

SYLLABUS FOR VI SEMESTER

| Semester-VI | | | | | | |
|----------------------|-------------|--------------------|-----------|----------|----------|-----------|
| S. No. | Code | Course Name | L | T | P | C |
| 1. | CSL601 | Internship | 0 | 0 | 40 | 20 |
| Total Credits | | | | | | 20 |
| Total Hours | | | 40 | | | |

The students must undergo industrial training/internship for a minimum period of one semester during the 6th semester in any of the reputed industry, Government-sponsored Research & Development Organization, and reputed academic institution/foreign universities. If a student desires to opt for a faculty mentored InHouse project, then he/she can submit his/her name to IIIT office before completion of 5th Semester end term examination.

Students are advised to follow detailed guidelines as mentioned in *Annexure -1 & 2* for Industry and InHouse Internship respectively.

Annexure -1
**Guidelines and procedure for
The Internship Programme
(2022-2023)**

(6TH Semester)



**Common for Computer Science &
Engineering and Information
Technology**

This manual is intended only for use by students, faculty mentors and industry mentors for planning, facilitating and implementing Internship course during 6th Semester Only. It is a useful resource that provides guidelines to all stakeholders who are involved in this course

Table of Contents

| Sr. No | Section | Page No |
|---------------|---|----------------|
| 1. | Introduction to Internship Programme | 3 |
| 2. | Course outcome | 3 |
| 3. | Evaluation Scheme | 4 |
| 4. | Role and responsibility of student | 5 |
| 5. | Role and responsibility of Faculty mentor | 6 |
| 7. | Role and responsibility of Industry mentor | 7 |
| 8. | Appendix-1: Guidelines for Project Report | 8 |

Introduction

Internship is an educational endeavor at IIIT Sonapat linking holistically the industry experience with Institute instruction. It is an effort to enable students to develop learning in unacquainted work life situations and understand the rapidly changing needs and challenges of a professional workplace. In the present day scenario, it bears an economic relevance to the society by creating a sound base for experiential and cooperative learning thus promoting innovation and research in the country.

The Internship course provides students with the opportunity to intern in the professional setting of a company, and help develop their abilities as a professional. Internship is a course with twenty (20) credit units and all Academic Regulations that apply to on-campus courses shall also apply to Internship. The duration of Internship is of **one semester long** and it's offered during the Sixth semester after the students have completed two and a half years of course work, which consists of a judicious mix of Foundation, Skill, Perspective, Core and Elective courses. Internship is an integral part of the curriculum. The internship normally start in the month of January and expected to be completed by 30th of April, In addition to this one extra month may be utilised by to prepare reports, writing scientific outcome/reports/ PPTs for end semester Viva-Voce. The student is awarded letter grades, and the grades are included in the CGPA calculations. This ensures the minimum requirement for encouraging learning and maintaining academic rigor. Internship provides a comprehensive exposure to the professional workplace, to understand real-time industry scenarios, to learn organization structure and function, to develop personality traits, and to enhance communication and presentation skills.

Course Outcome

After completion of this semester long course the student trained in his specialized area of operation

- Will be able to critically think, observe and communicate
- Will acquire the work experience through advance learning (in terms of depth, complexity and engagement) in an industrial environment
- Will be able to apply, extend and test the knowledge gained from class room experience to understand and mitigate complex issues and address real industry challenges

- Will be able to assimilate technical and administrative or managerial skills from his interactions with a variety of individuals, systems and practices

Evaluation Scheme

| Evaluation Component | Weightage | Due Date |
|--|------------------|-----------------------------------|
| Mid Semester Marks as Evaluated by Industry Mentor/IRC/Faculty Mentor | 40 | To be completed by March, 2022 |
| End Sem Project Report Assessment | 10 | To be completed by June, 2022 |
| Endsem Seminar Presentation (Departmental Review by IRC, IIT Sonapat) | 50 | To be completed by June, 2022 |
| TOTAL | 100 | |

