

ME-401 Summer Training Report

A project report submitted in partial fulfilment of the requirements for the degree of

Bachelor of Technology

by

Student Name

(Roll No. _____)

Under the supervision of

Industry Supervisor Name

Contact Details (Address)

Duration



Department of Mechanical Engineering
Indian Institute of Technology Guwahati
Guwahati-781039, Assam, India

Month-Year

(This certificate is to be obtained*, in the original letterhead of the Head of the Department of the Organization where an IIT Guwahati student undergoes and completes his/her internship programme)

UG/03 Form

To,
The Dean of Academic Affairs,
Indian Institute of Technology Guwahati,
Guwahati – 781 039, Assam, INDIA

Sub: Certificate in regard to completion of Internship programme by Mr./Ms.....

Sir/Madam,

This is to certify that Mr./Ms....., bearing IIT Guwahati's Roll No....., did his/her Summer Internship Programme in our organization, from to He/She completed Internship Programme in our organization, in the area of

His/Her conduct and performance during the said Internship Programme was found to be:

- (a) Satisfactory
- (b) Unsatisfactory**

*Note: * The student shall obtain the certificate in sealed cover from the concerned authority, and personally handover the same to the Office of the Dean of Academic Affairs, IIT Guwahati*

*** If unsatisfactory, please also indicate the reasons thereof.*

Date.....

(Name of the signatory in capital letters)
Designation of the signing authority with seal

Additional Note: For any other feedback, please provide the same in additional sheet(s).

Acknowledgment

I would like to offer my most sincere gratitude to [Name Surname], [Position in the Company], for apt guidance, providing required counsel and direction, and organising all the necessary facilities to make my life simpler. I want to use this opportunity to express my appreciation for his or her effort.

Student Name

(Roll No:)

ABSTRACT

Function: An abstract summarizes, in one paragraph (usually), the major aspects of the entire report in the following prescribed sequence:

- ✓ the question(s) you investigated (or purpose), (from **Introduction**)
 - *state the purpose very clearly in the first or second sentence.*
- ✓ the experimental design and methods used, (from **Methods/Methodology**)
 - *clearly express the basic design of the study.*
 - *Name or briefly describe the basic methodology used without going into excessive detail-be sure to indicate the key techniques used.*
- ✓ the major findings including key quantitative results, or trends (from **Results/Results and Discussion**)
 - *report those results which answer the questions you were asking*
 - *identify trends, relative change or differences, etc.*
- ✓ a brief summary of your interpretations and conclusions. (from **Discussion**)
 - *clearly state the implications of the answers your results gave you.*

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Some Points to remember:

Your writing should be in complete sentences and easily understood. It should conform to the conventions of standard written English (sentence form, grammar, spelling, etc.). Your ideas will have little impact, no matter how good the research, if they are not communicated well. Remember always that scientific terminology very often has a precise meaning. Be certain you choose your words correctly and wisely.

- Include all the page nos at the bottom of each page
- Do not increase the number list beyond three levels
- Avoid indenting the paragraphs
- As much as possible, try to include the figures in black and white
- The legends, axes labels and font in the figures must be of 12-point type, Times New Roman
- The prose should be reader (audience) sensitive
- Use Grammarly while writing the content, and give 2-3 self-reading before handing

Checklist

1. The texts should refer to all the figures (figure nos) and tables (table nos).
 - Preferably use Fig. 1 and Table. 1
 - Figure captions should be below the image, and table captions should be above the table
 - Figure plots and legends should be visible
 - Figure text should match the font of the parent text
2. Equations should be numbered
 - The equation number should follow the chapter number
 - Typefaces for Symbols in the draft should follow the standard (Attached)
3. When using or citing the work, you should endorse it unless the work is free of copyright
 - No text will be copied verbatim from any source
 - No figures will be copied unless the work is free of copyright. You can make your own figures
4. Uniformity should be maintained throughout the text: Paragraph indents, font, font size, paragraph spacing, tenses, etc.
5. The journal/conference/book referencing should be as per some standard (Harvard, IEEE, APA, etc.). Unless otherwise specified, use the IEEE reference standard (Attached).
6. All the references should be cited in the text
7. Each chapter in the report should begin with some introduction para end, and with a summary section
 - There is no need for the 'introduction' heading.
8. As much as possible, restrict the numbering list to three levels
9. In the case of the last chapter in the report – 'Conclusions and Future scope' is a must
10. Do not convey more than three concepts/ideas in a sentence. Break the sentence if necessary.
11. Use paragraphs whenever needed. A paragraph is a group of sentences to convey one central idea.

12. Any text or information should not be logically inconsistent (<https://yourlogicalfallacyis.com/>).