

**FACULTY OF COMPUTING AND INFORMATICS**  
**TPR3311/TPT2201 Industrial Training**  
**Final Report Format**

**a. Final Report:**

A soft copy of the final report should be submitted by the student to the faculty supervisor at the end of training. All the activities done throughout the training have to be summarised in the Final Report, which can include the following sections:

- Cover page
- Company Background
- Objectives of the internship
- Training Projects/Tasks/Assignments
- Description/Methods
- Achievement of the Tasks/Implementation
- Problems Encountered and Ways to Improve
- Training Analysis
- Skills Developed/Other Knowledge gained
- Suitability, Strengths, Weaknesses etc.
- Application of subject knowledge gained in university to the industrial environment
- Recommendation to others
- Conclusion
- References
- Appendices:
  - Reporting form
  - Weekly Logs with verification from company supervisor,
  - Tables, Diagrams, Charts, etc.,
  - Letters, Forms, Sample Inputs/Outputs, etc.

The students must submit the Final Report to the company supervisor for approval. The company may request the student to remove any confidential items in the report.

**b. Weekly logs:**

The student has to prepare Weekly Logs, documenting their **tasks assigned and completed** on **daily basis**, **reflections** along with **remarks and signature from company supervisor** and email to faculty supervisor on weekly basis.

