DIT UNIVERSITY

Deptt. Of Electrical and Electronics & Communication Engineering

INDUSTRIAL TRAINING REPORT GUIDELINES

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DEPARTMENT OF ELECTRICAL AND ELECTRONICS & COMMUNICATION ENGINEERING
DIT UNIVERSITY

Industrial Training Report Guidelines

1.0 Introduction

Industrial training report in this manual refers to a documented report of the training and experience undergone by a student in partial fulfilment of the requirements for a bachelor degree.

This handbook will outline the report format for the Industrial Training report. These rules must be adhered strictly.

2.0 Contents of Industrial Training Report

The Industrial Training Report should contain the items as suggested below and is to be presented in the manner and order listed. Details and specimens are shown in appendices.

2.1 Front Cover (Title Page)

The front cover (title page) must contain information listed in the following order:-

Industrial Training Report (all in capital letters)
Student's full name (all in capital letters)
Degree (in title case)
DIT University (in title case)
Month and Year of submission (in title case)

Refer to sample in Appendix A.

2.2 Declaration

Students are to declare that the information contained in the Industrial Training Report is correct during the training period. This declaration page must be signed by the student.

The declaration page is to follow the format and contents as shown in Appendix B.

2.3 Acknowledgments (Optional)

The student may acknowledge the assistance of various individuals or organization during his/her training. The length of the acknowledgment should not exceed one page.

Refer to sample in Appendix C.

2.4 Abstract

The abstract should be brief, written in one paragraph, not less than 250 words and not more than 500 words. It is to be written in the past tense.

The abstract description should include the organization and department with which the student was attached to, the assigned tasks/projects/duties/responsibilities, the achievements and results, and the learning experience gained during the training period.

Refer to sample in Appendix D.

2.5 Table of Contents

This page should list all sections, chapters and sub-headings with their respective page numbers as reflected in the body of the Industrial Training Report. The table of contents needs to be a good guide as to what are contained in the Industrial Training Report.
Refer to sample in Appendix E.

2.6 References

References are detailed descriptions of resources from which information or ideas were obtained in preparing the Industrial Training Report. The details of every references cited in the text, published or unpublished, must be listed alphabetically. If more than one published materials by the same author are cited, these materials should be listed chronologically.

Reference page must be written according to the styles as described in Section 4.2.

2.7 List of Appendices

This page should list all the appendices found in the end of the Industrial Training Report together with their page numbers. Student need to include their weekly report/log book in the appendices. These include tables, charts, graphics, computer programme listings and etc, which are too lengthy and inconvenient to be included in the text itself.

All appendices should be titled and numbered alphabetically, e.g. Appendix A, Appendix B and so on.

2.8 Text (Body of the Industrial Training Report)

An Industrial Training Report must be divided into chapters. A title must be given to each chapter which reflects its content. A new chapter must begin on a new page. A chapter must be further divided into different sections with appropriate titles numbered accordingly.

The body of the Industrial Training Report must be written in paragraphs. Each paragraph describes an issue or a subject. There must be continuity or logical flow between paragraphs. Long paragraphs should be avoided.

The text should contain the following:-

- Introduction/Learning Outcomes
- Details of The Working Experience
- Conclusions

Refer to Section 3.0 for the details on each of the topics above.

Attention should be paid to correct spelling, grammar, punctuation, sentence structure and clarity of style.

2.9 Tables in the Text

Data can be presented in the form of tables. All tables should be word-processed into the Industrial Training Report. It is not acceptable to insert photocopies of tables into the body of the report.

2.10 Figures in the Text

Illustrations such as diagrams, photographs, drawings, graphs, charts and maps are referred as figures. All figures must be clear and of high quality. Photographs should be digitally embedded in the text unless absolutely impossible.

3.0 Body of Industrial Training Report

The body of the Industrial Training Report should contain at least the following chapters. It must clearly demonstrate the students' learning process and achievements of the desired Programmes Outcomes.

