

Internship Report Format

1. Cover Page

- Title: Internship Report
- Student's Full Name:
- Samarth Enrollment Number:
- Dibrugarh University Registration Number:
- Name of the College:
- Class & Semester:
- Department:
- Name of the Internship Organization/Institute:
- Name of the Mentor:
- Internship Duration:
- Report Submission Date:
- Submitted To:

2. Table of Contents

- Certificate from the Internship Organisation
- Declaration by Student
- Acknowledgements
- Introduction (Objective of doing the internship, Relevance to your academic course, Duration and place of internship, Brief overview of what to expect in the report)
- Background of the Internship Placement Office (IPO) (Name and background of the organisation/institute; Products/services they offer; Vision and mission; Office setup / departments)
- Description of Tasks Performed/Activities Conducted
- Key Learning Skills Acquired, and Challenges Encountered
- Conclusion (What you gained from the internship; How it helped you professionally or personally)

(Word Limit- 300 words)**

3. Annexures

- Daily Attendance Sheet
- Proof of work (Geo Tagged Photos etc.)
- Feedback Report from the Organisation/Institute