



SHRI RAMSWAROOP MEMORIAL COLLEGE OF MANAGEMENT

BCA Department

Viva Voce on Industrial Training [NBCA-308P,NBCA-507P]

Guidelines for Industrial Training Report Writing

Viva Voce on Industrial Training (NBCA-308P, NBCA-507P) is an important part of BCA course curriculum. It provides an opportunity to BCA students to write an Industrial Training report on latest trends/technology related to software project. Following are guidelines for Industrial Training report writing and assessment:

General Instructions

- Industrial Training report should not be less than 20 pages.
- Proper guidelines to be followed for preparation of Industrial Training report.
- Proper dress code is mandatory for presenting and attending Industrial Training PPT presentations.
- Attendance is compulsory for all students of that group from which that student belong.
- If a student is absent for his presentation as per schedule, he/she must assessed later on with reduced weightage in the presentation assessment.
- Always prepare a draft report first and print it out.
- Read it yourself first and correct any typographical or grammatical errors.
- **One copy** of final Industrial Training report must be submitted as a **spiraled report** to the coordinator.

Main Components of a Report

- **Cover page**

As per the given format.

- **Abstract**

Abstract should be a narration of Problem Definition, Methodology used in third person's language not exceeding 200 words.

- **Acknowledgement and declaration**

The Acknowledgement shall be brief and should not exceed one page. The students' signature shall be made at the bottom end above their name typed in capital.

- **Table of contents/Index page**

The table of contents should list all material following it. The abstract, acknowledgement will be included in table of contents but the page numbers in lower case Roman letters are to be accounted for

them. Pages starting with Introduction (Immediate after the Table of contents) should be consecutively numbered using Arabic Numerals.

- **Main Text with conclusions**

This includes various sections for Industrial Training Report consists technology description. (At least 5 pages).

➤ Then discuss about project done:-(at most 10 pages)

(1) **Introduction** [This may include the general introduction of the project, general background, previous work done in this area (brief literature survey).]

(2) **Problem Definition**

This should consist of project objective and proposed Methodology.

(a) **Project objective** (This should highlight the aims and objectives clearly indicating the scope of the project, the ideas and the approach of proposed work.).

(b) **Proposed Methodology** (This discusses the propose path of implementation of the project. A complete block diagram should be given followed by description of each block.)

(3) **Theory** (This head should describe the related technology involved in the project, mathematical concepts used, description of the algorithms, salient features of the proposed design etc.). Please ensure that ‘Theory’ should not be used as Chapter Heading. Heading should be given as appropriate with respect to topic/content described.

(4) **Software /Hardware Requirements and Specifications** (This may include the minimum requirements and specification for the hardware/software setup, depending upon whether the project is a Hardware model/Software model or both).

(5) **Module description** (This should describe the proposed input, output and functioning of each module in detail.)

(6) **Data flow Diagram(DFD)/Class Diagram & use case Diagram**(mandatory)

(7) **E-R Diagram**(mandatory)

(8) **Testing methodology** (if any)

- **References**

Typing Instructions for Industrial Training Report

- **Specification for Fonts**

- **Font Face: Times new Roman**

- **Font Size:** As per following preview

- **Headings (Size 16 Bold)**

- **Sub-Heading (Size 14 Bold and Italic)**

- **Contents (Size 12 Normal)**

- **Line spacing: 1.5**

- **Text Alignment: Both left and right justified**

- **Page Dimensions:** Standard A4 size (297mm x 210mm)

- **Margins:**

- **Top margin: 0.75”**

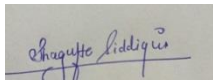
- **Bottom margin: 0.75”**

- **Left margin: 1”**
- **Right margin: 0.75”**
- **Footer: Page number should be bottom centered.**
- Sections should be numbered as for example, **1. Introduction** etc.
- Subsections should be numbered as for example, **3.1 Simulation Tool** etc
- Paragraphs and sentences should be short.
- Start of a paragraph should not be intended, rather, give one line space between two paragraphs.
- A sub heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.
- The last word of any page should not be split using a hyphen.
- **References**
 - References should be in IEEE format, i.e.,
 - Author name(s), title of paper/book, or if journal, its name, volume, issues, page number, publisher, year of publication
 - Book titles must be in capitals
 - Reference numbers should be marked liberally inside the text of the report-
 - eg.,as given in [3]
 - References should either be in chronological order or in the order in which they appear in the text.

Ms. Pushpanjali



Ms. Shagufta Siddqui
(Industrial Training Coordinator(s))



21/07/2025

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