Role and responsibility of student

- Student should meet with Faculty Mentor Coordinator before they leave for Internship.
- Student should promptly update the Faculty Mentor once they report at the Internship center preferably over mail or mobile (in case Internet is not available)
- Student should timely inform the faculty on induction related issues and day-to-day events
- Student should be proactive in finalizing the project titles in consultation with the Industry mentor.
- Once the project titles are finalized, student should immediately inform the faculty mentor of the same. Students should ensure that project title is finalized by the end of first month of commencement of Internship.
- The student should opt for **PROJECT TITLES** that are in line with the course outcomes (Please see above). The project goals must have appropriate academic rigor and industry relevance. The outcomes/deliverables should be useful for the Industry in terms of productivity, quality and performance.
- The student will then actively engage with the faculty mentor and consult his expertise to prepare a detailed Internship learning plan. It is a tool that allows the student to plan personal learning objectives for the entire duration. The learning plan document should capture the content required to complete the project, activities that the student should undertake to complete the assigned tasks, and methods to adopt for successful completion. This document must address the following attributes: i) knowledge goals, ii) professional goals, and iii) technical goals.
- Students need to prepare a **MID-SEMESTER PROJECT REPORT** to be submitted electronically to Faculty Mentor keeping the Industry Mentor in CC. A copy of the report should be uploaded in the **GOOGLE LINK** that will be sent to you. This report will form the basis of mid-sem evaluation along with presentation/viva-voice to be completed by Industry/faculty mentor. The format for Project Reports can be found in Appendix.
- Students need to prepare a **FINAL ENDSEM PROJECT REPORT** to be submitted in **Hard Copy format** to Internship Review Committee(IRC) at IIIT Sonapat during their end-sem presentation. **Two Hard Bound copies** of the Internship project report should be carried by the student during the end-sem presentation. This report will form the basis of final project evaluation along with presentation and viva-voice. The format for Project Reports can be found in Appendix.
- During Internship, if a student miss a day(s) due to bad weather or illness, then he/she must inform over Email to the Industry Mentor while keeping the Faculty Mentor in CC. Absence from Internship continuously for a duration not exceeding 3-days, will require the approval of the Faculty Mentor. In such cases, the Faculty Mentor will approve your leave over Email by keeping the Industry Mentor in CC.
- The student will act as a bridge between the Industry Mentor and Faculty Mentor. This is only possible, if the student timely completes and meets the evaluation scheme stated above and actively engaging with all stakeholders. Always remember that attendance and promptness are expected.
- If there are problems, discuss them with the Industry Mentor at the earliest. If a solution cannot be found, the problem should be escalated with the Faculty Mentor.
- Student is expected to facilitate conversation or exchange of information between the Faculty and Industry Mentor.
- Faculty Mentor may make surprise visits (or calls) to Industry Mentor following proper channel; if a student does not update performing well or not sincere in his/her work.
- Any violation of Code of Conduct during the Internship program will be liable to disciplinary action from the Institute.

Note- In case a student score Letter “F” grade in Internship course then he/she has to repeat the internship.

Role and responsibility of Faculty Mentor

Following are the roles and responsibilities of the Faculty Mentor:

| Activities | Due Date | Quality Check to ensure |
|--|--------------------------------|---|
| Moderating and handholding the student in the selection of project titles after due consultation with Industry Mentor | First week of Feb, 2022 | To ensure that project titles are shared by student to respective faculty mentor. |
| Conducting Midsem Evaluation by Industry Mentor/IRC, Viva Voce, evaluating Mid-sem Project Report and submission of Midsem grading | To be completed by March, 2022 | Ensure that student submits his Midsem project report to you keeping Industry Mentor in CC Submit Midsem marks by faculty to office. |
| Conducting Endsem Seminar, Viva Voce, evaluating Final Project Report (In presence of IRC) | To be completed by June, 2022 | Ensure that student prepares his Endsem project report as per the guidelines given in the handout and submit hardcopy to department. Finalize all marks leading upto End-sem |

Role and responsibility of Industry Mentor

Following are the key facilitation requirements from the Industry Mentor to successfully conduct Internship course leading to awarding grades to those students who fulfill all the requirements of the course:

