins:
- cover page: Left 20 mm; Right, Top and Bottom 15 mm (See annexure 1)
- inner pages: Top, Left & Bottom 20 mm, Right 15 mm (See annexure 7)
- Tab position: Set tab position to 1 cm
- Line spacing: 1.5

(set margins, tab position, line spacing etc. before starting to type)

- Indent of the first sentence of each paragraph: 1.5 cm (See annexure 7)
- Each Chapter should be started on a new page.
- DO NOT insert "Header" or "Footer"

Fonts

• Font Type: Times New Roman

(Use the same font throughout the report, except in the cover page)

- Font sizes: (See annexure 7)
 - Headings (Short headings (titles) are preferred, do not underline them)

Main Headings: 14 pts, Bold, All capital, Centered

Sub-Headings: 12 pts, Bold, Left Aligned (limit the sub-titles to maximum 2 divisions)

 Text: 12 pts, Regular, justified on both sides (Use the same font type and size throughout the text)

Page Numbering

- Page numbers should be at the "bottom right" of the paper (number only)
- Pages containing "Acknowledgements", "Contents", "List of Figures", "List of Tables" & "List of Abbreviations" should be numbered in Roman Numerals (i, ii, iii, iv, ...)

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(See annexures – 2, 3, 4, 5 & 6)
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• Other pages should be numbered in Arabic Numerals (1, 2...)

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(See annexure - 7)
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Figures (See Annexure 10)

- All the Figures should be centered across the page.
- Figures should be numbered as "Figure n.m"
 Where "n" is the Chapter Number and "m" is the number of the Figure in the particular Chapter
- All Figures should have a Caption

Example: Figure 1.1 Organization Chart

- The Caption should be below the figure and be centered across the page.
- All figures should be referred in the text with their figure numbers

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Examples: as shown in Figure 1.1 ...
as per Figure 1.2...
Figure 2.1 shows...
referring to Figure 2.3...
according to Figure 3.1...
see Figure 4.4...etc.
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Do not use "figure below" or "following figure" etc.

- Do not insert any figure if it is not referred in the text
- Do not insert figures in a row; insert one after the other with the caption

Tables (See Annexure 11)

- All the Tables should be centered across the page.
- Tables should be numbered as "Table n.m"
 Where, "n" is the Chapter Number and "m" is the number of the Table in the particular Chapter
- All Tables should have a Caption

Example: Table 1.1 Training Schedule

• The Caption should be above the table and be centered across the page.

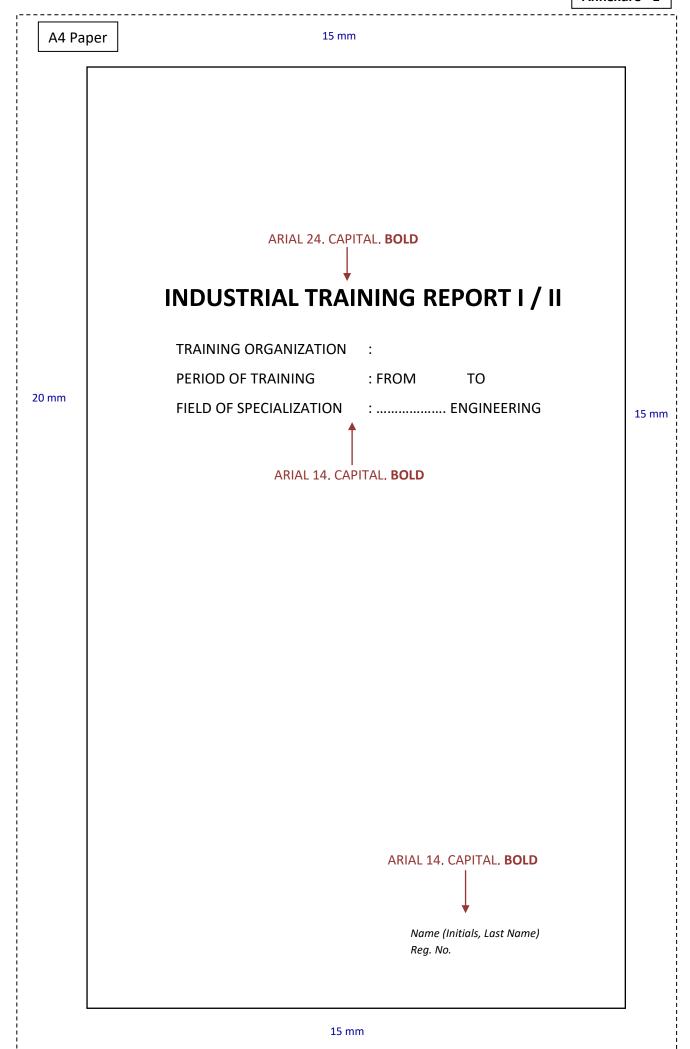
• All the tables should be referred in the text with their table numbers.

