A VOCATIONAL TRAINING/INTERNSHIP REPORT

ON

**“TITLE NAME”**

**A Training Report Submitted to**

**CHHATTISGARH SWAMI VIVEKANANDA TECHNICAL UNIVERSITY, BHILAI (C.G.), INDIA**

**For the partial fulfillment of the award of degree**



**bACHELOR Of Engineering**

**In**

**Branch**

**By**

**Student’s Name**

**Under the Training of**

**Trainer’s Name**

**Training In-Charge**



**Department NAME**

**bhilai institute of technology, raipur**

**Village – Kendri, Near Abhanpur, Atal Nagar, Raipur – 493661 (C.G.) India**

**BATCH 2016 - 2020**

**DECLARATION**

I the undersigned solemnly declare that the Vocational Training report on **“TITLE NAME”** is based on my training work carried out during my vocational duration under the supervision of **Trainer’s Name, Designation** from **Organization Name.**

I assert that the statements made and conclusions drawn are an outcome of the Vocational Training/Internship. I further declare that to the best of my knowledge and belief that this report does not contain any relevant work which has been submitted earlier.

###### 

**Signature :**

**Student’s Name :** Mr./Ms. XYZ

**Roll No. :** 5093143016

**Enrollment No. :** A4908

**CERTIFICATE**

This is to certify that the report of my vocational training on **“Title Name”** is the work carried out by **Mr./Ms. Student’s Name** studying in \_\_\_\_\_\_ semester in \_\_\_\_\_\_\_\_\_\_\_\_\_ branch affiliated to Chhattisgarh Swami Vivekananda Technical University, Bhilai (C.G.), India under the guidance and supervision of **Trainer’s Name**.

To the best of my knowledge and belief the report

* Embodies the work of the candidate himself/herself.
* Has duly been completed.
* Fulfills the requirement of the ordinance relating to vocational training/internship w.r.t. the university curriculum.

For being referred to the examiners.

Signature Signature

HOD (Dept. Name) T&P In-Charge (Dept. Name)

**INDUSTRIAL TRAINING REPORT FORMAT**

1. Cover Page
2. Inner Pages
3. Training Certificate
4. Declaration
5. Certificate
6. List of figures
7. List of tables
8. Abbreviations and Nomenclature (If any)
9. Table of Contents
10. Chapters
    * 1. Introduction
      2. (Include chapters according to your Training)
      3. Results and Discussion
      4. Conclusion
11. References

**INSTRUCTION FOR TRAINING REPORT**

1. A chapter may be further divided into several divisions and sub-divisions depending on type & volume of work. This contains the text & related to hardware & software implementation.
2. The Vocational Training report must be submitted in spiral binding (only one copy) duly signed by their departmental T & P In-Charge to verify it for final print.
3. The training report should be minimum of 25 pages.
4. The report shall be computer typed (**Font** –Times New Roman, **Size**-12 point, 1.5 spacing, Justified) and printed on A4 size paper Top: 0.88’’, Bottom: 1”, Left: 1.5”, Right: 1”.
5. Every page in the report must be numbered. The page numbering, starting from Declaration to table of content page in Roman no., i, ii, iii, iv...... The page number start from introduction must be in Arabic numerals, i.e. 1, 2,3,4,5... All printed page numbers should be located at the bottom right corner of the page.
6. In the training report, the title page with border will be in cover on the colorful page and printed in black letters.
7. Main heading are in 16 point bold and in caps. Sub heading-1 should be in 14 bold, Sub heading-II should be 12 bold, Sub heading-III should be 12 in bold, Italic.
8. The table of contents should list all headings and sub-headings. The title page and certificates will not find a place among the items listed in the Table of Contents. One and a half line spacing should be adopted for typing the matter under this head.
9. Table: - Heading of table must be in top 12 point bold, center. Contain in the table must be in 12 point.
10. Figures: -Figure must be centered and text wrapping must Top and bottom of the page, caption must be like *Figure (1) Name of figure* font 10 points,centered, Italic.
11. The list of symbols, abbreviation & nomenclature should be typed with one and a half line spacing. Standard symbols, abbreviation etc should be used.
12. All the pages must be numbered properly.
13. Printing of all pages should be done only in BOND paper.
14. Only 1st cover page should be in color and all other pages are black & white in color