3.1 Introduction/Learning Outcome

In general, this chapter starts with a general introduction of the organization or company background during their training period. The organization chart must be included in this report.

Next, it outlines the learning outcomes of industrial training and describes briefly the job description or task setting during the training and the working experience in engineering design, site work, project management etc. Among others, the following details must be included:

- Name & address of company
- Name & position of industrial supervisor
- Start date & completion date of training

3.2 Detail of Working Experience

This chapter starts with a detail description of the working experience during the training period. This includes the type of project(s) that the student has involved in during the training period.

3.2.1 Description of Tasks

This section begins with the assigned tasks and the settings during training.

3.2.2 Applications of Theory and Soft Skills

This section covers the applications of technical knowledge and soft skills for each assigned task. This includes challenges and difficulties encountered by the student.

Next, the student needs to explain the solution(s) or action(s) taken to cope with the challenges and difficulties. It is important to highlight the results and contributions to the company. The attainments of the desired Program Outcomes must be demonstrated in the contents of the report.

3.3 Conclusion

This chapter summarizes the working experience identifying the student's strength and weaknesses during training, and describes how the industrial attachment has helped his/her personal growth, development, and preparation or expectation for future professional work.
The student also needs to give a summary of the project(s) involved in, include a description and his/her role(s) in each particular project. These conclusion needs to relate back to the learning outcomes of industrial training.

4.0 Acknowledgment of Sources

As a matter of intellectual honesty and to avoid plagiarism, students must acknowledge where ideas, information or arguments come from by citing references. The purpose of the citation is to acknowledge the work of others and to demonstrate the student's ability to apply ideas, information or codes of standards to solve problems.

Using the works of others can be presented in the forms of quotation, paraphrase or simply mentioning or stating the knowledge from the source. Internet information should only be treated as secondary or supporting reference.
Do not cite personal communications in the reference list. These are cited only in the body of the report.

5.0 Format of Industrial Training Report

5.1 Industrial Training Report Specifications

Specification	Description
Language	The report should be written in English.
Paper	White A4 size paper (210 × 297 mm)
Printing	➢ Report must be computer typewritten using word processor and printed single sided. ➢ Printing must be of high quality. Text and figures must be clear and legible.
Number of Copies	Final Report (1 copy) *Note:* *- Students are advised to keep a copy of their industrial training report.*
Binding Type	Spiral binding
Length of Report	**< 10,000 words** *Notes:* *- The word count is applicable only for the body texts. It excludes abstract page, title page, contents page and appendices.*

5.2 Page Formatting

Formatting	Description
Page Margin	➢ Left margin : 4.0 cm ➢ Right, Top, Bottom margins : 2.5 cm ➢ Header and Footer margins : 1.5 cm
Title / Paragraph Margin	➢ Chapter number and title should be centered. ➢ Subsection number should align with the left margin. ➢ Subsection title should be indented 1.5 cm from the left margin. ➢ The first paragraph in a subsection should align with left margin. ➢ The subsequent paragraphs should be indented 1.27 cm from the left margin. ➢ General alignment for texts in paragraph should be “justified”.
Typesetting	➢ Font Type : Times New Roman ➢ Font Size : 12 pt ➢ Chapter Title : Uppercase, Bold, Centered ➢ Chapter Sub-section : Title Case, Bold, Align left ➢ Symbol for variable : Italic (e.g. m, P, T, v,α,δ,τ)
Spacing	➢ General Spacing : 1.5 lines ➢ Top margin & title / chapter number : 4.5 lines ➢ Chapter number & chapter title : 4.5 lines ➢ Chapter title & first line of text : 4.5 lines ➢ Last line of text & subsection title : 4.5 lines ➢ Title of subsection & first line of text : 1.5 lines ➢ Spacing between paragraphs : 1.5 lines ➢ Last line of text & table/figure/equation : 1.5 lines ➢ Equation & first line of text : 1.5 lines ➢ Table/figure & first line of text : 3.0 lines *Notes:* • *A new chapter must start on a new page.* • *A subsection title should not begin on the last line of a page.* • *A new paragraph should not begin on the last line of a page.*

