

GOVT. POLYTECHNIC, SHERGARH (KAITHAL)
ELECTRICAL ENGINEERING DEPARTMENT

Guidelines for Preparation a Project Work/Industrial Summer Training Report

1.1 General Instructions

1. On completion of *Project Work or Industrial Summer Training* a report of these is to be prepared.
2. One soft copy of the report have to be prepared and submitted for the evaluation. If the report declared satisfactory/ok by guide/supervisor/teacher then at least 3 **hard bound** copies of the final report have to be submitted for the evaluation.
3. Out of three copies one for concerned supervisor/guide and one for concerned Department Library and one copy is to be retained by the student.

1.2 Layout and format:

Sr. No.	Format	Layout and font size
1.	Type of Paper	Executive bond (white) paper
2	Paper size	A4 size
3	Language	English
4	Font	Time New Roman
5	Font size (Chapter title)	18 bold
6	Font size (heading)	16 bold
7	Font size (sub heading)	14 bold
8	Font size (text)	12 normal
9.	Font size (references, figures and appendices)	10 normal
10	Spacing (text)	1.5 line
11	Spacing (reference)	Single line
12	Margin	Left : 2.54cm minimum Right :
		Right : 2.54cm minimum Right :
		Top : 2.54cm minimum Right :
		Bottom : 2.54cm minimum Right :

13	Text alignment	Chapter heading should be written in center and all other heading should left aligned.
14	Printing	One sided
15	Cover	bound in black resin with lettering in gold embossing / screen printing
16	Binding	hard cover of thick paper with Black color
17	Page numbering	Page numbers are mandatory and should be given at the bottom (centre)

1.3 **Sequence of Project Work /Industrial Summer Training Report Writing:** The sequence in which the report material to be arranged and bound should be as follows:

1. **Title Page:** A specimen copy of the Cover page and Title page of the project report is given in Annexure I-A (Project Report) and Annexure I-B (Training report)
2. **Certificate:** A Certificate is to be attached wherever the student has undertaken the Project Work/Training in an external Institution / Organization. Bonafide Certificate from the project supervisor(s), counter signed by the HoD / Division or Group Head of the Industry. A specimen copy is given in Annexure II-A (Project Report) and Annexure II-B (Training report).
3. **Declaration:** Self declaration by the student that the work done that my Project Report /training Report is original and authenticated. A specimen copy is given in Annexure III-A (Project Report) and Annexure III-B (Training report).
4. **Acknowledgement:** A specimen copy is given in IV-A (Project Report) and Annexure IV-B (Training report).
5. **Table of Contents:** A specimen copy is given in Annexure V
6. **Chapters:** – The main text will be divided into several chapters and each chapter may further be divided into sections and subsections. Chapters, sections, and subsections should be given appropriate titles. The division into chapters may vary from project to project. *Every chapter must begin on new page.* The following are suggested chapters and what they could contain.
 - i. Chapter 1-Introduction
 - ii. Chapter 2

i. Chapter 1-Introduction

ii. Chapter 2

- iii. Chapter 3-methods/material used
- iv. Chapter 4-results and discussion
- v. Chapter 5-conclusions.

7. Bibliography/Reference

8. Appendices

- i. List of figures
- ii. List of tables
- iii. List of Symbols, Abbreviations etc

1.4 Process for monitoring and evaluation:

Evaluation scheme for Projects

Phase – 1

S. No	Performance Indicator	Time line
1	Literature Survey/Phase-1 Report	1 - 2 weeks
2	Presentation	
3	Questions and Answer	

Phase – 2

S. No	Performance Indicator	Time line
1	Methodology/phase-2 Report	4-6 weeks
2	Presentation	
	Questions and Answer	

Phase – 3

S. No	Performance Indicator/phase-3 Report	Time line
1	Final report	10-14 weeks
2	Demo with presentation	
3	Questions and Answer	

Electrical Engineering Department Govt. Polytechnic Shergarh (Kaithal)

Annexure I-A

<Black Cover with Golden Letters<Outer cover page>>

A PROJECT REPORT

ON

“TITLE OF PROJECT”

<Times new roman, 12pt,bold>

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD

OF

DIPOLMA

IN

ELECTRICAL ENGINEERING DEPARTMENT

SUBMITTED TO

**HARYANA STSTE BOARD OF TECHNICAL EDUCATION, HARYANA
PANCHKUL**

SUBMITTED BY

Name of the Student

1. <Time new roman ,12 pt normal>
- 2.
- 3.
- 4.
- 5.

Roll of the Student

<Time new roman ,12 pt normal>

GUIDED BY

<Full name of Guide with Designation>

<Time new roman, 12 pt normal>



GOVT. POLYTECHNIC, SHERGARH (KAITHAL)

<Time new roman, 14 pt Bold>

ACADEMIC YEAR

<Time new roman, 11pt, Bold>

Annexure I-B

<Black Cover with Golden Letters<Outer cover page>>

A INDUSTRIAL TRAINING

AT

“NAME OF INDUSTRY”

(..... weeks)

