

Suggestive Guidelines for Preparation of Report

The students are hereby instructed to prepare Internship/Minor Project report as per the following guidelines: -

- **Title of Internship**
(Title should be a complete sentence that reflects the theme of the whole Internship aim. The title should begin with the words such as Design, Development, Implementation, Analysis, Evaluation, etc.)
The project's title should use the terms such as Design (D), Development (D), Implementation (I), Analysis (A), Evaluation (E), etc.
- **Abstract**
(Minimum to Maximum word limit is 150-250)
- **Introduction**
(Explain the background of your study starting from a broad picture and narrowing in on your internship topic)
- **Literature Review**
(Review what is known about your research topic as far as it is relevant to your internship topic, and cite relevant references)
- **Company Profile (If applicable)**
- **Problem Formulation**
(In a couple of sentences, state your problem)
- **Proposed Methodology**
(This section contains an overall description of your approach, materials, and procedures for example: (whichever is applicable))
 - Which methods are used?
 - How the data is collected and analyzed?
 - Which materials or tools were used?
 - **Do not include results and discussion of results here**
 - **Word limit 1000-2000 words (Minor Projects/SEPs at industry or research internship under faculty)**
 - **Word limit 1500-4500 words (VIII semester Internship/Research Project)**
- **Results & Discussions**
[Present any results you have obtained. Specific outcomes are to be highlighted with the help of illustrations (Tables/figures) and bullets.]
- **Conclusion**
(Minimum to Maximum word limit between 150-250)
- **References**
(List all references, must be cited in the text file of the Internship report) **[Follow standard format such as IEEE format]**
(If possible, use Mendeley or any other reference manager)
- **Publications out of the project work**
- **Internship Certificate**
- **MPRs(in case of internship at industry)**
- **Plagiarism check report using turnitin**
- **Appendix Section**

Note

Type of Paper (Page)

1. The size of the paper shall be standard A 4
2. The Internship report must be printed or photocopied on one side of white paper.

Font Size and Margins

1. The standard font of the text shall be Times New Roman of 12 pts with 1.5 line spacing and Alignment- Justified.
2. Font size of Chapter, heading/ sub heading will be on the Authors discretion.
3. The top, bottom and right-side margins should be 25 mm, whereas the left side margin should be 35 mm for both textual and non-textual (e.g., figures, tables) pages, with mirror margin on even pages.

Pagination

1. Pagination for pages before the Introduction chapter shall be in lower-case Roman numerals, e.g., “iv”.
2. Page numbering in the text of the Internship report shall be Hindu-Arabic numerals at the center of the footer.

Paragraph format

1. Vertical space between paragraphs shall be about 1.5 line spacing.
2. The first line of each paragraph should normally be indented by five characters or 12mm.

Bibliography

1. Should be given provided either alphabetically or in the order of citations in the report.

Plagiarism check

In the final report of Research Internship/minor project/research internship programme the enclosed plagiarism guidelines of the institute must be followed.