

SPECIFICATIONS FOR MID SEMESTER REPORT

(To be submitted within 90 days of commencement of Six Months Industrial Training)

1. The Mid Semester report shall be computer typed (English- British, Font -Times Roman, Size-12 point) and printed on A4 size paper.
2. The report can either be hard bound or spiral bound. The name of the candidate, class, semester, name of the Industry and name of Institute shall be printed in black on the cover.
3. The report shall be typed on one side only with double space with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom.
4. The report should essentially have the following:
 - (i) Brief profile of the company/Industry
 - (ii) Overview of the Project Undertaken
 - (iii) Summary of the work carried out so far.
 - (iv) Work Planned to be carried during the remaining time period of Training.
 - (v) Recommendations/ Suggestions by the Training Manager if any.

SPECIFICATIONS FOR FINAL REPORT OF INDUSTRIAL TRAINING

(To be submitted within 10 days after completion of Six Months Industrial Training)

1. The Final Training report shall be computer typed (English- British, Font -Times Roman, Size-12 point) and printed on A4 size paper.
2. The report should be hard bound with brown cover. The name of the candidate, class, semester, name of the Industry and name of Institute shall be printed in on the cover.
3. The report shall be typed on one side only with double space with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom.
4. The report should have a minimum of 80 pages.
5. The report should essentially have the following:
 - (i) Acknowledgment
 - (ii) Photocopy /Scanned copy of Training completion certificate by the Training Manager/HR Manager.
 - (iii) Contents/Index
 - (iv) Brief profile of the company/Industry
 - (v) Overview of the Project(not exceeding 1500 words)
 - (vi) Detailed report of the Project/work carried out in the Industry divided into Chapters.
 - (vii) Conclusions
 - (viii) Suggestions & Recommendations
 - (ix) Annexure pertaining to Data collection, Reference diagrams etc.

(Sanjeev Bhalla)

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Industrial Relations & Placement