

Note: The internship report should be typed on one/both side of good-quality quarto/A4 size paper in 1.5 line spacing with a 4 cm margin on the left side and top of the page; 2.5 cm margin on the right side and bottom of the page. The font size should be 12 Times New Roman and the font size used on the cover should be 14. The report should be submitted in spiral bound.

INTERNSHIP REPORT FORMAT

(Cover page)

An Internship/ Community Outreach Report on

(Topic)

(Organisation name and logo, if available)

Submitted in partial fulfilment of (programme)

Submitted by:

(Name of the Student)

(Roll Number)

(Programme)



Under the guidance of:

Organisational Mentor

(Mentor's Name)

Designation

Organisation Name

Institutional Supervisor

(Name)

Department of _____

Patkai Christian College (Autonomous)

Chumukedima, Seithekema-797103

(Internship Duration & Year)

(Second Page)

(can be a scanned copy of the original certificate)

CERTIFICATE

IAPC Completion Certificate (On Company/Organization Letterhead)

Date:- _____

TO WHOM IT MAY CONCERN

This is to certify that Mr/Ms _____, a student of _____ (Course/Department) from Patkai Christian College (Autonomous), has successfully completed an internship with _____ (Organization Name)

The internship was carried out from _____ to _____ in the _____ (Department/Area) for a total duration of 120 hours under my supervision.

During this period, he/she has worked on _____ (mention project/work area) and has shown sincerity, dedication and professionalism in completing the assigned tasks.

We found him/her to be hard working, punctual and eager to learn. His/her performance during the internship was _____ (Excellent/Good/Satisfactory)

We wish him /her all the best for future endeavors.

For (Organization Name)

Signature: _____

Name: _____

Designation: _____

Contact Details: _____

(Official Seal/Stamp)

(Third Page)

Declaration

I, **[Name of Student]**, student of **[Course/Department Name]** at **Patkai Christian College (Autonomous)**, hereby declare that the internship report titled " **[Title of Internship Project]** " is an original work conducted by me during the internship period at **[Name of Organization]** from **[Start Date]** to **[End Date]** for a total duration of 120 hours

I have properly acknowledged all resources and materials used. This report has not been submitted in part or full to any other university or institution for the award of any certificate/degree.

Date:

Signature:

Place:

Name:

(Fourth Page)

Abstract / Executive Summary

Include:

- internship organisation name
- duration
- department assigned
- major activities performed
- key learning outcomes (5–6 lines)

(Fifth Page)
Acknowledgement Page

(Sixth Page)

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Annexure Section

References/ Bibliography (may use APA, MLA, Chicago/ Turabian, Harvard referencing style as per Department requirement).

Copy of Questionnaire/ schedule (if any)

Students should attach copies of the following:

- ✓ Internship completion certificate
- ✓ Attendance record
- ✓ Daily logbook summary
- ✓ Photographs (if permitted)
- ✓ Work samples (if allowed)

(Examples of Points that can be included in the Chapters)

Chapter 1: Introduction of Organization

1.1 Background of the Organization

Students should include:

- name of organization
- year of establishment
- founder (if applicable)
- location
- nature of organization (bank / NGO / company / government office / school / business firm)
- area of operation

Example:

“The organization was established in the year _____ with the objective of providing _____ services to the public.”

1.2 Objectives of the Organization

Write the organisation’s objectives as stated by them or May write points such as:

- providing quality services
- promoting customer satisfaction
- supporting economic development
- ensuring efficient service delivery
- maintaining transparency and accountability

1.3 Organizational Structure

Students should describe:

- hierarchy
- departments
- reporting system
- role of manager/supervisor

Students may add an **organizational chart** if possible.

1.4 Services Provided by the Organization

Examples depending on organization type:

Bank

- savings accounts
- loans

- deposits
- ATM services
- digital banking

NGO

- community development
- awareness programmes
- welfare services

Government Office

- administrative services
- public service delivery
- documentation support

Students should explain briefly in paragraph form.

Chapter 2: Internship Work Profile

2.1 Internship Objective

Objectives of the Internship

- To gain practical exposure to organisational functioning
- To understand workplace environment
- To develop professional skills
- To relate theory with practice

2.2 Nature of Work Assigned

Students describe:

- department assigned
- reporting authority
- duration of work
- working hours

Example:

“I was assigned to the accounts section under the supervision of _____.”

2.3 Tasks Performed During Internship (May include Tools / Software Used During Internship)

Students list actual activities performed such as:

- data entry work
- documentation assistance
- customer interaction support
- file management

- report preparation
- assisting staff members
- field visits (if applicable)

Write in paragraph form or bullet points.

2.4 Skills Learned During Internship

Examples:

Technical Skills

- MS Excel
- documentation handling
- accounting procedures
- office software usage

Communication Skills

- interaction with staff
- dealing with customers
- teamwork ability

Professional Skills

- punctuality
- discipline
- responsibility
- time management

Students should explain each briefly.

Chapter 3: Learning Outcomes

3.1 Practical Exposure Gained and Knowledge Outcomes

Students explain:

- understanding workplace environment
- Understanding organisational hierarchy
- exposure to real office procedures
- knowledge of documentation systems
- understanding organizational functioning

Example:

“The internship helped me understand the practical functioning of office administration.”

3.2 Professional Development, Skill and Attitude Outcomes

Students may include:

- confidence improvement

- Professional discipline
- Documentation handling
- communication enhancement
- teamwork experience
- leadership exposure
- decision-making ability

3.3 Challenges Faced During Internship

Examples:

- adjusting to new environment
- understanding technical procedures
- communication barriers
- time management difficulties

Students must also explain **how challenges were overcome**.

Chapter 4: Conclusion and Suggestions

4.1 Experience Summary

Students write overall internship experience:

Example:

“The internship programme provided valuable practical exposure and helped me connect theoretical knowledge with real-life organizational functioning.”

Include:

- usefulness of internship
- learning achievements
- career relevance

4.2 Suggestions / Recommendations

Students may suggest improvements such as:

For organization:

- improved digital systems
- better customer service processes
- additional staff support

For internship programme:

- longer internship duration
- more practical assignments
- exposure to multiple departments