

Industrial Training Report Format

1. Cover Page (color print)
2. Inner Pages
 - a) Certificate by Company/Industry
 - b) Declaration by student
 - c) Acknowledgement
3. About Company/Industry
4. Table of Contents
5. List of Tables
6. List of Figures
7. Abbreviations and Nomenclature (If any)
8. Chapters
 - 1 Introduction (An overview of the whole report)
 - 2 Formal Training provided (if applicable) [This section describes the training provided through formal classroom training environment. Brief description of each training session and its benefit towards the training program]
 - 3 Industrial Training [The section should describe the following:
 - Objectives
 - Tools & Technology Used
 - Techniques studied in different Departments
 - Software and Tools Used
 - Highlights of Training Exposure (area, scope)]
 - 4 Typical Case Study if any (Discussions)
 - 5 Recommendations
9. References
10. Data Sheet (If any)
11. Appendices (If any) Snapshots

INSTRUCTIONS FOR TRAINING REPORT

1. A chapter may be further divided into several divisions and sub-divisions depending on type & volume of work.

2. The training report must be submitted in One Copy duly signed by the Faculty Facilitator & HOD. Students should also submit the soft copy of report and PowerPoint presentation.
3. The length of the training report may be about 25 to 30 page.
4. The training report shall be computer typed (English- British, Font - Times Roman, Size-12 point) and printed on A4 size paper.
5. The training report should be Spiral bound.
6. The training report shall be typed with 1.5 line spacing with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom. Every page in the report must be numbered. The page numbering, starting from declaration by student and till the beginning of the introductory chapter, should be printed in small Roman numbers, i.e, i, ii, iii, iv..... The page number of the first page of chapter 1 should be numbered as 1, 2,3,4,5... All printed page numbers should be located at the bottom centre of the page.
7. In the training report, the title (cover) page should be given first and printed in black letters.
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. **The list of tables** should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
10. **The list of figures** should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

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. Subject matter must be typed on single side of the page.
13. All the pages must be numbered properly.

INDUSTRIAL TRAINING REPORT

(Times New Roman, 20 pt. Bold)

ON

(Times New Roman, 16 pt. Bold)

AT

NAME OF THE DEPARTMENT/ SECTION, INDUSTRY

(Times New Roman, 16 pt. Bold)

Submitted by

Name

Enrollment no.



SUBMITTED TO:

Department of Civil Engineering (16 size)

IOT (Zakura Campus)

UNIVERSITY OF KASHMIR

CERTIFICATE
(16 Times New Roman, bold)

This is to certify that Mr. / Ms. _____ has completed
Industrial Training during the period from _____ to _____ in
our Organization / Industry as a Partial Fulfillment of Degree of Bachelor of
Technology in Civil Engineering. He / She was trained in the field of _____

Signature & Seal of Training Manager

**Note: Xerox copy of the certificate issued from the Training company
need to be attached instead of this page.**

DECLARATION (16 Times New Roman)

I hereby declare that the Industrial Training Report on Name of the Department/ Section, Industry is an authentic record of my own work as requirements of Minor/ Major Industrial Training during the period from _____ to _____ for the award of degree of B.tech. (Civil Engineering), Institute of Technology (Zakura Campus) Kashmir University, under the guidance of (Name of Faculty Facilitator) **(12 size)**

(Signature of student)
(Name of Student)
(University Roll No.)

Date: _____

Certified that the above statement made by the student is correct to the best of our knowledge and belief

Examined by:

(Signature)

Name of Faculty Facilitator

(Signature)
Head of Department

ACKNOWLEDGEMENT

(16 Times New Roman, bold)

First and foremost, I wish to express my sincere thanks and gratitude to my esteemed Mentor “**Name of Industry Supervisor**” who has contributed so much for successful completion of my Industrial Training by his thoughtful reviews and valuable guidance.

Next, I would like to tender my sincere thanks to “**Prof. Name of HOD**” (Head of Civil Engineering Department) for his co-operation and encouragement.

(Signature of student)
(Name of Student)
(University Roll No.)