| Activities | Source of Information Flow | Due Date |
|--|--|---|
| Help extended to student during Induction to Internship | Student will directly contact the Industry mentor after allocation to concerned department by company HR | 1 st Week of Internship |
| Sharing Email ID and contact information with Faculty Mentor | Student will submit the details through a GOOGLE FORM sent to them | 2 nd week of Internship |
| Allocation of project title to student (Since it is a one semester long internship, the project titles should meet the course outcomes outlined above) | Student will discuss with Industry Mentor and share the Project Title with Faculty Mentor | 3 rd Week of Internship |
| Moderating the goals and key specific objectives of the Project. | The deliverables of the Project (Improvement in Quality, Cost and Productivity) will be decided by the Industry Mentor | 4 th TO 5 th Week of Internship |
| Handholding the student in preparing an action plan to achieve the deliverables | Faculty Mentor and Industry Mentor will collaborate to address the specific goals of the Project and the student will document the action plan | 6 th to 9 th Week of Internship |
| Quick Interaction and Feedback of student performance with Industry Mentor | If possible, please spare some time (preferably in person) to share student feedback and his progress with the Faculty Mentor during the one-to-one interaction | Mid Term Evaluation to be done by the Month of March,2022 |
| Taking time out to fill MIDSEM FEEDBACK | The document will be personally shared by the Faculty Mentor (either in hard or soft copy format, based on your convenience). Please kindly fill and return the form over faculty email. | |
| Moderating and approving the Final Project Report to be submitted to the Institute | Please check, verify and sign the Final Project Report Please guide the student to adhere to copyright violations/policies (if any) while documenting his work in the report. | Month of June,2022 |

Appendix-1: GUIDELINES FOR THE PREPARATION OF A PROJECT REPORT

1.1 INTRODUCTION TO PROJECT REPORT

A project report is one of the main components of evaluation in Internship. After the completion of a project, a student submits a report on the project carried out by him. This report is usually termed as project report. The weightage given to this component of evaluation is can be found in the evaluation scheme detailed above. This report will be scrutinized by a faculty coordinator/ IRC committee for subsequent grading

Writing a report is no less than an art. It is a written exposition of your work, which tells about the project, methodology adopted, reporting results and discussion, testing theories and validation. Please note that it is not just some documentary evidence showcasing the quality of your work, but also an useful source of information to other fellow students and teachers alike. It is a valuable record, which is often referred to by persons working in that area. It is written to inform the reader and acquaint him/her with the results arrived at and the conclusions reached. It is therefore essential that the report is written and organized in such a manner that a reader has no difficulty in understanding it.

Here in this note we present a format with appropriate guidelines on writing a report on a Internship project. It is therefore expected that all the reports submitted by the intern students should conform to the suggested format and structure.

1.2 PAGE SET-UP & NUMBER OF COPIES

The size of the report should be such that it is easy to use, handle, and preserve the report. Also, the writing should be such that a reader is able to read it with ease.

For this purpose, please note the following:

- (a) *Size* 9" x 11", which is called the quarto size and is usually known as the "thesis size"(A4).
- (b) *Writing of the report*: The report should be written or typed in double space on one side of the sheet and the pages should be numbered serially.
- (c) *Margin*: About 1" on all the four sides of the sheet.
- (d) *No. of copies*: 4 hard bound copies (One for Industry mentor, one for student, one for Faculty Mentor and One for Departmental record)

1.3 CONTENTS OF PROJECT REPORT

Apart from the top cover, the report should contain the following:

- (a) Cover page
- (b) Certificate
- (c) Joining Report
- (d) Acknowledgements
- (e) Abstract Sheet
- (f) Table of Contents
- (g) A brief introduction of the organization's business sector
- (h) Overview of the organization
- (i) Plan of your internship program
- (j) Introduction
- (k) Main Text
- (l) Outcomes
- (m) Conclusions and/or Recommendations
- (n) Appendices(if necessary)
- (o) References

We now elaborate these items in some detail.

(a) Cover page

These are the first pages of the report. It should contain the title of the report, name(s) of the author(s), name of the organization and the name of the institute. The format of these pages should adhere to the specifications. Title should not exceed 100 characters including blanks, etc.

(b) Certificate

Prescribed format of certificate to be issued by the supervisor from industry must be **mandatorily** part of your final project report. The template for the same is given in Appendix.

(c) Joining Report

Please see Appendix for the Joining Report Format.

(d) *Acknowledgements*

There are many persons who may have helped a student during the work carried out by him in his project. It is one's duty to acknowledge it and thank them for their help.

Customarily, thanks are due to the following in the order given below:

- (i) Head of the organization (Director/ Dean/HoD. Etc)
- (ii) Co-ordinator of the Internship programme at the organization.
- (iii) Professional expert in charge of the project
- (iv) Faculty of the Institute
- (v) Other persons(form the organization and/or outside the organization, etc)

(e) *Abstract*

This is the third page of the report. It is one of the important pages. A reader, on going through it, should be able to know what the project is, who wrote it and under whose supervision, what has been done (in brief), how it has been done, what the main results are, etc. A format of this page is given. Student should give two extra copies of this page duly filled.