<Times new roman, 12pt, bold>

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE AWARD

OF

DIPLOMA

IN

ELECTRICAL ENGINEERING

SUBMITTED TO

**HARYANA STATE BOARD OF TECHNICAL EDUCATION, HARYANA
PANCHKULA**

SUBMITTED BY

Name of the Student

<Time new roman, 12 pt normal>

Roll of the Student

<Time new roman, 12 pt normal>

UNDER THE GUIDANCE OF

<Full name with Designation>

<Time new roman, 12 pt normal>



**DEPARTMENT OF ELECTRICAL ENGINEERING
GOVT. POLYTECHNIC, SHERGARH (KAITHAL)**

<Time new roman, 12 pt Bold>

ACADEMIC YEAR

<Time new roman, 11 pt, Bold>

Annexure II-A

CERTIFICATE

<Time new roman, 18 pt Bold,, Italic>

This is to Certify that the project entitled “.....” was successfully completed by Student of Semester Diploma in Electrical Engineering:

1. Name of the student (Roll No.)
- 2.
- 3.
- 4.

In partial fulfillment of the requirements for the award of the Diploma in Electrical Engineering and submitted to Electrical Engineering Department of Govt. Polytechnic, Shergarh (Kaithal) work carried out during a period for the academic yearas per curriculum .

Name of Guide with Signature

Name of HOD with countersign

**DEPARTMENT OF ELECTRICAL ENGINEERING
GOVT. POLYTECHNIC, SHERGARH (KAITHAL)**

<Time new roman, 14 pt Bold>

Electrical Engineering Department Govt. Polytechnic Shergarh (Kaithal)

CERTIFICATE

<Time new roman, 18 pt Bold,, Italic>

It is certify that the Mr/Ms.....(*Name of student*)..... ,*Roll. No*..... students of Diploma in Electrical engineering at Govt. Polytechnic Shergarh (Kaithal) has successfully completed his(*4/6/8*).....weeks Industrial Summer Training in (*Name of industry*) from.....(*Date of training start*) to.....(*Date of Training end*).....

It is further certify that the attendance of the student during this period was _____ and the overall performance of the students was _____ (*poor/satisfactory/good/very good/excellent*) during this period.

Authorized signature with stamp

Name:

Designation:

Date:

Place:

Electrical Engineering Department Govt. Polytechnic Shergarh (Kaithal)

Annexure III- A

STUDENT'S DECLARATION

<Time new roman, 18 pt Bold, Italic>

Myself..... Roll. No..... students of Diploma in Electrical Engineering.....semester of Govt. Polytechnic , Shergarh (kaithal), hereby declare that my Project work on is an original and authenticated work done by me and the best of my knowledge and belief.

Signature

Date:

Name of the student:

Roll No:

Branch:

Electrical Engineering Department Govt. Polytechnic Shergarh (Kaithal)

Annexure III- B

STUDENT'S DECLARATION

<Time new roman, 18 pt Bold,, Italic>

Myself.....Roll.No.....students of Diploma in Electrical Engineering.....semester of Govt. Polytechnic , Shergarh (kaithal), hereby declare that I have actually done my.....Week Training at.....(name of the industry with address)... from datedto..... This training report prepared by me is an original and authenticated and the best of my knowledge and belief. I further declare that this training report has not been submitted elsewhere by any other students in any of the Institute for the award of Diploma in Engineering

Signature

Date:

Name of the student:

Roll No:

Branch:

Electrical Engineering Department Govt. Polytechnic Shergarh (Kaithal)

ACKNOWLEDGEMENT

With immense pleasure & deep sense of gratitude I wish to express my sincere thanks to my Project Guide (.....Name.....) who provided his great support and helped me in deciding the project "(.....Name of Project.....)".

I am really thankful to our Respected Principal sir (.....Name.....) and the HOD (.....Name.....), Electrical Engineering Department, Govt. Polytechnic Sherguch (Kathal) for his invaluable guidance and assistance, without which the accomplishment of the task would have never been possible.

We are also thankful to parents, friends and all staff of Electrical Engineering Department, for providing us relevant information and necessary clarification and great support.

Signature

Name of the Student

Roll No.

Electrical Engineering Department Govt. Polytechnic Sherguch (Kathal)

ACKNOWLEDGEMENT

Industrial summer training has an important role in exposing the real life situation in an industry. It was a great experience for me to work on.....week training at.....Name of Industry..... through which I could learn to work in professional environment. I would like to thank the people who guided me and have been a constant source of inspiration throughout the tenure of my industrial summer training. I express my sincere thanks and regards to the.....name of industry person with designation and address..... for guided me during the training.

I also wish my deep sense of gratitude to the HOD Electrical Engineering Department, Training and Placement Officer and all faculty members of Electrical Engineering of Govt. Polytechnic, Shergarh (Kaithal) whose guidance and encouragement made my training successful.

Signature

Name of the Student

Roll No.

Electrical Engineering Department Govt. Polytechnic Shergarh (Kaithal)

Annexure V

TABLE OF CONTENTS

Content	Page no
Certificate	i
Student's Declaration	ii
Acknowledgement	iii
Chapter 1: Introduction	1
1.1 Introduction	.
Chapter 2: Literature review	.
2.1 Literature survey	.
2.2 History	.
2.3 New development	.
Chapter 3: Proposed work	.
3.1 Objective of work	.
3.2 Methods used	.
3.3 Material Requirement	.
3.3.1 Specification of Material	.
3.3.2 Cost of Material	.
3.4 Expected Outcomes	.
3.5 hardware/software design	.
Chapter 4: Result and discussion	.
4.1 Outcomes	.
4.2 Limitations	.
Chapter 5 : Conclusion	.
References	.
Appendices	.
A1. List of figure	.
A2. List of Table	.
A3. List of symbol, abbreviations	.