

INTERNSHIP REPORT FORMAT/GUIDE

COVER PAGE

Starting of the Report

Declaration

Approval

Acknowledgment

Dedication

Abstract/Summary

Acronyms

CHAPTER ONE

Introduction of the Organisation

Background

Vision & Mission

Objectives

Core Values

Gender

Composition of the Organisation

Description of the Organisation/
department where you are placed

Organisational Structure

CHAPTER TWO

Student's Experience

When the Internship Program started

Activities engaged in

Level of supervision
while on training

Level of teamwork in
the organization

Level of exposure

CHAPTER THREE

Evaluation of Internship Program

Level of accomplishment
New Knowledge & Skills
acquired

Benefits from the field
attachment

CHAPTER FOUR

Personal Assessment, Recom mendations & Conclusion

Personal assessment
of the field attachment
experience

Challenges faced in
the course of training

Recommendations

(a) To the organisation

(b) To the University

(c) Other Interns

Conclusion, Appendices,

Pictorials from the field,

screenshots, acceptance letter
etc



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