Examples: as shown in Table 1.1 ...
as per Table 1.1...
Table 1.1 shows...
referring to Table 1.1...
according to Table 1.1...
see Table 1.1...etc.

Do not use "table below" or "following table" etc.

- Do not insert any table if it is not referred in the text.
- The contents within a cell should be vertically centered and
- If it is a text, it should be left aligned; if it is a numerical value, it should be right aligned.
- Column widths should be adjusted according to the contents.

Arrangement of the report



ACKNOWLEDGMENTS ← 14 pts, CAPITAL, BOLD

In this section, acknowledge the personnel, who have supported you in various manners to carry out your training successfully.

Names should be mentioned with the designation, title (Mr/Ms/Eng. etc.) and the Last name with Initials or Last Name with First names. (Do not write, first names only)

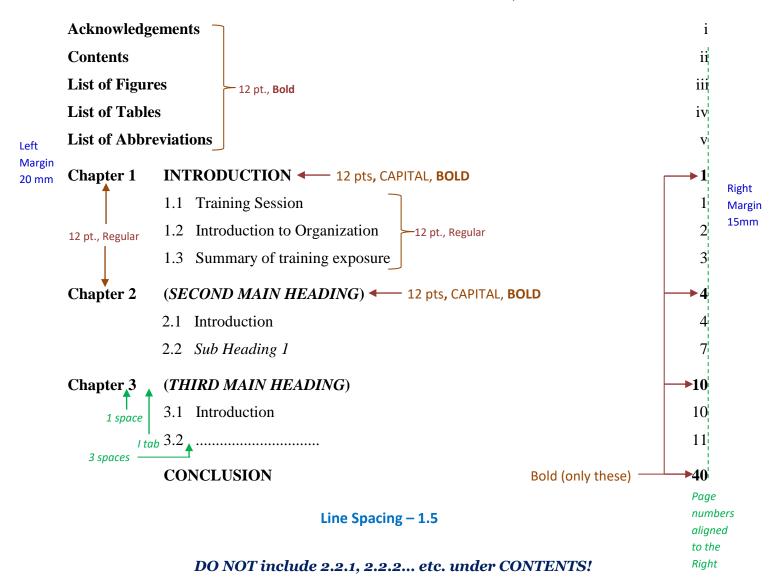
Left Margin 20 mm Example: Eng. P. J. W. Ranasinghe, Chief Engineer

Mr. Namal Premachandra, Plant Manager

Right Margin 15mm

Line Spacing - 1.5

CONTENTS ← 14 pts, CAPITAL, **BOLD**



LIST OF FIGURES ← 14 pts, CAPITAL, BOLD

	Figure 1.1	Organization Chart	3	
Left	Figure 1.2		5	Right
Margin 20 mm	Figure 2.1		9	Margin 15mm
	Figure 2.2		10	
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	I tab			

Line Spacing – 1.5

LIST OF TABLES ← 14 pts, CAPITAL, BOLD

	Table 1.1	Training Schedule	3,	
	Table 1.2		5 	ight
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Line Spacing – 1.5

LIST OF ABBREVIATIONS — 14 pts, CAPITAL, BOLD

List, in alphabetical order, all the abbreviations used with their descriptions.

Example:

Left Margin 20 mm

RDA	Road Development Authority	
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		15mm

Line Spacing – 1.5

Chapter 1 ← 14 pts, bold

INTRODUCTION ← 14 pts, CAPITAL, BOLD

Indent 15 mm

The first paragraph of this chapter should be about the training session. It should include the correct name and address of the training organization and the dates of starting and ending of the training session.

1.2 INTRODUCTION TO TRAINING ORGANIZATION

Write, *in your own words*, an introduction to the training organization including the (*if applicable*) following information. (*In present tense*)

- Ownership/Type of the organization
- Vision and Mission, if available
- Major functions/ Range of products/ Market share etc.
- Branches/ Sections etc.
- Management Structure with an Organization Chart
- Future plans

Information available in Annual Reports, Web sites etc. could be referred. But do not directly copy from them.

Left Margin 20 mm

1.3 SUMMARY OF THE WORK ENGAGED IN TRAINING

As the last sub section of chapter 1, give a brief summary about what you did, observed, or experienced during the training period. Further, a brief description of the content of the chapters could be given in order to display the relevancy in each other.

If a training schedule is provided, you could insert it here and explain it briefly. *Insertion of the training schedule into the report without any description is not sufficient.*

Try to show the connection/relevance among the chapters in this paragraph.

Limit chapter 1 to a maximum of 4 pages

Line Spacing - 1.5

Right

Margin

15mm

Chapter 2 onward

Details of work carried out/observed/experienced during the training period should be divided into several chapters. In each chapter, the first sub section should be an introduction that states about the contents of the chapter.

Elaborate on the following aspects in the chapters as much as possible.

- Main Process/Tasks/Activities involved or observed
- Related Practical issues identified during the above instances
- Situations where engineering knowledge gained at the faculty was practiced.
- Applicable engineering solutions for the practical issues arisen.
- Quality Assurance practices adapted by the organization
- Ethical practices and professionalism in industrial environments.
- Health & safety in industrial environments.
- Sustainability practices in industrial environments.
- Social aspects in industrial environments.
- Interpersonal skills required to adapt to an industrial environment.

You may also use information available in manuals, specifications, handbooks etc. to write the report.

Do not directly copy from them.

Whenever possible, labeled drawings, charts, sketches, maps, photographs etc. may be included in the report as figures to present the work involved. Do not insert pictures etc. downloaded from the internet into the report.

At the end of the each chapter, describe **experience gained by you** (In your own words) with the work presented in the chapter, **in passive voice in past tense**.

- Project Reports, Calculations, Codes etc. should be given separately at the end of the report as Annexes.
- Pay special attention to spelling, grammar, punctuation marks etc. (Use "Spell checker" or dictionary).

Main Headings and sub headings should be in the form given in the example below.

Chapter 2 ← 14 pts, bold

MAIN HEADING ← 14 pts, CAPITAL, BOLD

1.1 INTRODUCTION ← 12 pts, CAPITAL, BOLD

The first line of each paragraph should be indented by 15mm. Introduction should include a brief summary of the contents of the chapter.

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1.2.1 Sub Heading

When further division of **SUB HEADING 2** is used, the heading of the division should be given as **1.2.1**. Please do not use further divisions of the sub heading of **1.2.1**.

Line Spacing - 1.5

Conclusion

- "Conclusion" is not a chapter of the report and it should include the summary of your training experience highlighting the difficulties encountered.
- Elaborate on how the academic exposure you had at the Faculty helped in following the training programme and vice versa.

Right Margin 15mm

- You can make suggestions to make the training more productive, but do NOT criticise any person or organization.
- Limit "Conclusion" to ONE page.

Left Margin 20 mm

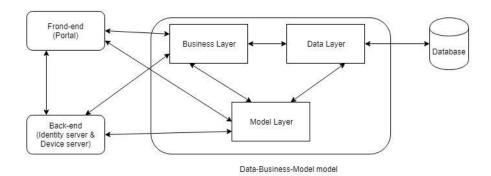


Figure 2.4: Software model

Caption below the figure Figure and Caption centred across the page

Table 2.1: Specifications

USB 2.0 Configuration (Internal)				
USB 3.0 Configuration (Internal)				
SATA Port				
Audio (back channel + front channel)				
Integrated LAN				

Annexure - 11

Table and Caption centred across the page