

Shri G. S. Institute of Technology & Science, Indore

Training & Placement Cell

To: All the Students taking Industrial Training

June 15, 2009

Guidelines for the Industrial Training Report

If your Department does not have any specific guidelines for the contents of your Industrial Training Report, you are encouraged to use the following guidelines. A well-prepared report should also be helpful to you during your job interviews. The report should be submitted to your Department. You should keep one copy of your report for your future reference.

- 1) **Title page**
- 2) **Original Training Certificate from the Company**
- 3) **Index** (Table of Contents with page numbers): The first item in the Index should be the Introduction, followed Organizational Information, etc.
- 4) **Introduction:** This could be like: "This is a report on the summer training I received at Company Name, Location during the dates of 00/00/0000 to 00/00/0000".
- 5) **Organizational Information.** This should be in 2-3 pages, and should provide in brief:
 - a) Company Overview
 - b) Overview of the Plant where you were was posted
 - c) Overview of the particular Department(s) to which you were assigned
- 6) **The Training Project Completed:**
 - a) Project Title
 - b) Duration of the project (number of *hours* actually worked on the project)
 - c) Background
 - d) Objective of the project
 - e) If anything new has been done by you in this project, a statement of what **new** has been in the project that had not been done so far by anyone else, and why/how that new work is of technical/practical significance.
 - f) Approach taken to solve the problem
 - g) Data collected (photographs, tables, figures, charts, etc). This may be incorporated in the Appendix for the sake of brevity.
 - h) Data Analysis and Interpretation of Results
 - i) Recommendation(s) made based on the work done by you
 - j) Conclusion (s)
 - k) Recommendations for future work that should be done in continuation of the work that you have done.
- 7) **Appendix:**
 - a) Glossary
 - b) Data/program CD, including code, uncompiled program, executable, raw data, output, etc. (as per relevance). A soft copy of the full report (to the extent possible, excluding Company Report) should also be added to the CD.
 - c) A hard copy of the recent Company Report (if published by the company)
 - d) References
 - e) A certification by you (indicating that the project work is your original work and is not copied or plagiarized from anyone else) signed by you.
- 8) The report must be free of any grammatical errors, spelling mistakes and typographical errors. You are encouraged to use word processing software with spelling checker and grammar checker for this purpose.