




FORMAT & ARRANGEMENT OF CONTENTS OF THE INTERNSHIP REPORT

- **Title Page**
- **Certificate**
- **Student Undertaking**
- **Acknowledgement.**
- **Table of Contents**
Contents of the report with chapters & sub- chapters with proper page numbering,
- **List of Tables.** (include only if there are Tables are used in the report)
- **List of Figures.** (* include only if there are Figures are used in the report)
- **Abstract** (brief summary of internship/work done)
- **Internship Report (Chapter-wise)**
- **Conclusion.**
- **Glossary**
(This is the list of all acronyms/ abbreviations or any other unusual terms that are used in the report.)
- **Bibliographic References**

PN: Each of the above headings should start from a new page.

Use

- ☞ Margin of 1 inch (left and right), & 1.5 inches top and bottom.
- ☞ Times New Roman 14, Bold & CAPS for Chapter Headings (Centered),
- ☞ Times New Roman 12 & Bold for Sub Heading/ Subsections (Left Indented)
- ☞ Times New Roman 12 for all other text with double line spacing.
- ☞ All text should be justified.  (Align content to left and right margins).
- ☞ Double line spacing of the text in Abstract page and Main body of the Report.

- ☞ Number the Introduction as Chapter 1, & the subsequent Main Sections as consecutive chapter numbers, wherever subsections/ subheadings are present, please number it as the corresponding chapter subheading. for (eg. 1.1 , 1.2 for chapter 1 sub-headings).
- ☞ All Figures and Tables in the report to be numbered consecutively as (Figure 1, Figure 2, Table 1, Table 2) and to be referred as Figure 1, Figure 2....., Table 1, Table 2 while explaining/ providing the details of Figure/Table content.
- ☞ No need to number to Glossary and Bibliography sections.

Page Numbering

- Acknowledgement page should be numbered as iv, and all other following headings upto Abstract page are to be numbered subsequent page numbers, all in Roman small case.
- Numerical page numbering should start from the Introduction part. (ie., Chapter 1)
- Page Numbers should be at the bottom right hand corner of the page.
- **Please do not number the following pages,**
 - a. Title Page,
 - b. Certificate page &
 - c. Student Undertaking

Internship Report submission guidelines

- ☐ Internship Report should be submitted in Softcopy format only.
 - ☐ Softcopy to be uploaded on LMS (link will be sent during the last of week of June 2025)
 - ☐ Internship Reports without the signature of the Manager/ Supervisor along with the company seal on the certificate page will not be accepted.
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