

Mechanical Engineering Department

Industrial Training/ Internship

Format/ Structure of Report and Presentation

Presentation:

- Each student shall give a presentation on internship/ training carried out by him/ her or the selected topic as informed earlier.
- The presentation shall be limited to 10 minutes and followed by ‘discussion and questions
- Prepare a presentation of 12-15 slides using PowerPoint etc. for the seminar.
 - Title Slide (Title, Name of Company/Industry/Institute, address, duration, etc.)
 - Introduction of the Company- Product, services, Contact Person, etc.
 - Tools and technology learned by you, Project you worked on.
 - Summary/ Conclusion.

Report Format:

1. Cover Page
 2. Certificate by Company/Industry/Institute (Photocopy of certificate)
 3. Declaration by student
 4. Acknowledgement
 5. About Company/Industry/Institute (2-3 Pages)
 6. Table of Contents
 7. List of tables and figures
 8. Chapters
 - a. Introduction
 - b. Tools & Technology studied
 - c. Details of work/ study carried out
 - d. Safety/ Maintenance
 - e. Summary/ outcome
 9. References (in standard format- ASME Style)
 10. Appendices (if any)
- The length of the training report may be about 5000-6000 words (30-40 pages) (Duplex).
 - The training report shall be computer typed (Font -Times New Roman, Size-12 point), A4 size paper (both sides), Heading- Times New Roman 14 pt. bold, Sub-heading- Times New Roman 12 pt. bold. (Line spacing 1.5, Justified).
 - Margin 2 cm on all four sides. Every page in the report must be numbered at the bottom center.
 - All references in ASME style. A website should be mentioned along with the date of access. Don't forget to cite images or any other material taken from other sources.
 - Every Figure should be captioned. Figure/ data obtained from external source must be cited properly.