SUMMER INTERNSHIP 2024
REPORT GUIDELINES

Points to Remember

- The report must be prepared by all students.

- The report should detail only one project or task, even if multiple projects or tasks were undertaken during the internship.

- Students are required to strictly follow the guidelines while preparing the Summer Internship Report. Reports not made according to the guidelines will not be accepted.

- The title of the report should not be the name of the domain, such as Web Development, Machine Learning, UI/UX, etc. Instead, it should be meaningful and clearly explain the specific project or task completed during the internship.

- Report should not contain any description of the following except only a relevant and short mention – technology or platform or OS or tools used or any language details. It must be more focussed on project work carried out and its implementation details without including any source code.

- The University has an uncompromising policy towards plagiarism. Any form of plagiarism detected in the report will result in severe consequences. The candidate may receive an unsatisfactory remark for the Summer Internship. Therefore, it is strongly advised to avoid any such unethical practices and adhere to the guidelines and instructions provided by the university to ensure a successful internship experience.

- Submission of B.Tech. Summer Internship project report shall henceforth be treated as an obligatory requirement, for award of degree requirements.

Guidelines

After completion of the summer internship, every student will submit a detailed report which should contain the following:

- Cover Page (as per Annexure I)

- Title page (as per Annexure I)

- Declaration by the Student (as per annexure II)

- Training completion Certificate

- Acknowledgment (The candidate may thank all those who helped during the internship.)

- Executive Summary (It should be in one page and include the purpose of the internship; the work done during internship and a summary of learning outcomes after internship.)

- Table of Contents (as per annexure III)

- Detailed description of Internship (This should be split in various chapters/sections with each chapter/section describing a project activity in totality). This portion of report should contain all relevant diagrams, tables, flow charts, software programme, photographs etc., which should be properly labelled.

- Conclusion(s)

- References (The listing of references should be typed 2 spaces below the heading "REFERENCES" in alphabetical order in single spacing left – justified. It should be numbered consecutively (in square [ ] brackets, throughout the text and should be collected together in the reference list at the end of the report. The references should be numbered in the order they are used in the text. The name of the author/authors should be immediately followed by the year and other details). Typical examples of the references are given below:

  [1]. Ariponnammal, S. and Natarajan, S. (1994) 'Transport Phonomena of SmSel – X Asx', Pramana – Journal of Physics Vol.42, No.1, pp.421-425.

- Appendices
  - Appendices are provided to give supplementary information, which if included in the main text may serve as a distraction and cloud the central theme.
  - Appendices should be numbered using letters, e.g. Appendix A, Appendix B.

- Appendices shall carry the title of the work reported and the same title shall be listed in the Contents page also.

Following points should also be followed, in addition to the above guidelines:

- Page Numbering: Page numbers should be centered at the bottom of the page. The pages before the Table of Contents should be numbered in lowercase Roman numerals (e.g., i, ii, iii, iv, etc.). The pages after the Table of Contents should be numbered using numbers.
- Numbering of figures and tables and their reference in the text.
- For general layout of report, any standard text book layout may be referred.

Report Specifications

- Training Report's Cover Type: Spiral
- No. of pages: 20 (After Index. Minimum.)
- Number of Copies: 01
- Paper Size (orientation): A4 (portrait)
- Margins: 1" top / bottom / right and 1.5" left
- Font Type: Times New Roman
- Font Size: 16 bold for chapter names, 14 bold for headings and 12 for normal text
- Line Spacing: 1.15 (Throughout)

TITLE OF IINTERNSHIP WORK (IN CAPITALS)

Completed At

(Company's Name)

<Font Size 16><1.5 line spacing>
A REPORT
<Font Size14>
Submitted by
<Font Size 14><Italic>
Name of the Candidate (Enrollment Number)
<Font Size 16>
Under the guidance of: Name of Supervisor
<Font Size 16>
Submitted in partial fulfillment for the award of the

degree of

<Font Size 12><1.5 line spacing><Italic>
BACHELOR OF TECHNOLOGY
<Font Size 16>
IN
COMPUTER SCIENCE AND ENGINEERING
<Font Size 6><Bold><Center>
at
Logo of JUET
YEAR
<Font Size 14>

Department of Computer Science & Engineering

JAYPEE UNIVERSITY OF ENGINEERING AND TECHNOLOGY

<Font Size 16><1.5 line spacing>

DECLARATION

I hereby declare that the work reported in the summer internship report entitled as "_____**(Bold)**", in partial fulfillment for the award of degree of **B.Tech. (CSE)** submitted at Jaypee University of Engineering and Technology, Guna, as per best of my knowledge and belief there is no infringement of intellectual property right and copyright. In case of any violation, I will solely be responsible.

Signature of the Student

Place:
Date:

(A typical specimen of table of contents)

Table of Contents

B. Steps to execute/run/implement the project