

A Training Report

Submitted to the Rajasthan Technical University, Kota
in Partial fulfillment of the requirement for the degree of
MASTER OF COMPUTER APPICATIONS

Submitted by
(your name)

**name of Internal Guide
(from your college)**

**name of Training Incharge
(from the company,
where u have
undergone training)**

Name of your college

Logo of your college

Logo of yr college

Name of your college

Affiliated to

Rajasthan Technical University, Kota

RTU logo

MCA-(admission year)

(month of deposition and year)

company letter head

CERTIFICATE

This is to certify that “**your name**” is/was under training from (start date) to (end date) in my supervision in partial fulfillment of the requirement for the award of the Degree of Master of Computer Applications.

During this period he /she has worked on.....(description of training)

Date :

Name of training incharge

Designation

General instructions about preparation of training report

Paper : A4

Font : Times New Roman, Bookman Old Style

Chapter Heading : 16pt, Sub headng : 14, Sub-Sub Headings : 12 Bold

Running Matter : 12 pt

All topics will be numbered accordingly.

Paragraph Gap : 6 Pt Maximum

Line Gap : 1.5

Margins : Left 1.5, Right , Top and Bottom 1 inch

Please note

1. The Presentation has to be prepared for the training project
2. The presentation will be around 10-15 mins, and then question answers. So prepare the number of slides accordingly.
3. The binding for reports will be spiral binding.
4. The format for the reports should be adhered with exactly.