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**VIVEKANANDHA**

**COLLEGE OF ENGINEERING FOR WOMEN**

[Autonomous]

*An ISO 9001:2015Certified Institution*

*(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai,*

*Accredited by NAAC and NBA Tier –I UG: CSE, EEE, ECE, IT and Bio-Tech.)*

Tiruchengode – 637205, Namakkal Dt., Tamil Nadu

**Guidelines for Internship Training and Summer Project Report**

**B.E./B.Tech.**

The duration for the training will be \_\_\_\_\_ weeks (From – To - ). The last date  
for the submission of the confirmation letter from the company is\_\_\_\_\_\_\_\_\_.

Important Dates:

|  |  |  |
| --- | --- | --- |
| S.No | Particulars | Dates |
| 1 | Submission of Confirmation letter from the company |  |
| 2 | Correspondence through mail to the faculty guide |  |
| 3 | Rough Draft |  |
| 4 | Final Submission |  |
| 5 | Viva |  |

GUIDELINES FOR PREPARING INTERNSHIP TRAINING AND SUMMER PROJECT REPORT

The training report should be presented in the following format only -

1. The report should be printed on A4 size Executive Bond sheet.
2. The font used should be Times New Roman and font size should be 12.
3. The top, bottom and right margins should be 1" each. The left margin should be  
   set at 2".
4. The line spacing should be fixed at 1.5lines.
5. Page numbers should be placed at bottom middle position.
6. Chapters should be numbered as 1, 2, 3, etc. The tables and charts should be in  
   the format of 1.1, 1.2, etc. i.e. 1.1 indicates that it is the first table in Chapter 1;  
   2.1 indicates first table in Chapter 2. Similarly chart no. 1.1 indicates first chart in  
   Chapter 1.
7. The training report should be a minimum of 50 pages and should not exceed 60  
   pages.
8. Students should submit 2 hard copies duly signed by the faculty guide and the  
   HOD and soft copy in 1CD.

(i) The hard copy should be in soft binding format with white thick cover as the  
cover page.

GUIDELINES FOR WRITING ACKNOWLEDGEMENT

The acknowledgement page is provided in a report to thank all the members who have  
supported and guided in completion of the report. The summer training report should  
contain acknowledgements in the following order -

1. Management of the Organization in which training was taken up.
2. College Management
3. The Head of the Institution
4. The Head of the Department
5. Faculty guide and Industry guide

GUIDELINES FOR WRITING CHAPTER WISE REPORT

1. Chapter I of the report should be titled as "INTRODUCTION". The Introduction  
   chapter should include the Importance, Objectives, Scope and Period of the  
   training as well as Chapterisation scheme.
2. Chapter II of the report should be titled as "COMPANY PROFILE". Company  
   Profile should brief about the origin and growth of the organization; various  
   departments and its activities. Organization Chart should be included in this  
   chapter.
3. Chapter III of the report should be titled as "ACTIVITES OF VARIOUS  
   DEPARTMENTS". The third chapter should cover the objectives of the different  
   departments and its functioning.
4. Chapters IV, V, etc. should contain the Summer Project Work.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions. Each chapter should be given an appropriate title.

Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited. Foot notes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

1. Final Chapter of the report should be titled as "CONCLUSION". The Conclusion  
   part should include the observations made by the trainee in each of the department  
   and the extent of fulfillment of training objectives.

FORMAT FOR INTERNSHIP TRAINING AND SUMMER PROJECT REPORT

The report should be bound with pages in the following sequence -

1. Cover page - Outer cover of the report.
2. Front page - The format of Cover page and Front page should be the one and the  
   same.
3. Certificate
4. Company Certificate
5. Declaration
6. Acknowledgement
7. Contents
8. List of Tables
9. List of Figures/Charts
10. List of Abbreviations
11. Appendices

FORMAT FOR LIST OF CONTENTS

|  |  |  |
| --- | --- | --- |
| CHAPTER | TITLE | PAGE |
|  | Certificate | (i) |
|  | Company Certificate | (ii) |
|  | Declaration | (iii) |
|  | Acknowledgement | (iv) |
|  | Contents | (v) |
|  | List of Tables | (vi) |
|  | List of Figures/Charts | (vii) |
|  | List of Abbreviations | (viii) |
| I | Introduction | 1 |
| II | Company Profile | 3 |
| III | Functioning of various Departments |  |
| IV, V, etc. | Summer Project Work |  |
| Final Chapter | Conclusion |  |
|  | Appendices |  |

FORMAT FOR TABLES

LIST OF TABLES

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FORMAT FOR CHARTS

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| 2.1 |  |  |
| 2.2 |  |  |

FORMAT FOR LIST OF ABBREVIATIONS

The abbreviations should be arranged in alphabetical order.

|  |  |
| --- | --- |
| ABBRIEVIATED FORM | EXPANDED FORM |
|  |  |
|  |  |
|  |  |
|  |  |

TITLE OF THE WORK

An Internship Training and Summer Project Report submitted to

**NAME OF THE DEPARTMENT**

in partial fulfilment of the requirements  
for the award of the Degree of

**NAME OF THE DEGREE**

Submitted by

Name (Reg. No. )

Under the guidance of  
Your Guide name with qualification and designation (Faculty Guide)

Your Industry guide name with designation (Industry Guide)

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Tiruchengode – 637205, Namakkal Dt., Tamil Nadu

Month & Year

**VIVEKANANDHA COLLEGE OF ENGINEERING FOR WOMEN**

Elayampalayam, Tiruchengode, Namakkal Dt. – 637205

**NAME OF THE DEPARTMENT**

Certificate

This is to certify that the Internship Training and Summer Project Report entitled " TITLE OF THE WORK", in partial fulfilment of the requirements for the award of the Degree of (**NAME OF THE DEGREE)** is a record of original training undergone by NAME ( Reg .No ) during the year \_\_\_\_\_\_\_ of her study in the Department of (**NAME OF THE DEPARTMENT)**, **Vivekanandha College of Engineering for Women** under my supervision and the report has not formed the basis for the award of any Degree/Fellowship or other similar title to any candidate of any University.

Place: Signature of Guide

Date: Guide name with qualification and designation

Countersigned

Head of the Department

Submitted to the Department of (**NAME OF THE DEPARTMENT)**, **Vivekanandha College of Engineering for Women** for the examination held on \_\_\_\_\_\_\_\_\_

INTERNAL EXAMINER EXTERNAL EXAMINER

DECLARATION

I, (Name of the student), hereby declare that the Internship Training and Summer Project Report, entitled " TITLE OF THE WORK " , submitted to the **Vivekanandha College of Engineering for Women** in partial fulfilment of the requirements for the award of the Degree of (**NAME OF THE DEGREE**) is a record of original training undergone by me during the period (**Month & Year** ) under the supervision and guidance of (Guide name with qualification and designation), Department of (**NAME OF THE DEPARTMENT**), **Vivekanandha College of Engineering for Women** and it has not formed the basis for the award of any Degree/Fellowship or other similar title to any candidate of any University.

Place: Signature of the Student

Date:

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| II | Company Profile |  |
| III | Functioning of various Departments |  |
| IV, V, etc. | Summer Project Work |  |
| Final Chapter | Conclusion |  |
|  | Appendices |  |

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