

G. T. B. KHALSA INSTITUTE OF ENGINEERING & TECHNOLOGY
CHHAPIANWALI (MALOUT)

Notice No.

All the students of 3rd Semester Mechanical Engg. are hereby informed that they should submit their Workshop Training Report to undersigned by **October 19, 2011 strictly according to the guidelines** given below:

General Guidelines for Writing Training Report.

1. Report shall be typed in English – British Font – Times New Roman, Size 12 font, Printed on a “A 4 size Paper”
2. Report shall be hard bound with **cover page, colour for 3rd Semester is of light green**, and printing on cover page in black colour only.
3. Inner page and cover page should same except the colour of inner page should be white.
4. Report shall be typed only on one side with double space with a margin 3.5 cm on left, 2.5 cm on top 1.25 cm on one side and 1.5 cm from bottom. Number of Pages should be at the bottom (in center.)
5. Right top corner of every page of your report should contain your University Reg. No. , your Institute Roll No., and name of college as
“University Reg. No./ Institute Roll No./ GTBKJET, Malout”
6. All students must hand in * two* copies of the report (hardbound).
7. In Report, Sequences of Pages should be as.
 - a. *Title Page* (This should give your name university roll. No, Subject title and name of college and college logo (**Sample 1**))
 - b. *Training Certificate Institute*(**sample 2**) or Training Certificate issued by Industrial Organization.
 - c. *Acknowledgements* (You may wish to give credit to those who helped you)
 - d. *Training Schedule*
 - e. *List of Jobs done*
 - f. *List of figures (if any)*
 - g. *List of Tables (if any)*
 - h. *Table of contents* (This should list, by page number, the various components of the report but the pages before the table of contents should be numbered in roman Script (**Sample 3**))
 - i. *Introduction* (This should clearly and succinctly describe what you have done during your training period).
 - j. *Training details* (This includes different jobs as well as AutoCAD. Each job description should be separated by a separator as shown in Sample 4)
 - k. *Conclusions* (Here you should summarize succinctly, perhaps in a list of numbered points, the main conclusions of your work.
 - l. *Reference* (You must list the source all the references you made in the text in a systematic way.

Date: October 12,2011

HOD, Mech. Engg.

Copy to:

1. Concern Staff Members.
2. Notice Board

Sample 2

CERTIFICATE

Certified that this workshop Training (ME - 215) _____(Date from ----to----) done by (Name of the Student and Uni. Regd. No.) in partial fulfillment of requirements for the 3rd semester of Bachelor of Technology, Mechanical Engg. Submitted to Guru TegBahadur Khalsa Institute of Engineering & Technology, Chhapiawali (Malout) is a record to student's own work carried under.

-----Name of Teachers-----

This has not been submitted to any other university or Institute as a part of curriculum of any degree to the best of my knowledge.

(HOD, Mechanical Engg.)
GTBKIET, Chhapiawali (Malout)

Sample 3

TABLE OF CONTENTS

	Nomenclature	Page. No.
	<i>Certificate</i>	ii
	<i>Acknowledgements</i>	iii
	<i>Training Schedule</i>	iv
	<i>List of The Jobs</i>	v
	<i>List of figures</i>	vi
	<i>List of Tables</i>	vii
1.	Introduction	1-
	1.1 Introduction	1
	1.1.1 Sub topic	2
	1.2 Topic	3
	1.2.1 Sub topic	4
2.	Training Details	8-
	2.1 Introduction	8
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	2.2 Job No.1	11
	2.2.1 Job Details	12
	2.3 Job No.2	15
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3.	Conclusions	18-
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Sample 4

JOB/PROJECT NO:

NAME OF THE JOB/PROJECT:

JOB/PROJECT STARTED ON:

JOB/PROJECT COMPLETED ON:

Name of the instructor (s):

Name of the Lecturer (s):

For Third Semester

Sample 1

WORKSHOP TRAINING REPORT

(ME – 215)

(JUNE – JULY 2007)

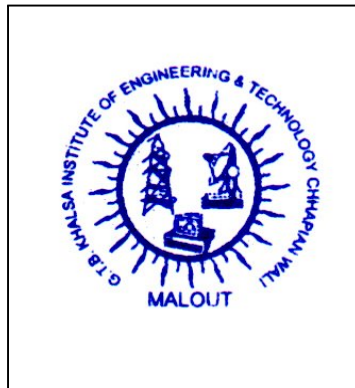
**Submitted in the partial fulfillment of the requirements
For the 3rd Semester Curriculum Degree of**

**Bachelor of Technology
in
Mechanical Engineering
of
Punjab Technical University, Jalandhar**

**Under the guidance of:
(Name of the Teachers)**

**Submitted By:
Name:**

**Inst Roll No:
UniRegd No:**



Department of Mechanical Engineering

**GURU TEG BAHADUR INSTITUTE OF ENGINEERING & TECHNOLOGY
CHHAPIAN WALI (MALOUT)**