B.E TRAINING REPORT GUIDELINES

1. The report shall be computer typed (English- British, Font -Times Roman, Size-12 point(for normal text), 1.5 line spacing between lines) and printed on A4 size paper.

2. FRONT PAGE COLOURED . The report shall be spiral bound with cover page in white color. The name of the candidate, degree, session of training, college name shall be printed in black on the cover [refer sample sheet (title page/front page)].

3. **Training title as header and should be right aligned. Department of CSE as footer and aligned left. (Uppercase,font 12,times new roman)**

4. The report shall be typed on one side only with 1.5 line spacing with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.5 cm on the right and at bottom.

5. **In the report, the title page [Refer sample sheet (title Page/front page)] should be given first then the Certificate by Company/Industry/Institute and then candidate's declaration, followed by an abstract of the report (not exceeding one page). This should be followed by the acknowledgment, contents with page nos. and then list of figures/list of tables, notations/nomenclature.**

6. The diagrams should be printed on a light/white background, Tabular matter should be clearly arranged and the font of the Tabular matter should be Font -Times Roman, Size-10 point, Single spacing between lines. Decimal point may be indicated by full stop(.). 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 Roman, *Italics*, Size-10 point.

7. **The font for the chapter titles should be Times Roman, Bold, Capital, Size-16 point and center aligned. The font for the Headings should be Times Roman, Bold, and Size-14 point. The font for the sub-headings should be Times Roman, Bold, and Size-12 point.**

8. Equations should be numbered as 1.1, 1.2, 1.3 etc in chapter 1. Similarly as 2.1, 2.2, 2.3 etc in chapter 2 and so on.

9. 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.

10. 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.

11. Conclusions and future scope each must not exceed more than one page.

12. The graphs (optional) should be combined for the same parameters for proper comparison. Single graph should be avoided as far as possible.

13. The training report must consist of following chapters:

    [Chapter-1] INTRODUCTION TO ORGANIZATION(s)

    [Chapter-2] SOFTWARE TRAINING WORK UNDERTAKEN

    [Chapter-3] INDUSTRIAL TRAINING WORK UNDERTAKEN

    [Chapter-4] PROJECT WORK

    [Chapter-5] RESULTS AND DISCUSSIONS

    [Chapter-6] CONCLUSION AND FUTURE SCOPE

14. References

15. Appendix (Any additional information regarding training, (If any) e.g. program, is supposed to be included in appendix)

16. Paste a CD containing the soft copy of Report (in Docx and PDF), presentation slides(20-25),scan copy of the trainingcertificate, Reference papers and other material (if any,) related to the work, on the inner side of back hard cover.

17. There should be one report per candidate.

(TITLE OF TRAINING REPORT)

<Font Size 22><BOLD><Centralized>

A Training Report

<Font Size 14>><BOLD><Centralized>

Submitted by

<Font Size 14><Italic>><BOLD><Centralized>

NAMEOF THE CANDIDATE

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UNIVERSITY ROLL NO.:

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in partial fulfillment for the award of the degree of

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BACHELORS OF ENGINEERING

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IN

COMPUTER ENGINEERING

<Font Size 14><BOLD><Centralized>

at

DEPARTMENT OF COMPUTER SCIENCE ENGINEERING

SSM COLLEGE OF ENGINEERING

ParihasporaPattan, Baramulla

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MONTH & YEAR

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SSM COLLEGE OF ENGINEERING

CANDIDATE'S DECLARATION

I "NAME OF THE STUDENT" hereby declare that I have undertaken _____ weeks/months Software Training at "Name of **Company/ Industry / Institute**" during a period from _____ to _____ in partial fulfillment of requirements for the award of degree of B.E (Computer Engineering) at SSM COLLEGE OF ENGINEERING. The work which is being presented in the training report submitted to Department of Computer Science Engineering at SSM COLLEGE OF ENGINEERING is an authentic record of training work.
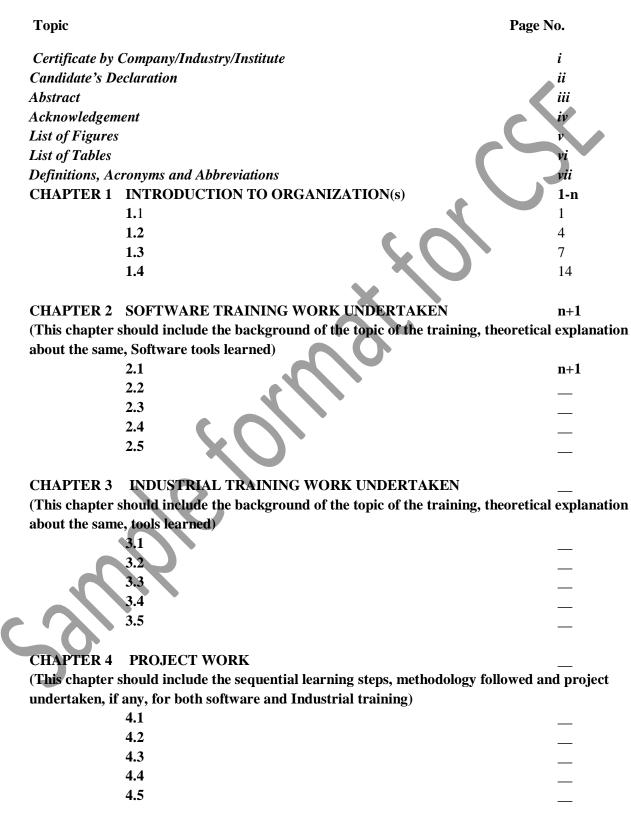
Signature of the Student

The software training Viva–Voce Examination of_____ has been held on _____ and accepted.

Signature of Internal Examiner   Signature of External Examiner

Sample sheet - Required Contents

CONTENTS

Topic   **Page No.**

CHAPTER 2 SOFTWARE TRAINING WORK UNDERTAKEN   **n+1**
(This chapter should include the background of the topic of the training, theoretical explanation about the same, Software tools learned)

CHAPTER 3 INDUSTRIAL TRAINING WORK UNDERTAKEN   —
(This chapter should include the background of the topic of the training, theoretical explanation about the same, tools learned)

CHAPTER 4 PROJECT WORK   —
(This chapter should include the sequential learning steps, methodology followed and project undertaken, if any, for both software and Industrial training)

CHAPTER 5   RESULTS AND DISCUSSION
(This chapter should include any results and the related discussions for the projects made during training. If no project has been made the results and snapshots for the tools learnt should be included)

(Note: Page No.s for different topics in report may vary according to the contents.

Headings within the chapters should be numbered as 1.1, 1.2, 1.3 and so on for chapter 1. Similarly as 2.1,2.2, 2.3 and so on for chapter 2. The corresponding subheadings as 1.1.1, 1.1.2, 1.1.3 and so on.)