

CARE College of Engineering  
(An Autonomous Institution)  
Affiliated to Anna University, Chennai, Approved by AICTE New Delhi.  
Accredited by NAAC with 'A' Grade  
No.27, Thayanur, Tiruchirappalli. 620 000. Tamilnadu.

**Guidelines for Internship Training and Summer Project  
Report**

**Master of Business Administration**

The duration for the training will be \_\_\_\_\_ weeks (**From – To -** ). The last date for the submission of the confirmation letter from the company is\_\_\_\_\_.

Important Dates:

S.No	Particulars	Dates
1	Submission of Confirmation letter from the company	
2	Correspondence through mail to the faculty guide	
3	Rough Draft	
4	Final Submission	
5	Viva	

## **GUIDELINES FOR PREPARING INTERNSHIP TRAINING AND SUMMER PROJECT REPORT**

The training report should be presented in the following format only -

- (a) The report should be printed on A4 size Executive Bond sheet.
- (b) The font used should be Times New Roman and font size should be 12.
- (c) The top, bottom and right margins should be 1" each. The left margin should be set at 2".
- (d) The line spacing should be fixed at 1.5lines.
- (e) Page numbers should be placed at bottom middle position.
- (f) Chapters should be numbered as 1, 2, 3, etc. The tables and charts should be in the format of 1.1, 1.2, etc. i.e. 1.1 indicates that it is the first table in Chapter 1; 2.1 indicates first table in Chapter 2. Similarly chart no. 1.1 indicates first chart in Chapter 1.
- (g) The training report should be a minimum of 50 pages and should not exceed 60 pages.
- (h) Students should submit 2 hard copies duly signed by the faculty guide and the HOD and soft copy in 1CD.
- (i) The hard copy should be in soft binding format with white thick cover as the cover page.

## **GUIDELINES FOR WRITING ACKNOWLEDGEMENT**

The acknowledgement page is provided in a report to thank all the members who have supported and guided in completion of the report. The summer training report should contain acknowledgements in the following order -

- i. Management of the Organization in which training was taken up.
- ii. College Management
- iii. The Head of the Institution
- iv. The Head of the Department
- v. Faculty guide and Industry guide

## **GUIDELINES FOR WRITING CHAPTER WISE REPORT**

1. Chapter I of the report should be titled as "INTRODUCTION". The Introduction chapter should include the Importance, Objectives, Scope and Period of the training as well as Chapterisation scheme.
2. Chapter II of the report should be titled as "COMPANY PROFILE". Company Profile should brief about the origin and growth of the organization; various departments and its activities. Organization Chart should be included in this chapter.
3. Chapter III of the report should be titled as "ACTIVITES OF VARIOUS DEPARTMENTS". The third chapter should cover the objectives of the different departments and its functioning.
4. Chapters IV, V, etc. should contain the Summer Project Work.

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions. Each chapter should be given an appropriate title.

Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited. Foot notes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

5. Final Chapter of the report should be titled as "CONCLUSION". The Conclusion part should include the observations made by the trainee in each of the department and the extent of fulfillment of training objectives.

## **FORMAT FOR INTERNSHIP TRAINING AND SUMMER PROJECT REPORT**

The report should be bound with pages in the following sequence -

1. Cover page - Outer cover of the report.
2. Front page - The format of Cover page and Front page should be the one and the same.
3. Certificate
4. Company Certificate
5. Declaration
6. Acknowledgement
7. Contents
8. List of Tables
9. List of Figures/Charts
10. List of Abbreviations
11. Appendices

## FORMAT FOR LIST OF CONTENTS

CHAPTER	TITLE	PAGE
	Certificate	(i)
	Company Certificate	(ii)
	Declaration	(iii)
	Acknowledgement	(iv)
	Contents	(v)
	List of Tables	(vi)
	List of Figures/Charts	(vii)
	List of Abbreviations	(viii)
I	Introduction	1
II	Company Profile	3
III	Functioning of various Departments	
IV, V, etc.	Summer Project Work	
Final Chapter	Conclusion	
	Appendices	

## **FORMAT FOR TABLES**

### **LIST OF TABLES**

<b>TABLE</b>	<b>TITLE</b>	<b>PAGE</b>
1.1		
1.2		
2.1		
2.2		

## **FORMAT FOR CHARTS**

### **LIST OF CHARTS**

<b>CHART</b>	<b>TITLE</b>	<b>PAGE</b>
1.1		
1.2		
2.1		
2.2		

## **FORMAT FOR LIST OF ABBREVIATIONS**

The abbreviations should be arranged in alphabetical order.

<b>ABBREVIATED</b>	<b>EXPANDED</b>
<b>FORM</b>	<b>FORM</b>

**TITLE OF THE WORK**

An Internship Training and Summer Project Report submitted to

**NAME OF THE DEPARTMENT**

in partial fulfilment of the requirements

for the award of the Degree of

**NAME OF THE DEGREE**

Submitted by

**Name (Reg. No. )**

Under the guidance of

**Your Guide name with qualification and designation (Faculty Guide)**

**Your Industry guide name with designation (Industry Guide)**

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**Month & Year**

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**NAME OF THE DEPARTMENT**

**Certificate**

This is to certify that the Internship Training and Summer Project Report entitled "**TITLE OF THE WORK**", in partial fulfilment of the requirements for the award of the Degree of **(NAME OF THE DEGREE)** is a record of original training undergone by **NAME ( Reg .No )** during the year \_\_\_\_\_ of her study in the Department of **(NAME OF THE DEPARTMENT)**, **CARE College of Engineering** under my supervision and the report has not formed the basis for the award of any Degree/Fellowship or other similar title to any candidate of any University.

**Place:**

**Signature of Guide**

**Date:**

**Guide name with qualification and designation**

Countersigned

**Head of the Department**

Submitted to the Department of **(NAME OF THE DEPARTMENT)**, **CARE College of Engineering** for the examination held on \_\_\_\_\_

**INTERNAL EXAMINER**

**EXTERNAL EXAMINER**



## DECLARATION

I, **(Name of the student) (Reg.No.)**, hereby declare that the Internship Training and Summer Project Report, entitled " **TITLE OF THE WORK** " , submitted to the **CARE College of Engineering** in partial fulfilment of the requirements for the award of the Degree of **(NAME OF THE DEGREE)** is a record of original training undergone by me during the period **(Month & Year )** under the supervision and guidance of **(Guide name with qualification and designation)**, Department of **(NAME OF THE DEPARTMENT)**, **CARE College of Engineering** and it has not formed the basis for the award of any Degree/Fellowship or other similar title to any candidate of any University.

**Place:**

**Signature of the Student**

**Date:**

## CONTENTS

CHAPTER NO	PARTICULARS	PAGE NO
I	Introduction	
II	Company Profile	
III	Functioning of various Departments	
IV, V, etc.	Summer Project Work	
Final Chapter	Conclusion	
	Appendices	

TABLE		
TABLE NO	TITLE	PAGE NO
1		
2		

CHART	TITLE	PAGE No
1		
2		
3		
4		