This page contains the abstract. Every report must have it. The abstract is written to allow the reader to determine what kind of information is given in the report and to point out its key features. It is never intended as a substitute for the original document, but is meant to contain sufficient information to allow the reader to ascertain his interest. The abstract should be concise. Only in unusual case should it contain more than 200 words. The nomenclatures used should be meaningful, that is, only standard terminology should be used.

(f) *Table of Contents*

The table of contents is in the same form as it is found in any book. The main divisions as well as the subdivisions should be listed together with the number of the first page on which it appears.

For example:

| CONTENTS | Page no. |
|-----------------|-----------------|
| Introduction | 5 |
| 1.1 ... | 5 |
| 1.2 ... | 6 |

(g) A brief introduction of the organization's business sector (Note: 1 Page maximum)

Provide an overview of the main area or business sector in which the organization falls into, i.e., telecommunications, manufacturing, financial service etc. Here you should discuss the main business sector and NOT the organization under consideration. For example, if the organization is in the telecommunication sector, then you should briefly describe all aspects of this sector in Indian context. You should NOT include an introduction of your Internship Company here as this would be covered in the next section.

(h) Overview of the organization (Note: 3 Pages maximum)

- Brief history
- Business size (Total number of stocks, commodities, number of employees etc)
- Product lines (list complete range of products/services)
- Competitors
- Brief summary of all departments

(i) Plan of your internship program

- A brief introduction of the branch/department when you performed your internship
- Start and end dates of your internship
- The names of the departments you visited and the duration of stay
- Duties and responsibilities performed (Provide a detailed description of your duties and responsibilities, describe the project you were assigned)

(j) Background and description of the problem

In this the problem is introduced. So, the introduction should contain the purpose of the report, sufficient background material, including literature survey to present the reader a clear picture of the work. An outline of the work should also form a part of the introduction.

The purpose of writing the introduction is to arouse the curiosity of the reader in the report. Therefore, a proper and interesting introduction should include a brief history of the topic coupled with the statement of the immediate problem, the reasons for interest in it and a discussion of the method of attack or treatment. Generally, an introduction is not more than one page. Therefore, a proper and interesting introduction should include a brief history of the topic coupled with the statement of the immediate problem, the reasons for interest in it and a discussion of the method of attack or treatment.

(k) Main Text

In this the work, the method of treatment and the results are presented. It may run into ***one or more than one chapters/section under different headings and sub-headings.***

It should ideally contain the following

- Assumptions made,
- Experimental work/data collection,
- The survey done, or algorithm presented
- A description of activities or programs or case studies outlined,
- The results obtained/illustrations,
- The discussion and interpretations, etc.

Significant discrepancies in results should be called to the reader's attention, even when it is admitted that no reasonable explanation can be offered.

(l) Outcomes

The principal outcomes as identified from the results of your analysis are to be highlighted in this section preferably in bulleted form.

(m) Conclusions and/or Recommendations (if any)

The conclusions and recommendations are based on the discussions and interpretations of the results obtained. It would be helpful to the reader if other possibilities pertaining to the stated conclusions and recommendations are discussed.

(n) *Appendices (if necessary)*

The contents of an appendix are essentially those that support or elaborate the matter in the main text. divert the attention of the reader from the main problem, is generally put into the Appendix. We give below some broad items, which normally form part of the appendix. These are:

- **Calculation Sheets/ Lengthy derivations of mathematical formulae (if that is not the project itself)/ Supplementary details of instructions/ Flow charts/ Computer programs/ Questionnaires/ Large maps/ Nomenclature, etc.**

NOTE for CSE/IT students: If the project itself is to make a computer program of some problem, then flow charts and the computer program have to be in the main body. One is expected to decide according to ones own needs.

(o) *References*

All the references should be given in the section called *References*. We cite below two examples of writing references.

Suppose we have to refer to a paper entitled *An Integral Equation Satisfied by the Square of Webers' Parabolic Cylindrical Function*, whose author is S.C. Mitra and which appeared in the Journal of the London Mathematical Society whose volume is 11, the year of publication 1936, and the article is published on pages 252 to 256. We shall write it as follows:

1. Mitra, S. C., “ An Integral Equation Satisfied by the Square of Webers' Parabolic Cylindrical Function” *Jour. Lond. Math. Soc.*, 11 (1936), pp. 252-256.

