

**UNIVERSITY INSTITUTE OF ENGINEERING AND TECHNOLOGY  
PANJAB UNIVERSITY SSG REGIONAL CENTRE  
UNA ROAD, BAJWARA, HOSHIARPUR (PB.)-146021**

**Guidelines For Final Industrial Training Report**

**Text:**

The text should be typed in **12 font size, Times New Roman style in 1.5 spacing** and must be printed on **both sides of A4 size page**. The main heading should be of Times New Roman font **size 14 (sub heading 12) and Bold**. The captions for figures should be typed at its bottom (**10 bold**); for example 6<sup>th</sup> figure in Chapter 5 should be captioned as “**Fig. 5.6 Title of Figure**”. The captions for tables should be typed at its top (**10 bold**); for example 8<sup>th</sup> table in Chapter 2 should be captioned as: “**Table 2.8 Title of Table**”.

**Arrangement of Contents of Project Report:**

The sequence in which the project report may be arranged as follows:

1. Cover Page or Title Page
2. Training Completion Certificate issued by industry
3. Certificate from supervisor
4. Student Declaration
5. Acknowledgement
6. Abstract
7. Table of Contents
8. List of tables
9. List of Figures
10. List of Symbols, Abbreviations
11. Chapters I, II...
12. Appendices
13. References

**Chapters, Sections and Sub-sections:**

Depending on the contents, whole training report should be divided in 4 to 6 chapters. **Chapter 1 should be of ‘Introduction’ and last chapter should have ‘Conclusion and Future Scope’.** In between chapters should have training and project details along with results and discussion. The numbering of Chapters, sections and sub-sections should be done using Arabic numerals and further decimal notation should be used for numbering the sections and sub-sections within a chapter. For examples sub-section 5 under section 2 belonging to chapter 3 should be numbered as 3.2.5

**Page, Dimensions and Margin:**

Final report should be printed double sided on standard A4 size (210mm × 297mm) paper. The report should have the following page margins:

- Top, Bottom and Right side: 25 mm (1 inch)
- Left side: 32 mm (1.25 inches)

**Page Numbering:**

All page numbers should be typed at the center of bottom of page. The preliminary pages of the report (such as Title page, Acknowledgement, Table of Contents, List of tables and figures, Notations, Abbreviations etc.) should be numbered in lower case Roman numerals.

**Binding Specifications**

Training Report to be submitted should be hard bound.

**FORMAT OF COVER PAGE (Hard Bound)**

**A REPORT ON  
TITLE OF TRAINING (24pt)  
At  
Company Name (22pt)**

SUBMITTED IN PARTIAL FULFILLMENT FOR AWARD DEGREE OF (12pt)

**BACHELOR OF ENGINEERING (14pt)**

IN

.....(Branch Name)..... (14pt)

BY

NAME OF STUDENT (14pt)  
(ROLL NO.)



DEPARTMENT OF .....

**UIET, PANJAB UNIVERSITY SSG REGIONAL CENTRE,  
HOSHIARPUR-146021, Punjab (INDIA)  
(Year)**

**FORMAT FOR INSIDE COVER PAGE**

**A REPORT ON  
TITLE OF TRAINING (24pt)  
At  
Company Name (22pt)**

SUBMITTED IN PARTIAL FULFILLMENT FOR AWARD DEGREE OF (12pt)

**BACHELOR OF ENGINEERING (14pt)**

IN

.....(Branch Name)..... (14pt)

BY

NAME OF STUDENT (14pt)  
(ROLL NO.)



DEPARTMENT OF .....

**UIET, PANJAB UNIVERSITY SSG REGIONAL CENTRE,  
HOSHIARPUR-146021, Punjab (INDIA)  
(Year)**

## CERTIFICATE

Certified that the training report entitled “**Title of the Training**” submitted by **Name of the Student** (Roll Number), student of \_\_\_\_\_(Branch), UIET, Panjab University Swami Sarvanand Giri Regional Centre, Hoshiarpur, in the partial fulfillment of the requirement for the award of Bachelor of Engineering (Name of Branch) Degree of Panjab University, Chandigarh is a record of student’s own study carried under my supervision & guidance.

This report has not been submitted to any other university or institution for the award of any degree.

**Name & Signature of Training Supervisor**

Designation

## DECLARATION

The work embodied in the training report entitled, “-----” submitted to the department of \_\_\_\_\_ at UIET, Panjab University Swami Sarvanand Giri Regional Centre, Hoshiarpur for the award of degree of Bachelor of Engineering, has been done by me. The training report is entirely based on my own work and not submitted elsewhere for the award of any other degree. All ideas and references have been duly acknowledged.

**Name and Signature of student**

**Countersigned by:**

**(Supervisor)**

**Sample for table of contents:****CONTENTS**


---

<b>S.No.</b>	<b>Title</b>	<b>Page No.</b>
1	Certificate	ii
2	Declaration	iii
3	Acknowledgement	iv
4	Abstract	v
5	List of Figures	viii
6	List of Tables	xi
<b>Chapter 1</b>	<b>Introduction</b>	1
1.1	asaskdjasjdg	1
1.2	jaskjasxj	1
	1.2.1 bkasjsal	2
1.3	sahdasjd	3
	1.3.1 fghfjhhk	4
	1.3.2 bkasjsal	5
1.4	kasjcbasj	5
1.5	bkasjsal	7
<b>Chapter 2</b>	<b>Chapter Title</b>	8-25
2.1	jhasdjlaskjdk	8
2.2	mncxlaskdjod	8
2.3	ckasjkasjas	9

Sample for list of figures**LIST OF FIGURES/TABLES**

<b>Fig. No.</b>	<b>Title</b>	<b>Page No.</b>
1.1	rdgfh	5
1.2	sdfgtr	7
1.3	dfggttg	10
1.4	ytryyy	15
2.1	Ryt6u	20
2.2	ettjyuu	31



**Sample for list of tables****LIST OF TABLES**

<b>Table No.</b>	<b>Title</b>	<b>Page No.</b>
1.1	rdgfggh	5
1.2	sdfgtr	7
1.3	dfggttg	10
1.4	ytryyy	15
2.1	Ryt6u	20
2.2	ettjyuu	31

**Documents to be carried with you at the time of Final  
Presentation/Viva for Six Month Industrial Training**

- Hard bound training report as per the given format/guidelines in Annexure-7
- Training completion certificate
- Mid Term and final evaluation Performa's (Annexure 4 & 6) from the industry in the sealed envelop (if not submitted earlier)\*.
- Soft copy of training report and PPT in CD.
- Daily diary completely signed by your supervisor.
- Hardware/Software project if any.
- Prepared power point presentation with you.
- Any other document related with the training.

\*For six months industrial training.