**GUIDELINES**

**Internship Report**

**I. Initial Pages**

* + - * Cover Page
			* Inner Cover Page
			* Certificate from the Guide
			* Certificate of the College
			* Certificate from the Company
			* Declaration
			* Acknowledgement
			* List of Contents
			* List of Tables and Graphs

**II. Internship Report Body**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Chapter No.** | **Particulars** | **Marks** | **Max. pages** |
| **1** | 1 | Introduction | 2 | 2 – 3 |
| **2** | 2 | Industry Profile | 2 | 15 – 20 |
| **3** | 3 | 3 C Analysis – Company, Customer, Competitor | 10 | 20 – 25 |
| **4** | 4 | Organizational Structure/ Departments Profile | 2 | 4 – 5 |
| **5** | 5 | SWOC Analysis | 8 | 3 – 4 |
| **6** | 6 | Learning Outcomes | 5 | 2 – 3 |
| **7** | 7 | Conclusion | 1 | 1 |
|  |   | **Total** | **30** | **37 - 60** |

**1. Introduction**

* + - * A brief overview about the Internship.

**2. Industry Profile**

* + - * Write up about the profile of the industry in which the selected company belongs covering history, growth, statistics, regulatory framework etc.

**3. 3 C Analysis – Company, Customer, Competitor**

* + - * A comprehensive analysis covering the company, customer and competitors under company section the student has to write a brief profile about the company covering history, products and services offered, sales statistics etc.
1. **Organizational Structure/ Departments Profile**
	* + - Write up about the organization structure and the departments of the company.

 **5. SWOC Analysis**

* + - * Comprehensive analysis of the strength’s, weakness, opportunities, and challenges of the selected company.

**6. Learning outcomes**

* + - * Sharing the learning experience gained by the student.

**7. Conclusion**

* + - * A summary off the internship report

**Internship Report Formatting Guidelines**

* The **Font style** should be “**Times New Roman**” with **font size** is “**14**” for “**headings**” and “**12**” for “**text**” and to be in **1.5 line spacing**.
* The **Minimum** number of **pages** of the report should be **37**.
* Report should be prepared with **computer print only**.
* Report should be free from **grammatical and spelling** mistakes.
* Figures and facts should be accurate.
* Report should be “**Soft** **bound**”.
* Student should submit **two copies** of internship report.
* Student should **meet** the guide **at least once in a week** to update on the progress of internship.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting No.** | **Date** | **Discussion** | **Guide’s Signature** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| 11 |  |  |  |
| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |