

GUIDELINES FOR THE PREPARATION CORPORATE EXPOSURE TRAINING – 2010 REPORT

1. Project reports should be typed neatly on one side of the paper with 1.5 or double spacing preferably on A4 size bond paper (210 * 297mm). The margins should be Left-1.25", Right-0.75" -1" Top and bottom – 0.75".
2. The total number of reports to be prepared are 3:
 - * One copy to the internal guide.
 - * One copy to the organization where project has been carried out
 - One copy for student
3. The project report should be Hard Bound.
4. The color of the cover pages should be in sky blue with the matter on the cover page should be in black in color. The pages should contain page numbers on the bottom right.
5. Before taking the **final printout**, the approval of the concerned guide(s) is mandatory and suggested corrections, if any, must be incorporated.
6. For making copies Photocopy is suggested.
7. For Certificates-organization and college please take colour Photocopy.
8. Every copy of the report must contain:
 - * Inner title page (white).
 - * Outer title page with a plastic cover.
 - * Certificate in the format enclosed.
9. The **organization of the report** should be as follows:
 - Inner title page.
 - Acknowledgements.
 - Table of contents. – Usually numbered in Roman
 - List of table & figures optional
 - Chapters (to be numbered in Arabic) containing Introduction – which usually specifies the scope of work and its importance and the relation to previous work and present development, **Main body** of the report divided appropriately into the chapters, sections and subsections.
 - The chapters, sections and **subsections** may be numbered in the decimal form for e.g. Chapter 2, sections as 2.1, 2.2 etc and subsections as 2.2.3,2.5.1 etc.
 - The chapters must be left or right justified (preferably use of font size16). Followed by the title of chapter usually centered (preferably use font size18), section/subsection numbers along with their headings must be left justified with section number and its heading in font size 16 and subsection and its

heading in font size 14. The body or the text of the report should have font size 12.

- The **figures** and **tables** must be numbered chapter wise for e.g. Fig 2.1 photograph of the Department, Table 3.1 profile of the department etc.
- The **last chapter** should contain the summary learning experience.
- The **project report** should be brief and include descriptions of work carried out by others only to minimum extent necessary. Verbatim reproduction of material available elsewhere should be strictly avoided. Where short excerpts from published work are desired to be included, they should be within quotation marks appropriately referenced.
- Proper attention is to be paid not only to the technical contents but also to the organization of the report and clarity of the expression. Care should be taken to avoid spelling and typing errors. The students should note that report-write-up forms the important component in the overall evaluation of the project.
- The **reports submitted to the department/guide(s)** must be hard bounded.

Note:-

1. Every student should meet their respective guide on every Saturday and a weekly report should be submitted along with signature of both the guides. The duly signed weekly report should be submitted to guides. Failing on which the student report will not be accepted.
2. Students doing CET outside Bangalore should mail their weekly reports to their guides and the original weekly reports should be submitted to their guides after their arrival.
3. You are requested to strictly adhere discipline in the organization, communicate pleasantly. Kindly obey the instructions given by your organization.
4. Please follow the above instructions carefully and for further clarification you are requested to contact your guides or program coordinator.
5. Any form of deviation from the above will not be accepted and may lead to disqualify your report.