Suppose we have to refer to a book called *An Introduction to Linear Algebra* by Dr. V. Krishnamurty and others which was published by Affiliated East West Press Pvt. Ltd., New Delhi in the year 1976. This we shall write as:

1. Krishnamurty, V. & others, *An Introduction to Linear Algebra* Ist edition, Affiliated East West Press, New Delhi (1976).

[Specimen Outer cover]

A REPORT

ON

(Title of the Project in Capital Letters)

By

Name (s) of the student (s)

Enrolment/Registration No.

***Prepared in the partial fulfillment of the
Internship Course***

AT

(Station Name and Address)



Indian Institute of information Technology, Sonapat

(Month, Year)

Certificate of authenticity

CERTIFICATE

This is to certify that Internship Project of _____ Name of Student _____ titled _____ Title of project _____ is an original work and that this work has not been submitted anywhere in any form. Indebtedness to other works/publications has been duly acknowledged at relevant places. The project work was carried during ___ Start date _____ to _____ End Date _____ in _____ Name of Organization _____

| | |
|---|--|
| | |
| Signature Internship Mentor faculty | Signature of industry mentor/Supervisor |
| Name: | Name: |
| Designation: | Designation: |
| <i>(Seal of the organization with Date)</i> | <i>(Seal of the organization with Date)</i> |

Format of Joining Report

Indian Institute of information Technology, Sonapat

**Internship
JOINING REPORT**

Date of Joining The Internship Station _____

| | | | | |
|--|--------------------------------------|----|--------------|--------|
| Period of Internship | From | To | Total Months | |
| | | | | |
| Student Information | Name | | Roll No | Branch |
| | | | | |
| | <i>Student's Signature with Date</i> | | | |
| Name and Address of the Internship Station | | | | |
| Location of the Project | | | | |
| Name and Designation of the Industry Guide/ Industry Mentor for the Project | | | | |
| | <i>Signature of Industry Mentor</i> | | | |
| Industry Mentor Contact No. | | | | |
| Industry Mentor E-mail Address | | | | |

Annexure – II

InHouse Project Guidelines

Indian Institute of Information Technology, Sonapat – Institute’s Internship Plan Document

| INTERNSHIP PLAN | | | |
|--|--|--|--|
| NAME OF THE PROGRAMME | B. TECH. (CSE/IT) | | |
| PROGRAMME TITLE | VI INTERNSHIP | | |
| NAME OF FACULTY | | DEPARTMENT | |
| E-MAIL | | MOBILE NO. | |
| Internship Overview | | | |
| Internships are important as they help the student in developing professional aptitude, strengthen skills, and provide a greater door to opportunity. | | | |
| INTERNSHIP OUTCOMES | | | |
| <ul style="list-style-type: none"> ✓ To explore the domain of interest thoroughly. ✓ To review the state-of-the-art methods, tools, and technologies in the chosen domain. ✓ To formulate a problem statement for solving any real-time problem. ✓ To learn skills required to solve the chosen problem. ✓ To implement the proposed solution. ✓ To compare the proposed solution with currently available solutions | | | |
| TEACHING AND LEARNING ACTIVITIES | | | |
| Week and Date | Discussion Objectives | Remarks | |
| By January 2022 | <ul style="list-style-type: none"> ✓ Motivation ✓ Need of Internship ✓ Schedule of Intern ✓ Need of discipline and punctuality ✓ Searching the domain of interest ✓ Outcomes of internship ✓ Problem formulation ✓ Problem Objectives ✓ Specifying the reason and relevance of solving the problem ✓ Impact/ contribution in research after solving the problem ✓ Tools/Framework requirement ✓ Submitting internship plan | Through offline/online meetings, PowerPoint Presentations & discussions. | |

| | | |
|------------------|---|--|
| By February 2022 | <ul style="list-style-type: none"> ✓ Registration of program (NPTEL/ Udemy/Coursera) for learning tools/framework for solving the problems ✓ Attending workshops ✓ Discussion of modules in the program ✓ Approval of internship plan | Through offline/online meetings, PowerPoint Presentations & discussions. |
| | <ul style="list-style-type: none"> ✓ Weekly Progress Monitoring of the following tasks: ✓ Modules covered ✓ Webinar attended ✓ One research paper reading related to the application of domain | Through offline/online meetings, Power Point Presentations & Discussion. |

