

## **TRAINING REPORT FORMAT**

Report should be typed on computer on both sides of the paper and leather bound. There should be a certificate from the supervisor .followed by the detailed report.on the training undergone alongwith letter of thanks and acknowledgements, tables of figures, references, and bibliography etc .marked as annexures.

The report should contain information about our Institution, and also about the company where he/ she had undergone the training alongwith introduction & analysis of the Training . Concluding chapters should also be incorporated suitably...

Specimen of the report structure is given below which should be meticulously followed by all the students.

1. Front page
2. Index
3. Acknowledgement
4. Certificate
5. Company Profile
6. Company Layout
7. Training work
8. conclusion
9. References

All the matter should be in Times new Roman Font with 12 size. Heading should be in 14 size.

Margins

Left 1.3

Right 1

Top 1

Bottom 0.75

Spacing 1.5

Training report should be leather bound with red cover.

**TITLE OF THE REPORT (20)**

**SUBMITTED IN PARTIAL FULFILLMENT (16)**  
of the requirement for Practical Training (12)

**In**

**B.Tech (Branch Name) (14)**

**Name of the Company:- (14)**

**SUBMITTED BY**

**NAME (14)**

**BRANCH (12)**

**Univ. Roll No. (12)**



**KARNAL INSTITUTE OF TECHNOLOGY & MANAGEMENT (16)**

**KUNJPURA, KARNAL (12)**

## TO WHOM IT MAY CONCERN

This is to certify that Mr. \_\_\_\_\_, Roll No. \_\_\_\_\_ Student of **Karnal Institute of Technology & Management, Karnal** has undergone a practical training from \_\_\_\_\_ to \_\_\_\_\_ at our organization to fulfill the requirements of the Kurukshetra University's course curriculum for the award of B.Tech. Degree. He/She worked on the Training \_\_\_\_\_ under the supervision of Sh. \_\_\_\_\_ during his tenure with us

we found him very sincere, hard working and well disciplined.

We wish him great success in life.

(SUPERVISOR)

## ACKNOWLEDGEMENT

The author conveys his heartfelt gratitude to Dr.Sachin Wadhwa the Director of **Karnal Institute of technology & Management Kunjpura, Karnal** for the encouragement and unstinted support given by him.

The author would like to convey heartiest thanks to the CEO/XEN/Chief engineer of the Company \_\_\_\_\_ for providing such an intensive and extensive training in the \_\_\_\_\_ undertaken by me.

The author would like to convey heartiest thanks to the Er.Sandeep Kaushik, HoD Mechanical Engineering of KITM for providing such an intensive and extensive training in the Training \_\_\_\_\_ undertaken by me.

The author acknowledges continuous guidance and incessant support rendered by Er.. \_\_\_\_\_ Head of the Department of \_\_\_\_\_ not only for this Training but also in my overall career development. Without the help, guidance and support of Er. \_\_\_\_\_ under whose supervision I had the opportunity of working, it would have been absolutely impossible for me to complete the Training. His contribution is profusely acknowledged.

Moral, intellectual and very frequently required support from all the faculty members is also hereby acknowledged.

Lastly the author would also like to thank each and every person who contributed directly or indirectly for completion of this Training.

NAME OF THE STUDENT