

## (1st ,2nd ) Progress REPORT

(“Bookman old style”, “28”, “**Bold**”)

# \*OF

**\*SIX MONTHS INDUSTRIAL TRAINING, UNDERTAKEN**

**\*AT**

# “INDUSTRY NAME”

(“Calibri”, “18”, “**Bold**”)

# \*IN

**\*“DEPARTMENT”**

**\*ON**

**\*“PROJECT/WORK assigned”**

**\*SUBMITTED IN PARTIAL FULFILLMENT OF THE DEGREE**

**\*OF**

**\*Masters/Bechelors of Computer Applications**

**(\*“Calibri”, “14”, “Bold”)**

**Under the Guidance of: Submitted By:**

**Name: Name:**

**Designation: College Roll No.:**

**Department: University Roll No.:**

**(“Calibri”, “12”, “Bold”) (“Calibri”, “12”, “Bold”)**

**CHANDIGARH-PATIALA NATIONAL HIGHWAY,**

**VILL. JHANSLA, TEHSIL RAJPURA,**

### DISTT. PATIALA 140401

(“Calibri”, “8”, “**Bold**”)

### Guidelines for Progress Report

**Order of the pages:**

Front Page

Contents (With page numbers)

Company Profile (Limited to 5 pages only)

Introduction to Assigned Job

Modular description of the Job module/activity/work related to domain after 1stor 2nd evaluation

Detailed Analysis of module/activity/work related to domain after 1stor 2nd evaluation

Data Sheets (If Any)

Bibliography and References

Note: Job refers to the work assigned by the Industry/Training Institute, may be any course/testing/debugging/software development/live project/study of working project/learning of new technology with handons.

# Scheme to be followed:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Order | Font | Numbering | Size | B | *I* | U |
| Main Heading | Calibri | X | 16 |  |  |  |
| Sub Headings | Calibri | X.1 | 14 |  | X | X |
| Sub Points | Calibri | X.1.1 | 12 |  | X | X |

**Numbering of the Figures:** X.1, X.2, X.3,………so on.

***X – Order of the Topic as listed in the Content (from I to VIII)***

**Paragraphs:** Justified.

**Paper:** A4 size & white in color, Both side printing

**Binding:** Black colored Book binding should be done with the front page printed on the face of the binding, as it is inside the Report.

**Gutter Margin**: 0.5 cm