| | | |
|--|--|--|
| MILESTONE 1 | | |
| <ul style="list-style-type: none"> ✓ The domain is fixed. ✓ Problem is formulated. ✓ Internship objectives and plans of students for the next three months are approved. ✓ Course for learning required tools/framework is registered. | | |

| | | |
|---------------|--|--|
| By March 2022 | <ul style="list-style-type: none"> ✓ Weekly Progress Monitoring of the following tasks: ✓ Project Work Implementation ✓ Number of objectives covered. | Through offline/online meetings, Power Point Presentations & Discussion. |
|---------------|--|--|

| | | |
|---|--|--|
| MILESTONE 2 | | |
| <ul style="list-style-type: none"> ✓ Completion of training course ✓ Assessment of tools/framework learnt during the course with one presentation ✓ Completion of 40% of the project ✓ Mid Sem Presentations Completed. | | |

| | | |
|-----------------------------------|--|---|
| By 15 th of April 2022 | <ul style="list-style-type: none"> ✓ Weekly Progress Monitoring of the following tasks: ✓ Project Work Implementation ✓ Number of objectives covered. | Through offline/ online meetings, Power Point Presentations & Discussion. |
|-----------------------------------|--|---|

| | | |
|--|--|--|
| MILESTONE 3 | | |
| <ul style="list-style-type: none"> ✓ Completion of training course ✓ Assessment of tools/framework learnt during the course ✓ Project Work Implementation | | |

| | | |
|--------------------------------|--|--|
| By 30 th April 2022 | <ul style="list-style-type: none"> ✓ Weekly Progress Monitoring of the following tasks: ✓ Modules covered ✓ Webinar attended ✓ One research paper reading related to application of domain | Through offline/online meetings, Power Point Presentations & Discussion. |
|--------------------------------|--|--|

MILESTONE 4

✓ Comparative Analysis of proposed solution with state-of-the-art methods

| | | |
|------------------------------|--|---|
| By 30 th May 2022 | <ul style="list-style-type: none">✓ Installation of Latex✓ Learning to write a research paper✓ Organization of paper✓ Literature review✓ Writing the review✓ Writing of result section✓ Submission of first draft of the paper✓ Revisions of the research paper✓ Submission of final paper | Through offline/online meetings, Power Point Presentations & Discussion |
|------------------------------|--|---|

MILESTONE 5

Submission of one research paper to a journal/conference of repute

| | | |
|--------------|---|---|
| By June 2022 | <ul style="list-style-type: none">✓ Submission of final report✓ Project Demonstration✓ Viva- Voce | Through offline/online meetings, Power Point Presentations & Discussion |
|--------------|---|---|

MILESTONE 6

- ✓ Complete Demonstration of Project by June 2022.
- ✓ Submission of project Report
- ✓ Submission of research paper
- ✓ Writing one-page write-up of the learning during internship.
- ✓ Final presentation and viva

Assessment Criteria

| S.no | Evaluation Component | Weightage | Due Date |
|------|---------------------------------|-----------|---------------|
| 1. | Mid Semester Evaluation | 40 | By march 2022 |
| 2. | End Semester Report | 10 | By June 2022 |
| 3. | End Semester Viva/Demonstration | 50 | By June 2022 |

Appendix-1: GUIDELINES FOR THE PREPARATION OF A PROJECT REPORT

1.1 INTRODUCTION TO PROJECT REPORT

A project report is one of the main components of evaluation in Internship. After the completion of a project, a student submits a report on the project carried out by him. This report is usually termed as project report. The weightage given to this component of evaluation is can be found in the evaluation scheme detailed above. This report will be scrutinized by a faculty coordinator/ IRC committee for subsequent grading. Writing a report is no less than an art. It is a written exposition of your work, which tells about the project, methodology adopted, reporting results and discussion, testing theories and validation. Please note that it is not just some documentary evidence showcasing the quality of your work, but also an useful source of information to other fellow students and teachers alike. It is a valuable record, which is often referred to by persons working in that area. It is written to inform the reader and acquaint him/her with the results arrived at and the conclusions reached. It is therefore essential that the report is written and organized in such a manner that a reader has no difficulty in understanding it. Here in this note we present a format with appropriate guidelines on writing a report on a Internship project. It is therefore expected that all the reports submitted by the intern students should conform to the suggested format and structure.

