**INDUSTRIAL ATTACHMENT REPORT**

(Times New Roman, 24 pt. Bold)

**NAME OF THE DEPARTMENT/ SECTION, INDUSTRY**

(Times New Roman, 16 pt. Bold)



Submitted By (14 size)

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

University Roll No.: \_\_\_\_\_\_\_\_\_\_\_\_Semester/Branch:\_\_\_\_\_\_\_\_\_\_\_\_\_

(Times New Roman, 14 pt. Bold)

**SUBMITTED TO**

**DEPARTMENT OF ELECTRICAL & ELECTRONIC ENGINEERING**

BANGLADESH ARMY UNIVERSITY OF ENINEERING & TECHNOLOGY

QUADIRABAD ,NATORE

**CERTIFICATE**

(16 Times New Roman, bold)

**Note: Xerox copy of the certificate issued from the Training company need to be attached instead of this page.**

**ACKNOWLEDGEMENT**

(16 Times New Roman, bold)

First and foremost, I wish to express my sincere thanks and gratitude to my esteemed Mentor “**Name of the training center Supervisor”** who has contributed so much for successful completion of my Industrial Training by his thoughtful reviews and valuable guidance.

Next I would like to tender my sincere thanks to “**Name of HOD**” (Head of Electrical and Electronic Engineering Department) for his co-operation and encouragement.

**(Signature of student)**

**(Name of Student)**

**(University Roll No.)**

**Industrial Training Report Format**

1. Cover Page (color print)
2. Inner Pages
	1. Certificate by Company/Industry
	2. Declaration by student
	3. Acknowledgement
3. About Company/Industry
4. Table of Contents
5. List of Tables
6. List of Figures
7. Abbreviations and Nomenclature (If any)
8. Chapters
9. Introduction (An overview of the whole report)
10. Formal Training provided (if applicable) [This section

describes the training provided through formal classroom training environment. Brief description of each training session and its benefit

towards the training program]

1. Industrial Training [The section should describe the following:
	* Objectives
	* Tools & Technology Used
	* Techniques studied in different Departments
	* Software and Tools Used
	* Highlights of Training Exposure (area, scope)]
	1. Problem Identification/Case Study (Discussions)

5 Recommendations

1. References

10. Data Sheet(If any)

11. Appendices ( If any) Snapshots

**INSTRUCTIONS FOR TRAINING REPORT**

**1.** A chapter may be further divided into several divisions and sub-divisions depending on type & volume of work.

**2.** The training report must be submitted in One Copy duly signed by the Faculty Facilitator & HOD. Students should also submit the soft copy of report and PowerPoint presentation.

**3.** The length of the training report may be about 25 to 30 page.

**4.** The training report shall be computer typed (English- British, Font - Times Roman, Size-12 point) and printed on A4 size paper.

**5.** The training report should be Spiral bound.

**6**. The training report shall be typed with 1.5 line spacing with a margin 3.5 cm on the left, 2.5 cm on the top, and 1.25 cm on the right and at bottom. Every page in the report must be numbered. The page numbering, starting from declaration by student and till the beginning of the introductory chapter, should be printed in small Roman numbers, i.e, i, ii, iii, iv...... The page number of the first page of chapter 1 should be numbered as 1, 2,3,4,5... All printed page numbers should be located at the bottom centre of the page.

**7.** In the training report, the title (cover) page should be given first and printed in black letters.

**8.** The table of contents should list all headings and sub-headings. The title page and certificates will not find a place among the items listed in the Table of Contents. One and a half line spacing should be adopted for typing the matter under this head.

**9.** The list of tables should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.

**10.** The list of figures should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.

**11.** The list of symbols, abbreviation & nomenclature should be typed with one and a half line spacing. Standard symbols, abbreviation etc should be used.

**12.** Subject matter must be typed on single side of the page.

**13.** All the pages must be numbered properly.

**Report Format**

1. **Title Page**
* Title: "Industrial Attachment Report at Ghorashal BPDB Training Center"
* Student Name
* Student ID
* Batch (12th/13th)
* Department of Electrical and Electronic Engineering
* Bangladesh Army University of Engineering and Technology (BAUET)
* Date of Submission
1. **Acknowledgment**
* Acknowledge the support and guidance received from the training center, university faculty, and any other relevant individuals.
1. **Table of Contents**
* List all sections and sub-sections with corresponding page numbers.
1. **List of Figures and Tables**
* Include if your report contains multiple figures and tables.
1. **Executive Summary**
* Summarize the key objectives, methods, experiences, and conclusions of the training. This section should be concise, typically 1-2 pages.
1. **Introduction**
* Background and objective of the training.
* Importance of industrial attachment for EEE students.
1. **Training Schedule**
* Provide a detailed schedule of the 14 days, including both lecture and practical sessions.
1. **Daily Log**
* Day 1 to Day 14:
* Date
* Activities/Topics Covered (lecture and practical)
* Key Learnings
* Observations
* Personal Reflections
* Technical Report
1. **Theoretical Lectures:**
* Summarize the key topics covered in the lectures.
* Discuss the theoretical knowledge gained.
* **Practical Sessions:**
* Detail the experiments or practical tasks performed.
* Describe the methodology and outcomes.
* Include data, charts, and analysis where applicable.
1. **Case Study/Project (if applicable)**
* Detailed description of any case study or project undertaken during the training.
* Include objectives, methodology, results, and discussion.
1. **Challenges and Solutions**
* Discuss any challenges faced during the training.
* Describe how these challenges were addressed.
1. **Conclusion**
* Summarize the overall experience.
* Highlight the key takeaways and how the training has enhanced your understanding and skills.
1. **Recommendations**
* Provide suggestions for future training programs.
* Offer recommendations for the improvement of the training content or structure.
1. **References**
* List all the references and resources used in preparing the report.
1. **Appendices**
* Include any additional material such as raw data, detailed calculations, supplementary information, etc.
1. **Writing Suggestions**
* Clarity and Precision: Write clearly and concisely. Avoid unnecessary jargon and ensure that your points are easily understood.
* Organization: Follow the provided format strictly. Ensure that your report is well-organized and each section flows logically to the next.
* Consistency: Maintain consistent formatting throughout the report, including fonts, headings, and spacing.
* Evidence and Data: Support your observations and conclusions with data, figures, and references where applicable.
* Proofreading: Thoroughly proofread your report to eliminate grammatical errors and typos. Ensure that your report is polished and professional.
* Plagiarism: Ensure originality in your writing. Properly cite all sources of information and data.
1. **Submission Instructions**
* Submit the report in both printed and electronic formats.
* Printed reports should be bound and submitted to the departmental office by the specified deadline.
* Electronic reports should be emailed to [Departmental Email] with the subject line “Industrial Attachment Report – [Your Name]”.