

GUIDELINES FOR INTERNSHIP/ON THE JOB TRAINING AND INTERNSHIP REPORT SUBMISSION

Instructions

1. An internship course/ On the job training of 4 Credits of 4-6 weeks is to be completed by every student. Internships can be either for enhancing employability or for developing the research aptitude. Students are required to select an internship opportunity relevant to their field of study and career goals.
2. Working professionals may count their work experience as an internship, provided they submit an internship report detailing their work activities and achievements.
3. Students are required to complete internship timely to ensure that they follow the schedule of report submission.
4. Supervision: Each student must have a designated supervisor at the internship organization who will oversee their work and provide guidance. The supervisor should be at the level of Programmer or higher/Manger/ a person of senior position.
5. Final Report: At the conclusion of the internship, students must prepare a comprehensive final report summarizing their experiences, achievements and learning.
6. Upon successful completion of the internship, student has to attach completion certificate issued by the internship organization in the final report.
7. Evaluation: The internship will be evaluated based on the quality of the final report as per ordinance of the concerned programme.

Structure of the student internship/On the job training report

1. Cover Page: It should be as per format, and the title of the report should be simple and understandable.
2. Declaration from the candidate: As per format.
3. Certificate from the Supervisor: As per format.
4. Acknowledgment: In the “Acknowledgment” page, the writer recognizes his indebtedness for guidance and assistance of the supervisor and other members of the faculty/company. Courtesy demands that he/she also recognize specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgments should be expressed simply, tastefully, and tactfully.
5. List of abbreviations, Figures, Tables
6. Table of Contents
7. Introduction:
8. Purpose of the Report: Explain why you wrote the report.
9. Objectives of the Internship: What you aimed to achieve during the internship.
10. Organization Overview: Provide Brief history, mission, and goals of the organization and discuss Organizational structure and key departments.
11. Internship Activities

12. Roles and Responsibilities: Detailed description of tasks and responsibilities.
13. Projects and Assignments: Overview of specific projects you worked on, including objectives, methodology, and outcomes.
14. Skills and Tools Used: List of skills developed and tools/software used.
15. Learning Experience
16. Challenges Faced: Describe any challenges encountered and how you addressed them.
17. Skills Acquired: Highlight the skills and knowledge gained during the internship.
18. Knowledge Gained: Insights into the industry, organization, or specific tasks.
19. Analysis and Discussion
20. Performance Evaluation: Your performance assessment by supervisors and self-assessment.
21. Comparison with Expectations: Compare your experience with your initial expectations.
22. Recommendations: Suggestions for future interns or improvements for the internship program.
23. Conclusion: Summarize key take away from the internship experience and reflect on how the internship has contributed to your personal and professional growth.
24. References: List all sources cited in there port in APA citation format.
25. Appendices: Include any additional material such as charts, graphs, photos, or detailed reports.

Guidelines for Preparing Internship Report

The following guidelines must be followed in preparing Internship Report: Page Specification: (Written paper and source code)

Left margin – 1.25"

Right margin–1.25"

Top margin – 1"

Bottom margin – 1"

Page numbers -All text pages as well as Program source code listing should be numbered at the bottom center of the pages.

Footer: It should have candidate name and examination roll number.

Normal Body Text: Font Size: 12, Times New Roman, 1½ Spacing, Justified. 6 point above and below para spacing

Paragraph Heading: Font Size: 14, Times New Roman, Underlined, Left Aligned. 6point above & below spacing.

Chapter Heading: Font Size: 18, Times New Roman, Centre Aligned, 12point above and below spacing.

Coding: Font size: 10, Courier New, Normal

Submission of Internship Report to the University: The student will submit two hard copies of his/her internship report in the prescribed format.

An Internship Report

On

<Report Title>

Submitted in the partial fulfillment of the
requirement for the award of degree of

(Session:)



Supervised By:

<Name of the Supervisor>

Submitted
By:

<Student
Name>

Roll No.

Reference no.

Centre for Distance and Online Education

Kurukshetra University, Kurukshetra–136119

Declaration

I, <Student Name>, a student of _____, in the Centre for Distance and Online Education, Kurukshetra University, Kurukshetra, under Examination Roll No. _____, for the session _____ hereby declare that the work presented in this report entitled [Title Name] is my original work completed during the period from [Start Date] to [End Date] at [Company/Organization Name].

This report is a true reflection of the tasks and projects I have undertaken during my internship. I confirm that I have followed all relevant guidelines. All external sources of information have been appropriately referenced.

I acknowledge the support and guidance provided by my internship supervisor [Supervisor's Name].

I understand that any violation of the above will result in disciplinary action and may affect my academic standing.

Signature: Name: [Your Name]

Date: [Date]

Internship Completion Certificate

This is to certify that [Intern's Name], a student of Centre for Distance and Online Education at Kurukshetra University, Kurukshetra, pursuing _____, under Examination Roll No. _____ for the session, has successfully completed the internship titled "[Title Name]" at [Company/Organization Name] from [Start Date] to [End Date].

[Intern's Name] has demonstrated commendable dedication and professionalism and have actively participated in various tasks, contributed valuable insights, and worked diligently towards achieving the internship goals.

We are pleased with the performance and wish him/her all the best in their future endeavors.

Signature: Name: [Supervisor's

Name] Designation:[Supervisor's

Designation]

Company/Organization Name:[Company/Organization Name]

Date:[Date] Seal/Stamp:(if applicable)