

G. T. B. KHALSA INSTITUTE OF ENGINEERING & TECHNOLOGY
CHHAPIANWALI (MALOUT)
Department Of Computer Science & Engineering

Ref No: HCSD/CS-1/ 831

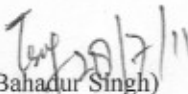
Date: July 25,2011

Notice

This is for the information of all the students of **5th Semester Computer Science & Engg. (Batch 2009)** that they have to submit their Industrial Training Report to undersigned by **August 8, 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 colour light green** and black colour printing on cover page.
3. Colour of inner pages should be white with black printing.
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./ GTBKIET, Malout**”
6. All students must submit **one copy** 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 description of different jobs carried out in industry.
 - 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.


(Tej Bahadur Singh)
(HOD CSE)

Copy to: -

1. Notice Boards (CSE)
2. Circulate to concern Staff Members/ Deptt. File
3. Incharge Website – for Display on the college website


(Tej Bahadur Singh)
(HOD CSE)

Sample 1

INDUSTRIAL TRAINING REPORT

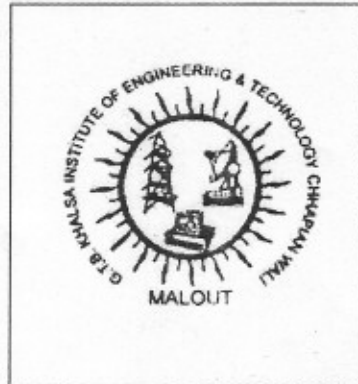
(JUNE – JULY 2011)

**Submitted in the partial fulfillment of the requirements
For the 5th Semester Curriculum Degree of**

**Bachelor of Technology
in
Computer Science & Engineering
of
Punjab Technical University, Jalandhar**

**Under the guidance of:
(Name of the Teachers/ Industry Instructor)**

**Submitted By:
Name:
Inst Roll No:
Uni. Regd. No:**



**Department of Computer Science & Engineering
GURU TEG BAHADUR INSTITUTE OF ENGINEERING & TECHNOLOGY
CHHAPIYAN WALI (MALOUT)**

Sample 2

CERTIFICATE

Certified that this Industrial Training _____ (Date from ----to----) done by (Name of the Student and Uni. Regd. No.) in partial fulfillment of requirements for the 5th semester of Bachelor of Technology, Computer Science & Engg. Submitted to Guru Teg Bahadur Khalsa Institute of Engineering & Technology, Chhapianwali (Malout) is a record to student's own work carried under my/our guidance.

This work has been done by Mr. _____ University Regd. No. _____ at his own and not submitted by him to any other university or Institute as a part of curriculum of any degree to the best of my knowledge.

(Name of the Supervisor (s))

Designation: _____

(Name of the Industry)

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
	2.1.1 Sub topic	9
	2.2 Job No.1	11
	2.2.1 Job Details	12
	2.3 Job No.2	15
	2.3.1 Job Details	16
3.	Conclusions	18-
4.	Reference	21-