GUIDELINES FOR TRAINING PROJECT REPORT PREPARATION:

FORMAT OF COVER PAGE (Hard Bound)

SIX MONTH/WEEKS INDUSTRIAL TRAINING REPORT (14pt)

ON

TITLE OF TRAINING (24pt)

COMPLETED AT (14pt)

NAME OF THE COMPANY /FIRM (14pt)

By

Name of Student (14pt)

( Class Roll No.)

Univ Roll No.

DEPARTMENT OF …………………………………………………………………………………

GLOBAL INSTITUTES, AMRITSAR

Month, Year
FORMAT FOR INSIDE COVER PAGE
SIX MONTH/WEEKS INDUSTRIAL TRAINING REPORT (14pt)

ON

TITLE OF TRAINING(24pt)

COMPLETED AT (14pt)

NAME OF THE COMPANY /FIRM(14pt)

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

BACHELOR OF TECHNOLOGY

IN

....................................................(14pt)

BY

NAME OF STUDENTS (14pt)

( UNIV ROLL NO.)

GLOBAL INSTITUTES, AMRITSAR

Month, Year
Text:
The text should be typed in 12 font size Times New Roman style in double spacing on one side of A4 size page (Executive Bond) only. The Captions for figures should be typed at the its bottom for example 4th figure in Chapter 3 should be captioned as Fig. 3.4 Title of Figure. The captions for tables should be typed at its top for example 7th table in Chapter 3 should be captioned as Table. 3.7 Title of Table.

Arrangement of Contents of Project Report
The sequence in which the project report should be arranged and bound is as follows:
1. Cover Page & Title Page
2. Certificate of Training issued by Industry/firm/company
3. Abstract
4. Acknowledgement
5. Table of Contents
6. List of tables
7. List of Figures
8. List of Symbols, Abbreviations
9. Chapters I, II, III, IV, V
10. Appendices
11. References

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CHAPTER I
INTRODUCTION
1.1 Introduction
1.2 Necessity
1.3 Objectives
1.4 Theme
1.5 Organization

CHAPTER II
TRAINING WORK

Training Work Module Development
Computational
Experimental
Mathematical
Statistical
Conceptual

(out of above methods at least one method is to be used for the training module)

CHAPTER III
EVALUATION OF TRAINING

Evaluation may be done based on following:
Analysis of training done
Methods normally used are Analytical /Computational/Statistical/Experimental/ or
Mathematical
Results at various stages may be compared with various inputs
Output at various stages and related information/parameters
Justification for the training results

CHAPTER IV
CONCLUSIONS AND FUTURE SCOPE OF TRAINING
5.1 Conclusions & objectives achieved
5.2 Future Scope
5.3 Applications
Numbering of Chapters, Sections and Sub-sections:
The numbering of Chapters, division and sub-divisions should be done using Arabic numerals only and further decimal notation should be used for numbering the divisions and subdivisions within a chapter. For examples sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4.

Numbering of Equations:
Equations appearing in each Chapter should be numbered serially, the numbering commencing fresh for each Chapter or Appendix. For example, an equation appearing in Chapter 2, if it happens to be the eighth equation in that Chapter 2 should be numbered (2.8). While referring this equation in the body of the report it should be referred to as Equation (2.8).


Page Dimensions and Margin:
The dimensions of the final bound 2 copies report should be Standard A4 size (297mm x 210mm) paper may be used for preparing the copies. The Training Report (at the time of submission) should have the following page margins:
Top and Bottom edge: 25 mm (1 inch)
Left and right side: 32 mm (1.25 inches & 1 inch)

Page Numbering:
All pages numbers should be typed at the center of page bottom. The preliminary pages of the report (such as Title page, Acknowledgement, Table of Contents, List of tables and figures, Notations, Abbreviations etc.) should be numbered in lower case Roman numerals.

Size of Report:
The size of report should not exceed 150 Pages of typed matter reckoned from the First page of Chapter 1 to the last page of the Appendix.

Binding Specifications
Report submitted (2 copies) should be bound in Sky Blue colour (Matt finish) hard rexin binding. The side/face of thickness of report should have the surname of the students, and month of submission at top and bottom edge respectively.

Number of Copies to be submitted
Two copies for departmental library are to be submitted before_____due date______ to the Department.