Formatting	Description
Numbering the Chapters and Subsections	All chapters and their subsections must be numbered and titled. **Example:** Chapter 2 Title of Chapter 2.1 Title of the subsection (second level) 2.1.1 Title of the sub-subsection (third level) 2.1.1.1 Title of the sub-sub-subsection (fourth level) Note: • It is not recommended to have subsection more than level four.
Equations in Text (if applicable)	➢ All equations must be numbered (in brackets) with respect to the chapter using Arabic numeric. ➢ Equation should be centred, but its numbering should align with right margin. ➢ One spacing before and after mathematics operators (=, +, - etc.). ➢ Equation should be followed by explanations of the symbols together with their units, if the symbol appears for the first time in the text. Example: $F = ma$ (4.3) where F = force, N m = mass, kg a = acceleration, m/s^2
Tables in Text	➢ All tables must be numbered with respect to the chapter using Arabic numeric. For example, Table 4.3 is the third table that appears in Chapter 4. ➢ All tables must have a caption, which should be positioned **at the top** of the table. Caption should be bold and written in Title Case. ➢ If the caption is written in a single line, it should be centered. If the caption is more than one line, it should be align to the left. ➢ A table should be positioned after it has been cited for the first time in the text. All tables in the chapter can also be grouped together and positioned at an appropriate location. ➢ Tables which are presented in landscape format should be bound with the top of the table to the spine.
Figures in Text	➢ All figures must be numbered with respect to the chapter using Arabic numeric. For example, Figure 4.3 is the third figure that appears in Chapter 4. ➢ All figures must have a caption, which should be positioned **at the bottom** of the figure. Caption should be bold and written in Title Case. ➢ If the caption is written in a single line, it should be centered. If the caption is more than one line, it should be align to the left. ➢ Figure should be positioned after it has been cited for the first time in the text. All figures in the chapter can also be grouped together and positioned at an appropriate location. ➢ Figures which are presented in landscape format should be bound with the top of the figure to the spine.

5.3 Page Numbering

Each page of the Industrial Training Report must be counted and numbered accordingly. Page numbers should be printed **at the top right hand corner** of the page.

Section	Description
Preliminary Pages	These include title page, declaration of originality, dedication page, acknowledgments, abstract, table of content and list of tables / figures / symbols. ➢ Numbered using small letter Roman numeric (ii, iii, etc). ➢ The first page is the Title Page. This page is counted as "i" but **title page number should not be printed.** ➢ Numbered using Arabic numeric (2, 3, etc). ➢ The first page of a chapter should be counted, but the **page numbering should not be printed.** ➢ Numbering for References continue from body text. ➢ Numbering for Appendices continue from references.

5.4 Writing Styles for Date, Numbers and Units

The format for writing units, symbols, numbers etc. in the Industrial Report follows the International System of Units (SI). The following sections give some common descriptions of the writing styles.

The use of the correct symbols and names for SI units, and for units in general are mandatory in the Industrial Training Report. In this way ambiguities and misunderstandings in the values of quantities can be avoided.

