**Cover page**

**College certificate**

**Company certificate**

**Table of contents**

**1.Objectives**

Clearly define the objectives you aimed to achieve during your internship. This could include specific skills you wanted to develop, projects to contribute to, or knowledge you aimed to gain.

**2.Company Profile**

Give a brief overview of the company's history, including who founded it, for what purpose and when. Mention the company's mission statement and its regular business activities. You are required to mention your role in their overall work scheme and the Reporting Persons name and designation.

**3.Work Responsibilities during the Internship**

Explain in detail the specific tasks that the company staff assigned to you. This includes the projects/training you underwent as part of a team or individually. You may use Gantt Chart to show the time period of the various activities performed during internship.

**4.Skills Learned**

It is important to include specific skills you developed during the course of your internship. Explain how they relate to your educational experiences and your career goals. Detail experiences you received during your internship that helped you to develop professionally and how they would contribute to your future work.

**5.Conclusion**

Finally, discuss skills that you would like to continue developing or experiences you would like to have as part of your internship. This can help you gain insight into what you would like to find in future internships while also helping the organisation understand how they can better meet the needs and interests of interns in the future.

**•** Volume: Minimum 12 pages

* Font: Times New Roman

• Single Column Format.

• Text size 12.

• It should be in 1.5 spacing.

• Margins-2 cms on all sides

• Page Nos-Centre

• Page No. (1,2,3,…..) will start from OBJECTIVES part

•Each Figure should have a Caption below & Table should have a Caption above it

•Colour of the cove page: White background with black lettering

•Soft bound and soft copy to be submitted