

Page 1:

6 Month / 1 Year Industrial Training Report

(24, Bold)



COMPANY NAME

your slogan or tag line

at (14)

Company Name

(18 bold)

Address

(16Bold)

Submitted to

(14)

Department Name (18 bold)

College Name (18 bold)

Area Name- pin code (18 bold)

In Partial fulfillment of
the requirements for the degree of
B. Tech. in Mechanical Engineering (14)

Submitted by (14)

Student's Name (16 bold)

Roll No. (16 bold)

Industrial Training Report Format

Page 2: Certificate from Department

Department Name (18 bold)
College Name (18 bold)
Area Name- pin code (18 bold)

CERTIFICATE

This is to certify that Mr. _____
_____ of B.Tech.
(Department Name) Roll No. has completed /partially completed / not
completed his Industrial Training during the academic year 2018-2019
as partial fulfillment of the B.Tech. (Department Name) course.

Class Incharge

Head of the Department

Examined by: 1) _____

2) _____

Date:

Industrial Training Report Format

Page 3: Certificate from the Industry (Should be on the Industry's letterhead)

CERTIFICATE

(18, bold, underline)

This is to certify that Mr. _____ has partially completed / completed / not completed the Industrial Training in our Organization / Industry during the academic year 2010-2011. He was trained in the field of

_____. His overall performance during the period was Excellent / Very Good / Good / Average / Poor. (16, normal)

Industrial Guide (16, bold)

Seal

Industrial Training Report Format

Page 4 Self assessment of Industrial Training by the student

**Department Name,
College Name, Area Name
Self-assessment of Industrial Training by the student**

1. Name of Student: _____
2. Name and address of _____
Sponsoring Industry _____
3. Guide from Industry _____
(With designation) _____
4. Date of commencement _____
Of Industrial Training
5. Number of days present _____ days out of _____ days.
6. I hereby declare that, I have learnt following skills during my Industrial Training:

Date:

Signature of Student

Industrial Training Report Format

Page 5 Acknowledgement

Acknowledgement (16 Bold)

Text size 12 Normal

We wish to take this opportunity to express our deep gratitude to all the people who have extended their cooperation in various ways during our project work .It is our pleasure to acknowledge the help of all those individuals.

We would like to thank our project guide Ms. / **Mr. Faculty Name**, Department Name (Information Technology Department) for his guidance and help throughout the development of this project work by providing us with required information. Without their guidance, Cooperation and encouragement we couldn't learn many new things during our project tenure.

We would like to thank all teaching and non-teaching staff members of **COLLEGE NAME** who extended their help in making my project and also my friends for their valuable ideas and insightful criticism on my project.

Signature of the student

Industrial Training Report Format

Page 6: Table of contents:

Table of Contents (16 bold)

Chapter	Contents	Page No.
1	1 Introduction to the Industry / Institution	
	1.1 Nature of business of the Industry / Institution	
	1.2 Different products / activities of the Industry / Institution	
2	2 Industrial Training	
	2.1 Industrial Training at a Glance (brief about various fields from item 6 of self assessment report)	
	2.2 Details about important areas (Major points from item 6 self assessment report – 2 / 3 important points maximum)	
	2.3 Observations, Results and Conclusions	
3	3 What I learned from Industrial Training / my Industry?	
	Annexure A: Data Sheets, Drawings (Mechanical/Electrical) etc	
	Annexure B: Awards / Certificates	
	Annexure C: References	

The titles and Subtitles used above are for references and understanding purposes only. Use appropriate title as per your training.

Industrial Training Report Format

Page 7: Report (Maximum pages 70-100)

*Explain the contents here in Times New Roman, font size 12 with line spacing 1.5.

Industrial Training Report Format

IMPORTANT POINTS FOR SUBMISSION OF INDUSTRIAL TRAINING REPORT

1. Front and back cover should be of maroon with Golden Printing.
2. Use Times New Roman font in the report
3. The font size to be used – **16 Bold for Titles**, 12 Bold for sub-titles and 12 for normal text.
4. The margins: Left margin: 1.5” and Right margin: 1” Top and Bottom margins: 1” Text should be left justified.
5. Numbers in bracket indicate the font size to be used.
6. The line spacing is 1.5.
7. Binding of the report should be hard binding.
8. Be in contact with your mentor for corrections / addition / deletions if any in the report. Student should sign on the acknowledgement and self-assessment report.
9. Certificate from the industry should be on the Industry Letterhead.
10. No. of copies required: Three (3)
 - a. Department copy
 - b. Library Copy
 - C. Student Copy