1.2 PAGE SET-UP & NUMBER OF COPIES

The size of the report should be such that it is easy to use, handle, and preserve the report. Also, the writing should be such that a reader is able to read it with ease.

For this purpose, please note the following:

- (a) *Size* 9" x 11", which is called the quarto size and is usually known as the "thesis size"(A4).
- (b) *Writing of the report*: The report should be written or typed in double space on one side of the sheet and the pages should be numbered serially.
- (c) *Margin*: About 1" on all the four sides of the sheet.
- (d) *No. of copies*: 3 hard bound copies (One for student, one for Faculty Mentor and One for Departmental record)

1.3 CONTENTS OF PROJECT REPORT

Apart from the top cover, the report should contain the following:

- (a) Cover page
- (b) Certificate
- (c) Joining Report

- (d) Acknowledgements
- (e) Abstract Sheet
- (f) Table of Contents
- (g) A brief introduction of the organization's business sector
- (h) Overview of the organization
- (i) Plan of your internship program
- (j) Introduction
- (k) Main Text
- (l) Outcomes
- (m) Conclusions and/or Recommendations
- (n) Appendices(if necessary)
- (o) References

We now elaborate these items in some detail.

(a) Cover page

These are the first pages of the report. It should contain the title of the report, name(s) of the author(s), name of the organization and the name of the institute. The format of these pages should adhere to the specifications. Title should not exceed 100 characters including blanks, etc.

(b) Certificate

Prescribed format of certificate to be issued by the supervisor from industry must be **mandatorily** part of your final project report. The template for the same is given in Appendix.

(c) Joining Report

Please see Appendix for the Joining Report Format.

(d) *Acknowledgements*

There are many persons who may have helped a student during the work carried out by him in his project. It is one's duty to acknowledge it and thank them for their help.

Customarily, thanks are due to the following in the order given below:

- (i) Head of the organization (Director/ Dean/HoD. Etc)
- (ii) Co-ordinator of the Internship programme at the organization.
- (iii) Professional expert in charge of the project
- (iv) Faculty of the Institute
- (v) Other persons(form the organization and/or outside the organization, etc)

(e) *Abstract*

This is the third page of the report. It is one of the important pages. A reader, on going through it, should be able to know what the project is, who wrote it and under whose supervision, what has been done (in brief), how it has been done, what the main results are, etc. A format of this page is given. Student should give two extra copies of this page duly filled.

This page contains the abstract. Every report must have it. The abstract is written to allow the reader to determine what kind of information is given in the report and to point out its key features. It is never intended as a substitute for the original document, but is meant to contain sufficient information to allow the reader to ascertain his interest. The abstract should be concise. Only in unusual case should it contain more than 200 words. The nomenclatures used should be meaningful, that is, only standard terminology should be used.

(f) *Table of Contents*

The table of contents is in the same form as it is found in any book. The main divisions as well as the subdivisions should be listed together with the number of the first page on which it appears.

For example:

| CONTENTS | Page no. |
|-----------------|-----------------|
| Introduction | 5 |
| 1.1 ... | 5 |
| 1.2 ... | 6 |

(g) A brief introduction of the organization's business sector (Note: 1 Page maximum)

Provide an overview of the main area or business sector in which the organization falls into, i.e., telecommunications, manufacturing, financial service etc. Here you should discuss the main business sector and NOT the organization under consideration. For example, if the organization is in the telecommunication sector, then you should briefly describe all aspects of this sector in Indian context. You should NOT include an introduction of your Internship Company here as this would be covered in the next section.

(h) Overview of the organization (Note: 3 Pages maximum)

- Brief history
- Business size (Total number of stocks, commodities, number of employees etc)
- Product lines (list complete range of products/services)
- Competitors
- Brief summary of all departments

(i) Plan of your internship program

- A brief introduction of the branch/department when you performed your internship
- Start and end dates of your internship
- The names of the departments you visited and the duration of stay
- Duties and responsibilities performed (Provide a detailed description of your duties and responsibilities, describe the project you were assigned)

(j) Background and description of the problem

In this the problem is introduced. So, the introduction should contain the purpose of the report, sufficient background material, including literature survey to present the reader a clear picture of the work. An outline of the work should also form a part of the introduction.

