PREPARING OF INTERNSHIP TRAINING REPORT – LAY OUT

Kindly make sure to follow the below stated lay out for the preparation of institutional training report:

1. Cover Page
2. Bona fide Certificate from College & Company (Specimen copy available on SJCC website)
3. Declaration (Specimen copy available on SJCC website)
4. Acknowledgement
5. Table of Contents
6. List of Tables (If Applicable)
7. Contents- (Introduction, Company profile, Work experience, Conclusion)
8. Internship Information Summary (available on SJCC website)

Chapter - I
INTRODUCTION OF THE INTERNSHIP REPORT (1-2 Pages)
   a) Focus about the Internship training
   b) Objectives of the Internship training

Chapter - II
PROFILE OF THE COMPANY / INSTITUTION (2-3 Pages)
   a) Company History
   b) Products Details
   c) Organisation Chart / Setup
   d) Achievements / Awards of the Institution

Chapter - III
WORK EXPERIENCE (Min 5 Pages)
   a) Weekly report of work done (preferred), contribution and learning experience of students.

Chapter - IV
CONCLUSION – FINDINGS AND RECOMMENDATIONS (3-4 Pages)

Chapter - V
Bibliography (If Applicable)
Annexure
Glossary / Technical Terms (If Applicable)

NOTE: INTERNSHIP TRAINING REPORT SHOULD NOT EXCEED 15 PAGES