

Policy for Training Report

Vocational Training / Internship and its Report is in the curriculum of various programs (e.g. MBA / B. Tech. of various specializations). This policy covers all the areas related to preparation and submission of training report, presentation and award of marks.

1. Finalization of Training / Internship Organization

Student should apply for vocational training / internship. Bonafide and No-objection certificate, if required, can be obtained from Registrar Office and Placement Department in due course of time. Student should inform to respective HOD for his / her finalization of training / internship details (prior to proceeding to training / internship).

2. Progress of the Training Report Work

The progress of the training report work should be as follows :

S. No.	Work Target / Description	Deadline with remarks (month of ongoing semester)
1	Submission of Training Report	August / February
2	Presentation and Award of Marks	September / March

3. Presentations

There will be one internal presentation. The evaluation format is supplied herewith. The presentation will be prepared and delivered on Power Point, on LCD projector, in a seminar room on prescribed schedule. Record of evaluation will be maintained by faculty I/c. Repetition or not presenting as per schedule will be penalized by 10 marks (as whole, per act of late submission / missing presentation schedule).

4. Award of Marks

During the Semester, internal marks will be awarded (out of maximum marks as per AKTU prescribed Teaching and Evaluation Scheme) based on rubrics-based evaluation.

Note : Delay in submission of training report on due date will be penalized by 2 marks (per calendar day). Compilation of marks will be done by faculty I/c. The entire detailed schedules will be planned and declared by faculty I/c, consulting HOD concerned.

5. Report Writing and Formatting Rule

A report is the concise literature representation of the work carried out during vocational training. All the students must be present for presentation and must participate actively through-out the presentation. Some of the formatting rules are as follows :



Chapter Heading

Before chapter heading (e.g. 'CHAPTER – 1') : One Enter,

After Chapter Heading (e.g. 'INTRODUCTION'): One Enter

All Headings : Font size = 14 and Bold

Chapter Heading = In Capital letters and Underline, Centre Aligned

Main Heading = In Capital Letters ; Sub-headings : Sentence case (Justified)

Text Formatting

Font Size in Text : 11 or 12 Line Spacing : 1.5 Alignment - Justified

Font : Times New Roman, Arial, Book Antiqua, Bookman Old Style

Paragraph Spacing : Before = 6 or 12 point ; After = 6 or 12 point

Heading :

Before = Press 'Enter' one time i.e. make 1.5 line spacing with before and after points

After = as appears with spacing (No further line spacing)

It is applicable for all types of headings, i.e. including Chapter Heading, Major Headings and Minor headings etc.

Table Formatting

Table Heading appears on the top of table and make spacing as :

Line Spacing : 1.5 Before and After (both) : 6 points

Matter in the table (in cells of table) should be suitable formatted as whole table must appear in a single page (no splitting) and gap / font size / line spacing / before and after spacing is such adjusted that it looks in a presentable and readable manner.

Text just after the table must be started with a gap of before and after points only. No further line space is to be created (by entering 'Enter' once or twice = not to be done)

NOTE : In the thesis, for large table : Arial Narrow may adopted with font size of 8, line spacing = exactly 12 points, before and after = 0 points.

Figure Formatting

Figure Heading appears on the bottom of the figure and make spacing as :

Line Spacing : 1.5 Before and After (both) : 6 points

Text just after the figure must be started just after pressing 'Enter' for once, just after the heading (by entering 'Enter' once).

For further clarification : Formatting rules ==> same as followed in Project Report Writing
(as mention in its policy document)



Chapter Scheme

In the Training Report, the Chapter scheme may be as follows (or dept. may amend) :

Chapter – 1 : Introduction (2-3 pages)

It gives brief idea about the training, where it is done, induction manual, group information and what is being done in this training.

Chapter – 2 : Industry Profile

It gives the detailed background knowledge about the industry where training is being completed, with group information, market share, product information.

Chapter – 3 : Information about the Products and Manufacturing Processes

In this, detailed information about the products and its manufacturing is to be discussed.

Chapter – 4 : Training Exposure / Project Work (if completed)

In this, detailed information about the products and its manufacturing is to be discussed.

Chapter – 5 : Discussion (2-5 pages)

In this chapter, own views about the work are presented, including its justification / viability / feasibility / suitability etc.

Chapter – 6 : Conclusions and Future Work (2-3 pages)

In this chapter conclusions are to be presented along with future work that may be carried out as the development work beyond the coverage of this work (which is presented in this).

Chapter – 7 : Bibliography / References

Detailed list of source is to be presented in this chapter. Adopt Harvard style of citing and writing references.

6. Submission

This training report must be approved by faculty I/c concerned. In total, Two copies of soft bound (stapled), printed on both sides, alongwith one CD containing all the matter in 'pdf' are to be submitted at the time of final submission. The number of pages, in total, may vary from 30 to 60.

Department can update this policy (in the same line) based on their requirement through DQAC. Further, student / faculty concerned are required to refer to the PG manual of AKTU, Lucknow, available at www.aktu.ac.in, and / or guidelines issued by department concerned.


