

# **Six Month Industrial Training Report**

(24, Bold)

at (14)

**Company Name**

(18 bold)

**Address**

(16Bold)

Submitted to

(14)

**Department of Mechanical Engineering** (18 bold)  
**Bhai Maha Singh College of Engineering** (18 bold)  
**Sri Muktsar Sahib- 152026** (18 bold)

In Partial fulfillment of  
the requirements for the degree of  
B.Tech. in Mechanical Engineering (14)

Submitted by (14)

**Student's Name** (16 bold)

**Roll No.** (16 bold)

**Department of Mechanical Engineering  
Bhai Maha Singh College of Engineering  
Shri Muktsar Sahib-152026**

**CERTIFICATE**

*This is to certify that Mr. \_\_\_\_\_  
\_\_\_\_\_ of  
B.Tech. (Mechanical Engineering) Roll No. \_\_\_\_\_ has completed /  
partially completed / not completed his Industrial Training  
during the academic year 2010-2011 as partial fulfillment of the  
.Tech. (Mechanical Engineering) course.*

**Class Incharge**

**Head of the Department**

Examined by: 1) \_\_\_\_\_

2) \_\_\_\_\_

Date:

**CERTIFICATE**

(18, bold, underline)

This is to certify that Mr. \_\_\_\_\_ has partially completed / completed / not completed the Industrial Training in our Organization / Industry during the academic year 2010-2011. He was trained in the field of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_. His overall performance during the period was Excellent / Very Good / Good / Average / Poor. (16, normal)

**Industrial Guide** (16, bold)

**Seal**

**Department of Mechanical Engineering,  
Bhai Maha Singh College of Engineering, Sri Muktsar Sahib  
Self-assessment of Industrial Training by the student**

1. Name of Student: \_\_\_\_\_
2. Name and address of  
Sponsoring Industry \_\_\_\_\_  
\_\_\_\_\_
3. Guide from Industry \_\_\_\_\_  
(with designation) \_\_\_\_\_
4. Date of commencement \_\_\_\_\_  
of Industrial Training
5. Number of days present \_\_\_\_\_ days out of \_\_\_\_\_ days.
6. I hereby declare that, I have learnt following skills during my Industrial Training:

Date:

Signature of Student

Industrial training report format

Page 5 Acknowledgement

## **Acknowledgement (16 Bold)**

Text size 12 Normal

Signature of the student

**Table of Contents** (16 bold)

Chapter	Contents	Page No.
1	<b>Introduction to the Industry / Institution</b>	
	1.1 Nature of business of the Industry / Institution	
	1.2 Different products / activities of the Industry / Institution	
2	<b>Industrial Training</b>	
	2.1 Industrial Training at a Glance (brief about various fields from item 6 of self assessment report)	
	2.2 Details about important areas (Major points from item 6 self assessment report – 2 / 3 important points maximum)	
	2.3 Observations, Results and Conclusions	
3	<b>What I learned from Industrial Training / my Industry?</b>	
	Annexure A: Data Sheets, Drawings (Mechanical/Electrical) etc	
	Annexure B: Awards / Certificates	
	Annexure C: References	

N. B. The titles and Subtitles used above are for references and understanding purposes only. Use appropriate title as per your training.

## Industrial training report format

Page 7: Report (Maximum pages 70-100)

\*Explain the contents here in Times New Roman, font size 12 with line spacing 1.5.

## Industrial training report format

### IMPORTANT POINTS FOR SUBMISSION OF INDUSTRIAL TRAINING REPORT

1. Front and back cover should be of maroon with Golden Printing.
2. Use Times New Roman font in the report
3. The font size to be used – **16 Bold for Titles**, 12 Bold for sub-titles and 12 for normal text.
4. The margins: Left margin: 1.5” and Right margin: 1”  
Top and Bottom margins: 1”  
Text should be left justified.
5. Numbers in bracket indicate the font size to be used.
6. The line spacing is 1.5.
7. Binding of the report should be hard binding.
8. Be in contact with your mentor for corrections / addition / deletions if any in the report. Student should sign on the acknowledgement and self-assessment report.
9. Certificate from the industry should be on the Industry Letterhead.
10. No. of copies required: Two (2)  
(a) Department copy (b) Student Copy