

**INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY**  
**JODHPUR – 342001**

**DIPLOMA IN HANDLOOM AND TEXTILE TECHNOLOGY (DHTT)**

**GUIDELINES FOR PREPARING R2021 DHTT INTERNSHIP REPORT**

**1. ARRANGEMENT OF CONTENTS:**

The sequence in which the **INTERNSHIP** report material should be arranged and bound should be as follows:

1. Cover Page
2. Front Page
3. Declaration Certificate
4. Acknowledgement
5. Table of Contents
6. Introduction
7. **Chapters related to INTERNSHIP**

Ex: Profile of the company(s) and overview

Organization Chart and details

Process flow char of the company and lay out etc

Individual department write up, raw amterials, process details and

- products specification / PPC and Quality related informations

Best practices and other observations with suitable title

Conclusion

8. Annexures
9. References

The photos, table and figures shall be introduced in the appropriate places.

**2. PAGE DIMENSION AND BINDING SPECIFICATIONS:**

The measurement of the **INTERNSHIP** report should be in A4 size. The **INTERNSHIP** report should be **SOFT BOUND USING A FLEXIBLE COVER OF THICK PINK ART PAPER**. The cover should be **PRINTED IN BLACK LETTERS** and the text for printing should be identical.

### 3. PREPARATION FORMAT:

- 3.1 **Cover Page & Front Page** – A sample copy of the Cover page & Front page of the INTERNSHIP report are given in **annexure 1**.
- 3.2 **Certificate** – The Certificate shall be in double line spacing using FontStyle Times New Roman and Font Size 14, as per the format in **annexure 2**. The certificate shall carry the details given.
- 3.3 **Table of Contents** – The table of contents should list all topics of the INTERNSHIP report in order with page numbers.
- 3.4 **Chapters** – The chapters may be broadly divided into different parts developing the main area of the INTERNSHIP work and end with a **Conclusion**.
- 3.5 **Annexures:** To be provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme. They should be numbered using Arabic numerals, e.g. Appendix 1, Appendix2, etc.
- 3.6 **List of References.** The reference material should be listed in the alphabetical order.

### 4. TYPING INSTRUCTIONS:

The impression on the typed copies should be black.

One and a half (1.5) spacing should be used for typing the general text. The general text shall betyped in the Font style ‘Times New Roman’ and Font size 13.

The report must have a minimum of 50 pages and not more than 100 pages (excluding acknowledgement, appendixes, certificates and table of contents). The INTERNSHIP group must submit one extra copy of the report to the institute library.

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# **INTERNSHIP REPORT**

A report submitted in partial fulfillment of the requirements for the award of Diploma of

## **HANDLOOM AND TEXTILE TECHNOLOGY**

**Submitted by**



**INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY,  
JODHPUR 342 001**

**DECEMBER 2022**

**INDIAN INSTITUTE OF HANDLOOM TECHNOLOGY,  
JODHPUR 342 001**

**DECLARATION CERTIFICATE**

We hereby declare that this “**INTERNSHIP REPORT**” submitted by \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ **and** \_\_\_\_\_ is our original work and no part of the report has been copied from any other reports or any other work carried by someone else which has been submitted for any other award. However, any material taken from any other published source has been suitably referred and acknowledged at various spaces.

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

(Sh .xxxx)  
Class Advisor/Teacher

(Sh.xxxx)  
Internship Coordinator

HoO/Director