Summer Internship Report 2017

On internship completion, every student has to submit "Internship Report" by Sep 30, 2017. Cheating/Copying is not acceptable at all.

General Guidelines for Internship Report

Report Length:	10-15 pages (no hard/spiral binding)
Page Size:	A4
Font:	Times New Roman
Alignment:	Justified
Margin:	2"
Spacing:	1.5
Page Numbering:	Pages should be numbered
Headings/Subheadings:	Use headings/subheading where necessary
Spelling/Grammar Check:	Use this feature on whole report

FORMAT OF THE INTERNSHIP REPORT FOR M.Sc/MCS STUDENTS

1. **Title Page:** Name of the University, Organization Name, Student's Name & Reg. #, Date of submission

2. **Copy of Internship Certificate**

3. **Acknowledgement:** of those who helped you during internship and in compilation of internship report

4. **Table of Contents:** List of all headings, subheadings, and annexure with page numbers.

5. **List of Tables/Figures:** List of tables, figures, graphs, charts (if used in report).

6. **Executive Summary:** Includes major points/micro image of the report

7. **Objectives:** State your purpose to study the Organization

8. **Overview of the Organization:** Brief History, Nature of Organization, Business Volume, Main Offices, Total staff strength, Products, Competitors

9. **Organizational Structure:** Organizational Chart (hierarchy wise), Departments Name

10. **Organizational Structure of the IR/ECO/PSY/CS/BIO.** (whichever applicable) **Dept.:**
Dept. Hierarchy, No. of employees in Dept.

11. **Functions of the IR/ECO/PSY/CS.** (whichever applicable) **Dept.**

12. **Your Internship Program:**

    a) Introduction of the Branch/Office where you worked
    b) Departments in which you worked during your internship, Supervisor's name & job title
    c) Description of the tasks/projects which were assigned to you during your internship

13. **SWOT Analysis (**strengths, Weaknesses, Opportunities, Threats**) with focus on IR/ECO/PSY/IT (whichever applicable) processes of the Organization**

14. **Conclusion:** Illustrate the Company as per your judgment/assessment with reference to SWOT Analysis

15. **Recommendations:** Recommend solutions for all the problematic areas mentioned in SWOT analysis

16. **References & Sources Used for Data Collection**

17. **Annexes/Appendices**