

# MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY

## Department of Computer Science and Engineering

### FORMAT OF TRAINING REPORT

**All students must follow the following format for training report to be submitted in HARD-BOUND (2 copies), duly signed by the Faculty Coordinator.**

**All students must note the following points while preparing the report**

- Maintain professional and technical language
- Use clear, concise writing
- Include visual aids like diagrams and charts
- Proofread thoroughly
- Respect confidentiality agreements

#### **Formatting Guidelines**

- Font: Times New Roman
- Size: 12 pt
- Line Spacing: 1.5
- Margin: 1 inch on all sides
- Page Numbers: Bottom right
- Heading Styles: Consistent and hierarchical

#### **FORMAT:**

##### **1. Cover Page:**

The cover page must include all the following points:

- College and Department Name
- Internship Report Title
- Student Name
- Student Enrollment No.
- Internship Period
- Academic Year
- Name of the Organization
- Internship Supervisor's Name and Designation
- Date of Submission

##### **2. Inner Pages**

- NOC from Department (if any)
- Internship Offer letter from the Organization duly signed by the authorized person.
- Declaration by student – refer Annexure1 for format
- Acknowledgement
- Certificate of completion. – refer Annexure2 for format

3. Table of Contents

4. List of Tables

5. List of Figures

6. Abbreviations and Nomenclature (If any)

## **7. Chapters**

### **1. Introduction**

1.1 About the Organization – which include the following:

- Company/Organization profile
- Organizational structure
- Department and Team Details

1.2 About Internship- which includes the following:

- Duration of internship
- Selection process
- Assigned role and responsibilities

1.3 Objectives of the Internship- Include technical and professional skills

### **2. Technical Details**

2.1 Project Description: may include the following points:

- Detailed description of the project(s) undertaken
- Problem statement
- Project scope and limitations
- Domain Area etc.

2.2 Technological Stack- include the following points:

- Programming languages used
- Modern Tool Used
- Frameworks and libraries used
- Any other details. etc.

2.3 Methodology and Technical Implementation- include the following

- Development approach (Agile, Waterfall, etc.)
- Design and implementation strategies
- Challenges encountered
- Solutions developed
- Detailed technical description of the work
- Code snippets or architectural diagrams etc.

### **3. Learning and Experience**

3.1 Technical Skills Acquired: include the following points like-

- Programming languages and technologies learned

- Tools and frameworks mastered
- Technical challenges overcome
- New technical concepts understood

### 3.2 Soft Skills Development- include the following points like-

- Communication skills
- Teamwork and collaboration
- Problem-solving approaches
- Professional etiquette
- Time management

### 4. **Challenges and Solutions-** include the following points like-

- Specific technical problems encountered
- Approach to problem-solving
- Innovative solutions developed
- Learning from challenges

### 5. **Conclusion:** May include the following points:

- Summary of internship experience
- Key takeaways
- Impact on personal and professional growth
- Future aspirations

## **MANDATORY PERFORMA'S**

It is mandatory for all participants to have the following proformas duly filled and signed by their respective employers.

1. Internship Feedback Form – Annexure 3
2. Industrial Training Feedback Form- Annexure 4
3. Employers' Feedback Form- Annexure 5

## **Appendices**

**May attach any/all the following:**

### **A: Project-Related Documents**

- Detailed project documentation
- System design documents
- User manuals
- Technical specifications

### **B: Code Samples**

- Representative code snippets
- Architecture diagrams
- Screen captures of developed applications

### **C: Daily/Weekly Work Log- Those uploaded on ERP**

- Detailed timeline of activities
- Hours worked
- Tasks completed
- Learning milestones

# INDUSTRIAL TRAINING REPORT

(Times New Roman, 24 pt. Bold)

## TITLE OF THE PROJECT

(Times New Roman, 16 pt. Bold)

Submitted in partial fulfillment of the  
Requirements for the award of  
Degree in Bachelor of Technology in Computer Science & Engineering

Submitted By (14 size)

Name: \_\_\_\_\_

Enrollment No. \_\_\_\_\_

(Times New Roman, 14 pt. Bold)



**Department of Computer Science & Engineering (16  
size) MAHARAJA AGRASEN INSTITUTE OF  
TECHNOLOGY GGSIPU, DELHI  
(Year)**

# Chapter name

(style=Title modify font=Times New Roman, size= 16, Bold)

## Heading

(style=heading 1, modify font=Times New Roman, size= 14, Bold)

### Sub heading

(style=heading 2, modify font=Times New Roman, size= 14,)

#### Sub-Sub heading

(style=heading 2, modify font=Times New Roman, size= 12, Bold)

*Figure caption (at the bottom of figure)*

(style=Quote, modify font=Times New Roman, size= 12, Italic)

Table Heading (at the top of table)

(style=Emphasis, modify font=Times New Roman, size= 12, Bold)

## References

[1] Name of authors “Paper Title”, Journal/ Conference Name , vol. No., Dated

[1] Name of authors “Book Title”, Publication , Edition ,Dated

Note: Student will not be eligible to register for report’s assessment (VIVA VOCE) and presentation if they fail to adhere to the above requirements.