(Dr. Brijesh Singh)

Director

Copy for information and necessary action to :

1. Hon'ble Chairman and Vice Chairman
2. Dean – Academics, Associate Dean-I Year, Dean-SW, Chief Proctor, Chief Warden, COE
3. All the HODs, IQAC, Registrar, ERP, Accounts, Library



Meerut Institute of Engineering & Technology

N.H. 58, Delhi-Roorkee Highway, Baghat Road Crossing, Meerut - 250 005. UP (India)

Evaluation of Internship / Training Report Presentation : 20..... - 20.....

Name of Student : University Roll. No. :

Course / Sem : Sem Branch :

Industry Name :

Project Title (in any) :

.....

Supervisor's Name : Department :

Date of Presentation : Time : Room No. :

Type of Presentation : Regular / Repeated

Copy of Training Certificate : Yes / No (Reference No : Dated :))

Evaluation :

S. No.	Rubrics-based Evaluation Parameter	Max. Marks	Marks Awarded
1.	Reflection on the internship	20	
2.	Presentation : Oral and use of Graphs, PowerPoint	20	
3.	Report Preparation	10	
TOTAL		50	

Remarks :

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Result : Repeat / Qualify :

Name and Signature of Evaluators :

Signature					
Name					

Rubric for Summer Internship / Training Evaluation

Category	V. Good (5)	Average (3)	Poor (1)	Weightage	Score
Reflection on the internship	<p>Student is able to freely discuss the contents of the internship project and to place the internship project in the context of current scientific literature and practical contexts.</p> <p>Provides a comprehensive description of how the student will be impacted by the internship experience.</p>	<p>Student is able to defend his internship assignment and is in a position to make suggestions as to how certain aspects of work could be improved further</p> <p>Provides an adequate description of how student will be impacted because of the experience.</p>	<p>He is not able to describe an event or situation in which he was involved.</p> <p>Student is not able to defend/ discuss his internship reports.</p> <p>Provides only a limited description of how the student will be impacted by the experience.</p>	4	
Presentation: Oral and use of Graphs, PowerPoint	<p>Presentation has a clear structure.</p> <p>Lay-out is clear - Judicious use of text, tables, graphs and graphics.</p> <p>Contents delivered in a relaxed manner.</p> <p>Clearly spoken in a way that keeps the audiences attentive.</p> <p>Formal style - 2nd person or 1st person x used only when strictly needed)</p> <p>Presentation finished well in time.</p>	<p>Presentation is structured, though the audience gets lost in some places.</p> <p>Quality of the slides' layout is mixed - Inappropriate use of text, tables, graphs and graphics in some places.</p> <p>Presentation is mixed: sometimes clear, sometimes hard to follow.</p> <p>Occasionally, lapses into 1st person.</p> <p>Timing not well kept (at most 20% deviation from planned duration),</p>	<p>Unstructured Presentation</p> <p>Unclear layout - Unbalanced use of text, graphs, tables or graphics throughout.</p> <p>Spoken in such a way that majority of audience fail to follow the presentation.</p> <p>Frequent use of 1st person.</p> <p>The presentation is either too short or too long</p>	4	
Report Preparation	<p>Succinct, clear, and high quality writing; Sentences are grammatically sound and meaning is clear;</p> <p>Word choice is appropriate; punctuation and spelling are virtually perfect.</p>	<p>Some grammatical or mechanical errors, though application is still readable;</p> <p>Word choice is not very impressive, a bit awkward or inappropriate at times.</p>	<p>Many writing errors per section; grammatical errors and other problems impede clarity of meaning; style is wordy or informal;</p>	2	

Department concerned may update these rubrics (based on need, through DQAC)

Vocational Training / Internship Report

Name of Industry

Place

*A Training / Internship Report Submitted
In Partial Fulfilment of the Requirements
For the Degree of*

Bachelor of Technology
in
Mechanical Engineering

by

Name of the Student (Roll No)



to the

DEPARTMENT OF MECHANICAL ENGINEERING

Meerut Institute of Engineering and Technology, Meerut

DR. APJ ABDUL KALAM TECHNICAL UNIVERSITY, LUCKNOW

November, 2022 / April, 2023

UNDERTAKING

I declare that the work presented in this training report entitled "*Topic*", submitted to the Department of Mechanical Engineering, Meerut Institute of Engineering and Technology, Meerut, for the award of the *Bachelor of Technology* degree in *Mechanical Engineering* from Dr APJ Abdul Kalam Technical University, Lucknow is my original work. The contents of the training report do not form the basis for the award of any other degree to the candidate or to anybody else from this or any other University/Institution. Further, I have not plagiarized or submitted the same work for the award of any other degree. In case this undertaking is found incorrect, I accept that my degree may unconditionally be withdrawn.

Name of Student
(University Roll No.)
Date : September 12, 2022
MIET, Meerut

CERTIFICATE

Paste Training Certificate (coloured photo-copy)

(Name and Sign of Student with Roll No.)

(Name and Sign of Faculty I/c- Training)

ACKNOWLEDGEMENT

I wish to take this opportunity to express my deep sense of gratitude and thanks to my supervisor

I am thankful; to all those staff members of the department who helped me directly or indirectly in completing this work.

Last, but not least, I am thankful to the who permitted and supported me for completing this research work.

(Name of Students)

ABSTRACT

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ABBREVIATIONS

MSME Micro and Small Enterprises

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