

Appendix-VI

Format of Internship Report

A. Report of Internship for Enhancing the Employability

Points to be covered:

- i. Cover page
- ii. Certificate
- iii. Acknowledgments
- iv. Index of Contents
- v. About the Organization
- vi. Objectives of Internship
- vii. Learning experiences
- viii. Learning outcomes
- ix. Conclusion/Summary
- x. Attachments (if necessary)

Cover Page: This is the first page of the report. It should contain the title of the report, name of the student, name of the Internship providing organization. A format of this page is produced below and should be adhered to. Logo of the Kurukshetra University should be used on cover page. No logo of the Internship providing organization should appear as this might violate copyright/trademark privileges of the organization/company.

<p style="text-align: center;">INTERNSHIP REPORT</p> <p style="text-align: center;">ON</p> <p style="text-align: center;">(Title of the Internship Program Report in CAPITAL LETTERS)</p> <p style="text-align: center;">By Name of the Student</p> <p style="text-align: center;">Roll No</p> <p style="text-align: center;">University Logo</p> <p style="text-align: center;">Name of Department/College/Institute Kurukshetra University, Kurukshetra</p> <p style="text-align: center;">Year of submission</p>

Certificate: This is the undertaking by the student regarding originality of the report. For example:

Certificate	
“Certified that this Internship report is an original report of work done by me under the guidance of Internship Mentor Mr./Mrs./Dr. _____ and under the supervision of Internship Supervisor Mr./Mrs./Dr. _____ submitted as a part of the Internship Course of Undergraduate Programme of Kurukshetra University, Kurukshetra”.	
Date	Signature of the student
Countersigned	
(Internship Supervisor)	

Acknowledgments: There are many persons who may have helped the student during Internship. It is an obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following persons:

- Head of the DCI
- Internship providing organization
- Internship Mentor
- Internship Supervisor
- Others

Index of Contents: The main function of this section is to give the reader an overall view of the report. The main divisions should be listed with the number of the page on which they first appear. It helps the reader to locate a particular topic or sub-topic easily. An example of the Table of Contents is produced below.

TABLE OF CONTENTS	
Certificate	
Acknowledgments	
About the organization	1
Objectives of Internship	4
Details of Work done	6
Learning Experiences	11
Learning outcomes	14
Conclusion/Summary	16
Attachments (if any)	

B. Report of Internship for Developing Research Aptitude

Points to be covered:

- i. Cover page
- ii. Certificate
- iii. Acknowledgments
- iv. Table of Contents
- v. Introduction
- vi. Objectives of Internship
- vii. Learning experiences
- viii. Learning outcomes
- ix. Conclusion/Summary
- x. Attachments (if necessary)

Cover Page: This is the first page of the report. It should contain the title of the report, name of the student, name of the Internship providing organization. A format of this page is produced below and should be adhered to. Logo of the Kurukshetra University should be used on cover page. No logo of the Internship providing organization should appear as this might violate copyright/trademark privileges of the organization/company.

INTERNSHIP REPORT
ON
(Title of the Internship Program Report in CAPITAL LETTERS)
By
Name of the Student
Roll No
University Logo
Name of Department/College/Institute Kurukshetra University, Kurukshetra
Date of submission

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Certificate	
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Countersigned	
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Index of Contents: The main function of this section is to give the reader an overall view of the report. The main divisions should be listed with the number of the page on which they first appear. It helps the reader to locate a particular topic or sub-topic easily. An example of a Table of Contents is produced below.

TABLE OF CONTENTS	
Certificate	
Acknowledgments	
Introduction : About the topic, review of literature etc.	1
Objectives of Internship	4
Materials & Methods	6
Results/Observations	11
Discussion	14
Conclusion/Summary	16
Attachments (if any)	
References/Glossary	