**Annexure - 1**  
**DECLARATION (16 Times New Roman)**

I hereby declare that the Training Report entitled ("Title of the training report") is an authentic record of my own work as requirements of (mention no. of weeks) weeks Training during the period from... .. to.....for the award of degree of B.Tech. (Computer Science & Engineering), GGSIPU, under the guidance of (Name of the Mentor).**(12 size)**

**(Signature of student)**  
**(Name of Student)**  
**(University Roll No.)**

**Date:** \_\_\_\_\_

Certified that the above statement made by the student is correct to the best of our knowledge and belief.

**Examined by:**

**(Name and Signature of the Mentor)**

## **Annexure - 2**

### **CERTIFICATE** (16 Times New Roman, bold)

This is to certify that Mr. / Ms. \_\_\_\_\_ has partially completed / completed / not completed the 4-6 weeks Training during the period from \_\_\_\_\_ to \_\_\_\_\_ in our Organization /Industry as a Partial Fulfillment of Degree of Bachelor of Technology in Computer Science & Engineering. He / She was trained in the field of \_\_\_\_\_

**Signature & Seal of Training Manager**

*Note: This certificate must be typed on the company letter head In case of online course, attach the e-certificate copy*





**MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY**  
**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**Annexure 3**

**INTERNSHIP FEEDBACK FORM**

Name of the student: \_\_\_\_\_ Enrollment No. \_\_\_\_\_  
Name of the Organization: \_\_\_\_\_ Start Date: \_\_\_\_\_  
Type of Industry (PSU/ Semi Govt./ Private/Others): \_\_\_\_\_ End Date: \_\_\_\_\_

*Following are the ratings*

1 — Unsatisfactory    2 — Satisfactory    3 — Good    4 — Very Good    5 — Excellent

S.No.	Questions	Rating ( 1 to 5)
1	Relevance of the training with respect to B.Tech. CSE curriculum	
2	Did you work as team member, team leader or as an individual during the training?	
3	Have you done research, implementation, analysis, data interpretation synthesis of the information?	
4	Are you able to apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization during the training?	
5	Are you able to identify any specific technical problems (bugs) related to software or hardware during the training?	
6	Are you able to design solutions for problems related to public health, safety, cultural, societal, and environmental and the impact on sustainable development?	
7	Have you worked on real time problem/ specific task or any day to day assignment?	
8	Does the training guides you to publish your work?	
9	Have you used modern tools or Software technologies during the training?	
10	Are you able to apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice?	
11	Does training guides you to become entrepreneur?	
12	Did you get any pre placement offer from the industry or does training helps in the pre placement?	
13	Does it help to Improve your oral and written communication skills?	
14	Your recommendation for considering this organization for training (or industry institute interaction) in future	

**Signature of the Student**



MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY  
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Annexure 4

INDUSTRIAL TRAINING  
FEEDBACK FORM

Thank you for supporting our Programme by offering an Industrial Training/Placement. It represents an important part of our students’ professional training. To complete the process, we’d appreciate it if you would complete this short assessment of the student.

Company/division name: \_\_\_\_\_  
Student name: \_\_\_\_\_ Period of employment/internship: \_\_\_\_\_  
Student’s responsibilities: \_\_\_\_\_

1. Technical Ability: (Please tick the appropriate box)

	Excellent	Good	Acceptable	Poor	Very Poor
Knowledge of the field					
Problem Solving Ability					

2. Professionalism: (Please tick the appropriate box)

	Excellent	Good	Acceptable	Poor	Very Poor
Interpersonal skills					
Communication skills					
Decision-making ability					
Time management					
Regularity					

3. Overall assessment of performance: (Please tick the appropriate box)

	Excellent	Good	Acceptable	Poor	Very Poor
Overall Performance					

4. Remarks: (We are particularly interested in any problems you encountered, and how we can better prepare students for their internships.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Number: \_\_\_\_\_

You may return the completed form to : Department of Computer Science and Engineering  
Maharaja Agrasen Institute of Technology, PSP Area, Rohini Sector 22, Delhi 110086  
Email: [cse@mait.ac.in](mailto:cse@mait.ac.in)



**MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY**  
**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**Annexure- 5**  
**Employer’s Feedback Form**

Name: .....

Name of Department or Company or Business: .....

Address: .....

S.No.	Element	Excellent	Very Good	Good	Satisfactory
1.	Does the Curriculum satisfy the current industry requirement?				
2.	Are you satisfied with the depth of the course content?				
3.	Is the Curriculum compatible with the latest technology?				
4.	Does the curriculum enable a graduate to identify, formulate and solve problems using engineering knowledge?				
5.	How do you rate the applicability of the curriculum in real life?				
6.	Domain knowledge (conceptual clarity, legal acumen, drafting skills, research, updated knowledge)				
7.	Whether the curriculum taught to the student has imparted relevant professional skills?				
8.	Flexibility to learn new techniques, adopt new ideas etc.				

Mobile No.: ..... E-Mail Id: .....