




Industrial Training

Guidelines for preparation of the Industrial Training Report

1. General format

- Report must be typed on A4 size page with Times New Roman font of size 12. Line spacing is to be kept at 2.0 throughout. A margin of 35 mm should be provided at the left side and 25 mm should be provided at the other sides.
- Cover page format is as below.

		Times New Roman, 18
<div style="border: 3px double black; padding: 10px;">INDUSTRIAL TRAINING FINAL REPORT SESSION: JULY-NOV 2015</div>		
Student Name	:	_____
ID No.	:	_____
Student E-mail	:	_____
Handphone No.	:	_____
Organization Name	:	_____
Address	:	_____ _____ _____
Supervisor Name	:	_____
Telephone No.	:	_____
	Fax No :	_____

Times New Roman, 12

2. Contents of the report

The report should contain the following sections:

a. Abstract

~~This section may contain the details of the company, summary of the training, experience gained, and acknowledgement.~~

An abstract is a brief summary of a task doing during industrial training and is often used to help the reader quickly ascertain the purpose.

b. Table of contents

This section must contain the listing of chapters, titles, sub-titles and the page numbers including the details of Appendix if any.

c. Objectives

This section contains the objectives of report and also the objectives of industrial training.

d. Company Profiles

This section contains the background information of the company which includes the details of activities undertaken by the company, number of persons employed, future business strategies, organizational details, duties, responsibilities, details of your supervisor, etc.

e. Overview of the training

This section should describe the duties and various tasks undertaken by the student during the industrial training. The explanations must follow the schedule as recorded in the logbook. Leave of absence if any should be indicated here along with reasons and explanations on how the absence was made up.

f. Details of experience

The experience gained during the industrial training must be described in this section. Details of projects completed, supervisory roles taken up, estimation, costing, and design works completed and the experience gained thereon should be described in a concise manner. The problems encountered and the approach adopted for solving problems may also be described in this section. The professional and ethical issues, health and environmental issues, that are encountered during the training and how was it tackled should be clearly explained in the report. The attitude and commitment portrayed should also be indicated wherever possible. The report should be concise, according to the format suggested in this guideline. The report will be evaluated by the examiner based on the regulations laid down in the evaluation form. Students are required to go through the evaluation form before writing the report and address all the items that are evaluated in the report.

g. Conclusion

This section should have an overall illustration and discussion on the industrial training along with conclusion on the training. This section shall emphasize on the major tasks carried out, major contribution for the company, comments on the tasks performed, recommendations etc. ***Suggest possible solutions to part (g) above.***

h. References

The list of references used in preparing the thesis must be listed in this section.

i. Appendix

- Any other relevant details that are appropriate to support the write up of the report should be given in this section. It may include important drawings, design details, copies of letters, project report, Figures, Tables, List of symbols and notations etc.
- Each appendix must have a title and must be mentioned in the main text wherever appropriate. All page numbers for appendixes must be continual from the main text.