## Six Weeks Training Report Format

## (Training II)

After completion of the training, every student will submit a training report during internal and external viva which should contain the following:

1. Cover Page (as per annexure 1)
2. Title page (as per annexure 1)
3. Declaration by the Student (as per annexure 2)
4. Acknowledgment (The candidate may thank all those who helped in the execution of the project.)
5. Abstract (It should be in one page and include the purpose of the project; the methodology used and a summary of the major findings.)
6. Table of Contents (as per annexure 3): Detailed description of the project (This should be split in various chapters/sections with each chapter/section describing a project activity in totality). This portion of report should contain all relevant diagrams, tables, flow charts, software programme, print outs, photographs etc., which are properly labelled.
7. Chapter 1 (According to table of contents)
8. Conclusion (Conclusion will appear after describing last chapter of your project report)
9. References

The listing of references should be typed 2 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. It should be numbered consecutively (in square [ ] brackets, throughout the text and should be collected together in the reference list at the end of the report. The references should be numbered in the order they are used in the text. The name of the author/authors should be immediately followed by the year and other details). Typical examples of the references are given below:

#### Books

[1] J. K. Author, “Title of chapter in the book,” in Title of His Published Book, xth ed. City of Publisher, Country if not USA: Abbrev.of Publisher, year, ch. x, sec. x, pp. xxx–xxx.

#### WWW

[2]. Title. Available: http://www.(URL)

#### Examples REFERENCES

[1]. L. Stein, “Random patterns,” in Computers and You, J. S. Brake, Ed. New York: Wiley, 1994, pp. 55-70.

[2]. Java Networking. Available: htt[ps://www.tut](http://www.tutorialspoint.com/java/java_networking.htm)o[rialspoint.com/java/java\_networking.htm](http://www.tutorialspoint.com/java/java_networking.htm)

#### Report Specifications:

1. Project Report‟s Cover Type: Hard-bound
2. Color of Project Report Cover: White only with Black alphabets (as per annexure 1)
3. Number of Copies: 2 per student (one for internal viva (Spiral-Bound) and one for external viva (This file should incorporate all changes suggested during internal viva)
4. Paper Size (orientation): A4 (portrait)
5. Margins: 1” top / bottom / right and 1.5” left
6. Font Type: Times New Roman
7. Font Size: 16 bold for chapter names, 14 bold for headings and 12 for normal text
8. Line Spacing: 1.5 throughout
9. The caption for figure must be given at the BOTTOM(center aligned) of the figure and Caption for the Table must be given at the TOP(center aligned) of the Table. The font for the captions should be Times New Roman, Italics, Size-10 point.
10. Figures should be numbered as Figure1.1, Figure 1.2, Figure 1.3 etc in chapter 1. Similarly as Figure 2.1, Figure 2.2, Figure 2.3 etc in chapter 2 and so on.
11. Tables should be numbered as Table 1.1, Table 1.2, Table 1.3 etc in chapter 1. Similarly as Table 2.1, Table 2.2, Table 2.3 etc in chapter 2 and so on.

9. Page Numbering: Bottom center of page in the format – Page 1 of N

#### Details of CD:

CD of the project work is required to be pasted on the back cover of the project report in clear packet mentioning student’s name and roll number, which should include the following folders and contents:

1. Presentation (should include a PPT about project in not more than 40-50 slides)
2. Documentation (should include a word file of the project report)
3. Source Code (full source code of the project with libraries used)
4. Program (final running copy of the project executable)
5. Support (any third party tools used or runtime environment setups that are required to run the project)
6. Help (user manual on how to run the project)

Annexure-1

SIX WEEKS TRAINING REPORT (14 PT.)

On

**[TITLE OF THE PROJECT(14 pt Bold)]**

at

[NAME OF COMPANY/ INDUSTRY (14 pt)]

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE AWARD OF THE DEGREE OF (12pt.)

**BACHELOR OF TECHNOLOGY** (14 pt., Bold)

### (Computer Science and Engineering) (14pt.)

#### SUBMITTED BY:

NAME(S) : UNIVERSITY ROLL NO.(s) :

(12pt.)



JUN, 2019 (14 pt.)

#### DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING (12pt., Bold)

BABA BANDA SINGH BAHADUR ENGINEERING COLLEGE FATEHGARH SAHIB (14pt.)

**CANDIDATE’S DECLARATION**

**Annexure-2**

I “NAME OF THE STUDENT” hereby declare that I have undertaken six weeks training at “Name and place of **Company/ Industry / Institute**” during a period from \_\_\_\_\_\_ to \_\_\_\_\_\_\_ . The project entitled “ ” submitted by \_\_\_\_(Student name), (University Roll no) in partial fulfillment of the requirement for the award of degree of the B. Tech. (Computer Science and Engineering) submitted in Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib is an authentic record of my own work carried out during six weeks training, Training-II (BCSE1-525). The matter presented in this project has not formed the basis for the award of any other degree, diploma, fellowship or any other similar titles.

#### Signature of the Student Place:

**Date:**

# CERTIFICATE

**Annexure-3**

# ACKNOWLEDGEMENT

I express my sincere gratitude to the Maharaja Ranjit Singh Punjab Technical University, Bathinda for giving me the opportunity to undergo six weeks training, Training-II(BCSE1 525), after my 4th Semester of B.Tech. (CSE)

I would like to thank \_\_\_\_\_(principal name), Principal and \_\_\_\_\_\_(HOD name) Head of Department, CSE at Baba Banda Singh Bahadur Engineering College, Fatehgarh Sahib for their kind support.

I also owe my sincere gratitude towards Mr./Ms. (Instructor name) for his/her valuable advice and healthy criticism throughout my training which helped me immensely to complete my work successfully.

I would also like to thank everyone who has knowingly and unknowingly helped me throughout my work.

Last but not least, a word of thanks for the authors of all those books and papers which I have consulted during my training as well as for preparing the report.

# ABSTRACT

(Size = 16, Times New Roman, Bold)

Contents of Abstract (Size = 12, Times New Roman)

(200- 250 Words)

**(A typical specimen of table of contents, a student can add/change chapter names as per his/her training work)**

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| Note: This material should not be copy-paste from web resources. This chapter | |  |
| should explain only that part of technology which student has used in his project. | |  |
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