

**Dr. Subrahmanya Bhat K.**  
Controller of Examinations  
Nitte Off-Campus Centre

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## **GUIDELINES FOR THE PREPARATION OF B.TECH INTERNSHIP REPORT**

### **Industry / Research Internships**

#### **Internship report format:**

Internships completed at multiple industries or research centers must be compiled into a single, continuous report. The cover page should list the names of all organizations where the internships took place.

1. **Cover Page** (Template enclosed.)
2. **Institute Certificate Page** (Template enclosed.)
3. **Training Certificate as provided by the Industry / Research Institute** in their format.
4. **Acknowledgement**

In the "Acknowledgement", the students are expected to express their gratitude to all those who have helped them directly / indirectly during the Industrial training both at Institute and Industry.

#### **5. Table of Contents:**

List the report sections in the Table of Contents, including the section titles and their corresponding page numbers.

#### **6. Abstract**

The abstract should begin with three to four sentences outlining the history, nature of business, and competitive advantage of the industry or research center. It must further detail the training objectives, completed assignments, and any innovative practices observed, as well as suggestions for addressing existing unresolved problems. The final sentences should summarize the learning outcomes, areas for improvement, and the impact of the training on future employment prospects, emphasizing professional conduct and the successful attainment of the program's objectives. Word limit: 250 to 300 words.

#### **7. Introduction of the Industry / Company / Research Centre.**

The details on history of the Industry / Research Centre, nature of business, size of organization, organizational chart, types of products produced in the industry or the services offered, competitive advantage of the organization and core competency of the Industry are to be included.

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### 8. Details of the training completed (section wise / function wise etc.)

Indicate the objectives of the different departments and their functioning, exposure obtained in different departments of the industry, skills obtained in different departments, cases of practical implementation of theoretical knowledge in solving a problem, details of the projects undertaken if any, with detailed problem statement, objectives, methodology followed, and results obtained, innovative practices adopted, and innovative suggestions proposed to resolve the existing problems in the industry.

### 9. Conclusion

Identify the exposure obtained and observations made within each department. Reflect on personal areas for improvement based on industry expectations to enhance students' professional readiness. Additionally, discuss the value of the training in understanding professional and ethical conduct. If student has worked on a specific organizational challenge, summarize their innovative suggestions for resolving it.

### 10. References

Name of Books and Manuals referred during training and for preparing report, in alphabetical order.

### Other Instructions:

- No. of Copies of Report: **One hard copy for students and one softcopy to dept.**  
Softcopy should be single PDF including scanned pages of signed certificates.
- Font Type: **Arial.**
- Font Size: **12**
- Line Spacing to be used: **1.5**
- Type of Binding: The internship report can be prepared by properly stapled and bound by brown tape.
- **Insert Page Numbers**
- No. of pages restricted to **25 pages** excluding cover page, certificate page, content page and acknowledgement pages.
- Report to be printed in **Double side.**

*Note: Soft copy (word document) of Cover page & Certificate are attached.*

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**Format for List of Contents:**

<b>Title</b>	<b>Page No.</b>
Institute Certificate	(i)
Industry Certificate	(ii)
Acknowledgement	(iii)
Table of Contents	(iv)
Abstract	1
Introduction to the Industry / Research Institute	2-3
Details of the training undergone	4-23
Conclusion	24
References	25

*The Page Numbers shown above are indicative only.***Captions for Tables and Figure:**

Each Figure / Table in the report should have Figure / Table number and Figure / Table caption. Table number and caption are to be placed above the table. Figure number and caption are to be placed below the figure. Each Figure / Table presented in the report should be referred / cited in the body of the text on the same page or on the nearest page.

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