

FORMAT FOR PREPARATION OF INTERNSHIP REPORT

1. ARRANGEMENT OF CONTENTS:

The sequence in which the report material should be arranged and bound should be as follows:

- | | | |
|----------------------------------------------------|-------------------|--------------------|
| 1. Cover Page & Title Page | 2. Certificate | 3. Abstract |
| 4. Table of contents | 5. List of Tables | 6. List of Figures |
| 7. List of Symbols, Abbreviations and Nomenclature | | 8. Chapters |
| 9. Appendices | 10. References | |

2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the report should be in A4 size and spiral binding

3. TYPING INSTRUCTION:

Text colour : Black Font Style : Times New Roman
Font Size : 12 Spacing between rows: 1.5

The font size for main heading should be 14 (bold) and then sub-heads 12 (bold)

4. TABLE, FIGURE AND FOOTNOTE:

By the word Table, is meant tabulated numerical data in the body of the report as well as in the appendices. Tables should be self-contained and complement, not duplicate, information contained in the text. All other non-verbal materials used in the body of the report such as charts, graphs, maps, photograph and diagrams may be designated as Figures. The preferred resolution of the image is minimum 300 dpi.

Footnotes: Footnotes should be brief, numbered and referred to in the text with consecutive, superscript Arabic numerals. Use footnotes only if absolutely necessary.

5. PREPARATION FORMAT

5.1 Cover **Page & Title Page:** See Appendix 1

5.2 Certificate: Internship certificate

5.3 **Abstract:** Abstract should be one-page synopsis of the report.

5.4 **Table of content:** Table of content should be list of all material following it as well as any material which proceeds it.

5.5 **List of Tables:** The list should use exactly the same captions as they appear above the tables in the text

5.6 **List of Figures:** The list should use exactly the same captions as they appear below the figures in the text

5.7 **List of Symbols, Abbreviations and Nomenclature:** Standard Symbols, Abbreviations and Nomenclature should be used

5.8 Chapters: The Chapter may be broadly divided into 3 parts (i) Introductory Chapter (ii) Chapters developing the main theme of the project work (iii) and Conclusion

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub divisions.

5.9 Appendices: Appendices are provided to give supplementary information, which is included in the main text may serve as distraction and cloud the central theme.

Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2 etc.

5.10. List of references: The listing of references should be typed 4 spacing below the heading “REFERENCES” in alphabetical order in single spacing left justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details. Book reference should be in italics (not within inverted commas). Reference from internet should show full address of the website link.

Example :

Prasad. V., Swami. M., Tambe. V., Kamate. F. & Bagade. S. (2016, May). Wind Op-erated Hand Pump. *International Research Journal of Engineering and Technology*, 3(5), 1433-1437. ISSN: 2395-0072.

Book:

Mahadevan, K. & Reddy, K. B. (2013), Design Data Handbook for Mechanical Engineers (4th ed.), *CBS Publishers and Distributors Pvt Ltd*, ISBN: 978-81-239-2315-4.

Internet Source:

Energy use calculator, https://energyusecalculator.com/electricity_clotheswasher.htm

**(SOCIAL/ACADEMIC/INDUSTRY) INTERNSHIP REPORT ON
(TOPIC)**

in partial fulfillment for the award of the degree

of

BACHELOR OF ENGINEERING

in

MECHANICAL ENGINEERING



Submitted by

(Name)

JORHAT ENGINEERING COLLEGE

JORHAT

ASSAM SCIENCE AND TECHNOLOGY UNIVERSITY: GUWAHATI

(YEAR OF SUBMISSION)