Style	Description
Date	➢ The international standard (ISO 8601) date notation is YYYY-MM-DD where Y is the year, M is the month and D is the day. ➢ The following date formats are also acceptable (no hyphen): • August 31, 2008 (with comma after the day) • 31 August 2008 (without any comma) ➢ Duration in years is written as 1820-1905 or 1983-85.
Numbers	➢ Avoid starting a sentence with a number or symbol. ➢ Number has to be used together with unit; if not it has to be spelled out (e.g. three cats; not 3 cats). ➢ If the number is between +1 and -1, the decimal marker is always preceded by a zero (e.g. 0.15; not .15). ➢ Numbers with many digits may be divided into groups of three by a thin space, in order to facilitate reading. Neither dots nor commas are inserted in the spaces between the groups (e.g. 43 765 589, 58.159 25; not 43,765,589; not 58.159,25). ➢ When there are only four digits before or after the decimal marker, it is customary not to use a space to isolate a single digit (e.g. 5879, 1.5681) ➢ When multiplying numbers, use only the multiplication sign "×" with a space before and after, not centre dot (.) nor the letter "x" or "X" (e.g. 25 × 5.3; not 25. 5.3; not 25 x 5.3).

<table>
<tr><th>Style</th><th>Description</th></tr>
<tr><td>Units</td><td>
If possible, use SI units; although other commonly used non-SI units are also acceptable (e.g. °C for temperature, bar for pressure).
<u>Spacing</u>
➢ One spacing between number and unit (e.g. 5 cm, 50 °C, 30 %; not 5cm; not 50°C; not 30%)
➢ Exception for angular degree (°), minute (’) and second (”) (e.g. 3°, 45’) which are placed immediately after the number.
<u>Symbols for Units</u>
➢ Use symbol for units and not their abbreviation (e.g. 5 s; not 5 sec.).
➢ Symbols for units are written in upright type i.e. not italic (e.g. m for metres, g for grams). This is to differentiate them from italic type symbols used for variables (e.g. m for mass).
➢ Symbols for units are written in lowercase, except for symbols derived from the name of a person, which start with uppercase. However, the unit name itself is written in lowercase. (e.g. the unit for pressure is named after Blaise Pascal; the unit itself is written as “pascal” whereas the symbol is “Pa”; 5 Pa or 5 pascal; 5 J or 5 joule; 5 N or 5 newton)
➢ Symbols are not pluralised (e.g. 5 kg; not 5 kgs).
➢ Symbols do not have an appended period / full stop (.) unless at the end of a sentence.
➢ Symbols derived from multiple units by multiplication are joined with a space or centre dot (·) (e.g. N m for N.m). Hyphens (-) should not be used (e.g. not N-m)
[Note: centre dot (·) is different from period / full stop (.); centre dot is available under command Insert > Symbol].
➢ Symbols formed by division of two units are joined with a solidus (⁄) (slash (/) is also acceptable) or given as a negative exponent (e.g. m/s or ms^{-1}).
➢ Only one solidus should be used (e.g. $kg.m^{-1}s^{-2}$ or $kg/(ms^2)$; not $kg/m/s^2$).
➢ Do not mix unit symbols and unit names within one expression (e.g. coulomb per kilogram; not coulomb per kg).
</td></tr>
<tr><td>SI Prefixes</td><td>
<table>
<tr><th>Factor</th><th>Name</th><th>Symbol</th><th>Factor</th><th>Name</th><th>Symbol</th></tr>
<tr><td>10^{1}</td><td>deca</td><td>da</td><td>10^{-1}</td><td>deci</td><td>d</td></tr>
<tr><td>10^{2}</td><td>hecto</td><td>h</td><td>10^{-2}</td><td>centi</td><td>c</td></tr>
<tr><td>10^{3}</td><td>kilo</td><td>k</td><td>10^{-3}</td><td>milli</td><td>m</td></tr>
<tr><td>10^{6}</td><td>mega</td><td>M</td><td>10^{-6}</td><td>micro</td><td>µ</td></tr>
<tr><td>10^{9}</td><td>giga</td><td>G</td><td>10^{-9}</td><td>nano</td><td>n</td></tr>
<tr><td>10^{12}</td><td>tera</td><td>T</td><td>10^{-12}</td><td>pico</td><td>p</td></tr>
<tr><td>10^{15}</td><td>peta</td><td>P</td><td>10^{-15}</td><td>femto</td><td>f</td></tr>
<tr><td>10^{18}</td><td>exa</td><td>E</td><td>10^{-18}</td><td>atto</td><td>a</td></tr>
<tr><td>10^{21}</td><td>zetta</td><td>Z</td><td>10^{-21}</td><td>zepto</td><td>z</td></tr>
<tr><td>10^{24}</td><td>yotta</td><td>Y</td><td>10^{-24}</td><td>yocto</td><td>y</td></tr>
</table>
➢ Prefix symbols are attached to unit symbols without a space or hyphen (-) between the prefix symbol and the unit symbol (e.g. km; not k m; not k-m).
➢ The same also apply for prefix names (e.g. kilometre; not kilo metre; not kilo-metre)
➢ Prefix symbols are written in upright type, i.e. not italic. (e.g. kPa; not kPa).
➢ All prefix symbols larger than kilo (10^3) are uppercase; the rest are lowercase (see table above) (e.g. MW, GHz, kW, mg, nm).
➢ All prefix names are lowercase, except at the beginning of a sentence (e.g. megawatt, gigahertz, kilowatt, milligram, nanometre)
➢ A prefix is never used in isolation; and compound prefixes are never used (e.g. 10^{-9} m is nm or nanometre; not mµm or millimicrometre).
</td></tr>
</table>

