

## **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**