

REPORT ON INDUSTRIAL TRAINING AT

[ORGANIZATION NAME]

(Times New Roman, 24 pt. Bold)

NAME OF THE DEPARTMENT

(Times New Roman, 16 pt. Bold)



Course Code : EEE4116

Course Title : Industrial Training

Submitted By (14 size)

Name : _____ (Times New Roman, 14 pt. Bold)

Roll No. : _____ (Times New Roman, 14 pt. Bold)

Department : Department of Electrical & Electronic Engineering

SUBMITTED TO

DEPARTMENT OF ELECTRICAL & ELECTRONIC ENGINEERING
RAJSHAHI UNIVERSITY OF ENGINEERING & TECHNOLOGY
RAJSHAHI-6204, BANGLADESH

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.

DECLARATION

(16 Times New Roman, bold)

This is to certify that, the training report entitled as “REPORT ON INDUSTRIAL TRAINING AT [ORGANIZATION NAME]” has been carried out by [your full name] bearing the roll no. [your roll] under my supervision in Department of Electrical & Electronic Engineering, Rajshahi University of Engineering & Technology (RUET), Rajshahi.

Training Supervisor

.....

(Supervisor Name)

(Designation)

Department of Electrical & Electronic Engineering
Rajshahi University of Engineering & Technology

ACKNOWLEDGEMENT

(16 Times New Roman, bold)

First and foremost, I wish to express my heartfelt gratitude to my esteemed mentor, **[Name of Training Center Supervisor]**, for their invaluable guidance, thoughtful reviews, and unwavering support, which played a pivotal role in the successful completion of my industrial training.

I would also like to extend my sincere thanks to **[Name of Industrial Training Supervisor]**, who was assigned by the department, for their continuous encouragement, insightful feedback, and guidance throughout the training period.

My deepest appreciation goes to **[Name of HOD]**, the Head of the Electrical and Electronics Engineering Department, for their constant support, encouragement, and for providing me with this opportunity to enhance my learning and skills.

Finally, I am profoundly grateful to my family for their unconditional love, patience, and encouragement, which has been a source of strength and inspiration throughout this journey.

(Signature of the Student)
[Student Name]
[Student Roll]

Industrial Training Report Format

1. Cover Page (color print)
2. Inner Pages
 - a) Certificate by Company/Industry
 - b) Declaration by student
 - c) 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
 - 1 Introduction (An overview of the whole report)
 - 2 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]
 - 3 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)]
 - 4 Problem Identification/Case Study (Discussions)
 - 5 Recommendations
9. References
10. Data Sheet(If any)
11. Appendices (If any) Snapshots