Appendix A Format of Front Cover

edge of paper

edge of margin

INDUSTRIAL TRAINING REPORT

On

(Write your topic here on which training done)

STUDENT'S NAME
STUDENT'S ROLL NO.

Bachelor of Electrical Engineering/
Bachelor of Electronics & Communication Engineering

Faculty of Electrical and Electronics & Communication Engineering
DIT University

August 2017

Appendix B Format of Declaration

edge of paper

DECLARATION

edge of margin

I sincerely declare that:

1. I am the sole writer of this report
2. The details of training and experience contain in this report describe my involvement as a trainee in the field of Electrical Engineering / Electronics & Communication Engineering
3. All the information contains in this report is certain and correct to the knowledge of the author

Signature : _____

Name : _____

Roll No. : _____

Date : _____

Appendix C Format of Acknowledgments Page

edge of paper

edge of margin

ACKNOWLEDGEMENTS

The author would like to express his utmost gratitude to the DITU for providing opportunity to author to pursue the engineering training as a partial fulfillment of the requirement for the degree of Bachelor of Engineering.

Through out this training, the author is very fortunate to be blessed with the guidance and encouragement form his mentor, (Name of Supervisor). In addition, …….

(This acknowledgments page is optional).....

Appendix D Format of Abstract Page

edge of paper

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ABSTRACT

The author joined the company as trainee for one month training. In this report, the author has highlighted the challenges that he encountered and the actions taken or solutions to problems during his training in……..

Appendix E Format of Table of Content Page

edge of paper

edge of margin

TABLE OF CONTENTS

Appendix F Format of List of Tables / Figures / Appendices

edge of paper

edge of margin

LIST OF TABLES & FIGURES

Appendix G Format of List of Symbols / Abbreviations

edge of paper

edge of margin

LIST OF SYMBOLS / ABBREVIATIONS (if applicable)

C capacitance in μF
θ temperature in ^{O}C
h height, m

Appendix H Format of Body Text

edge of paper

edge of margin

CHAPTER 1

INTRODUCTION

1.1 Background

1.5 lines

Spacing between title of subsection and first line of text is 1.5 lines. The first paragraph in a subsection should align with left margin. General alignment for texts in paragraph should be “justified”.

1.5 lines

Spacing between paragraphs is 1.5 lines. Subsequent paragraphs should be indented 1.27 cm (0.5 inch) from the left margin. Spacing between last line of text and the next subsection title is 4.5 lines.

4.5 lines

1.2 Aims and Objectives

Spacing between title of subsection and first line of text is 1.5 lines. The first paragraph in a subsection should align with left margin.