



**MANIPAL INSTITUTE OF TECHNOLOGY**  
**MANIPAL**  
*(A constituent unit of MAHE, Manipal)*

**<REPORT TITLE>**

**A**  
**REPORT ON**  
**INDUSTRIAL TRAINING**

**AT**

**<COMPANY NAME>**

**(<DD/MM/YYYY> to <DD/MM/YYYY>)**

***Submitted by***

**<YOUR NAME>**

**<Reg. No.>**

**DEPT. OF <DEPARTMENT NAME>**  
**MANIPAL INSTITUTE OF TECHNOLOGY, MANIPAL-576104**

**<Month, Year>**

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## Chapter 1

### ACKNOWLEDGEMENT

**This serves as a disclaimer for this overleaf template and should be removed (can be found within the acknowledgement.tex file under the chapters folder).**

This template conforms to the guidelines provided by the Mechatronics department for the batch of 2023 regarding the ITR report. It is important to note that this template may not be regularly maintained or updated, so it is advisable to ensure its compatibility with the most recent guidelines issued by your department. The formatting guidelines employed by the template are outlined below:

1. Report must have the following contents:

- Contents of the report (01 Page).
- Acknowledgements if any (01/02 Pages).
- Introduction (Approx. 05 Pages).
- Objectives of the training (01 Page).
- Work done during the Training period (Approx. 25 Pages).
- Inferences / Results (02 Pages).
- References / Bibliography (02/03 Pages).

2. Students are required to follow the following format while preparing the report:

- All text should be in New Times Roman font, 12pt in height with 1.5 spacing, and justified.
- Heading should be 14 units height, Times New Roman, Centered, Bold.
- Subheading should be 12 units height, Times New Roman, Left aligned, Bold.
- Margins: Each typed sheet will bear the margin mentioned here. For odd-numbered pages Left 1.5", top 1.5", right 1" and bottom 1", and for even-numbered pages Left 1.0", top 1.5", right 1.5" and bottom 1.0".
- Numberings: The chapters will be designated by Arabic numerals, such as chapter 1, chapter 2, etc. The sections of a chapter will be numbered using decimal-type notations, for example, 3.2 refers to the second section of

chapter 3. Sub-sections will be numbered using two digits after the decimal, or alternatively as 3.2.4. Decimal-type notations will be used for numbering the figures/photos, charts, tables, and drawings within a chapter. Equations may also be preferably numbered in decimal-type notation within the brackets. For instance, Figure 3.2 refers to the second figure in Chapter 3, and similarly, Table 4.2, chart 3.3, etc. Appendixes will be numbered with capital Roman numerals, like Appendix I, Appendix II, etc. The pages containing the Title sheet, Declaration, Certificate, and Acknowledgements will not be numbered. One set of small Roman numerals (i, ii, iii...) will be used for numbering the pages of contents and nomenclature, which will be typed at the bottom centre of the page.

Any references are to be added within the references.bib file using *BIBTEX* format. Citations within the document will appear as so: Doe et al. (2023).

**End of Disclaimer.**

## Chapter 2

### **INTRODUCTION**

## Chapter 3

### **OBJECTIVES**

## Chapter 4

### **WORK DONE DURING THE TRAINING PERIOD**

## Chapter 5

### **INFERENCES**



## **BIBLIOGRAPHY**

Jane Doe, John Doe, and Jack Doe. Example article. *Example Journal*, 11(1):111–111, 2023. URL <https://overleaf.com>.