The purpose of writing the introduction is to arouse the curiosity of the reader in the report. Therefore, a proper and interesting introduction should include a brief history of the topic coupled with the statement of the immediate problem, the reasons for interest in it and a discussion of the method of attack or treatment. Generally, an introduction is not more than one

page. Therefore, a proper and interesting introduction should include a brief history of the topic coupled with the statement of the immediate problem, the reasons for interest in it and a discussion of the method of attack or treatment.

(k) Main Text

In this the work, the method of treatment and the results are presented. It may run into ***one or more than one chapters/section under different headings and sub-headings.***

It should ideally contain the following

- Assumptions made,
- Experimental work/data collection,
- The survey done, or algorithm presented
- A description of activities or programs or case studies outlined,
- The results obtained/illustrations,
- The discussion and interpretations, etc.

Significant discrepancies in results should be called to the reader's attention, even when it is admitted that no reasonable explanation can be offered.

(l) Outcomes

The principal outcomes as identified from the results of your analysis are to be highlighted in this section preferably in bulleted form.

(m) Conclusions and/or Recommendations (if any)

The conclusions and recommendations are based on the discussions and interpretations of the results obtained. It would be helpful to the reader if other possibilities pertaining to the stated conclusions and recommendations are discussed.

(n) *Appendices (if necessary)*

The contents of an appendix are essentially those that support or elaborate the matter in the main text. divert the attention of the reader from the main problem, is generally put into the Appendix. We give below some broad items, which normally form part of the appendix. These are:

- **Calculation Sheets/ Lengthy derivations of mathematical formulae (if that is not the project itself)/ Supplementary details of instructions/ Flow charts/ Computer programs/ Questionnaires/ Large maps/ Nomenclature, etc.**

NOTE for CSE/IT students: If the project itself is to make a computer program of some problem, then flow charts and the computer program have to be in the main body. One is expected to decide according to ones own needs.

(o) *References*

All the references should be given in the section called *References*. We cite below two examples of writing references.

Suppose we have to refer to a paper entitled *An Integral Equation Satisfied by the Square of Webers' Parabolic Cylindrical Function*, whose author is S.C. Mitra and which appeared in the Journal of the London Mathematical Society whose volume is 11, the year of publication 1936, and the article is published on pages 252 to 256. We shall write it as follows:

1. Mitra, S. C., “ An Integral Equation Satisfied by the Square of Webers' Parabolic Cylindrical Function” *Jour. Lond. Math. Soc.*, 11 (1936), pp. 252-256.

Suppose we have to refer to a book called *An Introduction to Linear Algebra* by Dr. V. Krishnamurty and others which was published by Affiliated East West Press Pvt. Ltd., New Delhi in the year 1976. This we shall write as:

1. Krishnamurty, V. & others, *An Introduction to Linear Algebra* Ist edition, Affiliated East West Press, New Delhi (1976).

[Specimen Outer cover]

A REPORT

ON

(Title of the Project in Capital Letters)

By

Name of the student (s)

Enrolment/Registration No.

Prepared in the partial fulfillment of the
Internship Course

AT

(Station Name and Address)



Indian Institute of information Technology, Sonapat

(Month, Year)

Format of Certificate

Certificate of authenticity

CERTIFICATE

This is to certify that Internship Project of _____ Name of Student _____ titled _____ Title of project _____ is an original work and that this work has not been submitted anywhere in any form. Indebtedness to other works/publications has been duly acknowledged at relevant places. The project work was carried during _____ Start date _____ to _____ End Date _____ in _____ Name of Organization _____

| | |
|---|--|
| Signature Mentor faculty | |
| Name: | |
| Designation: | |
| <i>Seal of the organization with Date)</i> | |

Format of Joining Report

Indian Institute of information Technology, Sonapat

Internship JOINING REPORT

Date of Joining The Internship Station _____

| | | | | |
|---|--------------------------------------|----|--------------|--------|
| Period of Internship | From | To | Total Months | |
| | | | | |
| Student Information | Name | | Roll No | Branch |
| | | | | |
| | <i>Student's Signature with Date</i> | | | |
| Name and Address of the Internship Station | | | | |
| Name and Designation of the Mentor faculty for the Project | | | | |
| | <i>Signature of Faculty Mentor</i> | | | |
| Faculty Mentor E-mail Address | | | | |