**IKS Internship Final Report Format**

The primary objective of the final report is to document the work performed during the internship. The report should specifically address why and how the work undertaken during the internship is relevant to the Indian Knowledge Systems.

The report must be comprehensive in scope and demonstrate integration of Indian Knowledge Systems and the existing knowledge. A detailed background, methods, procedures, literature review, and the discussion of the results along with the conclusions and recommendations must be presented. The main body of the final report excluding references and appendices will be approximately 8000 words (about 16 pages, in 12-point Font, single spacing) and may include any number of figures or appendices.

**IMPORTANT Note of Plagiarism:** Plagiarism in any form is strictly prohibited. Any report containing plagiarized material will be disqualified and the internship will be forfeited, and no certificate will be issued. We may use automatic plagiarism detection tools like Turnitin to detect plagiarism in the reports.

The report must be structured as follows:

Title Page

* Clear, concise title that is descriptive of the subject of the report.
* Author names (intern and the Mentor), Institutional/ organizational affiliations of Author (and Mentors), and publication date clearly shown
* Clearly mentions that this work was performed under IKS Internship program

Certificate of Originality

* Author and Mentor certification on originality and absence of plagiarism
* Following declaration (Adapted from IIT Bombay Thesis Declarations) must be made on this page and signed by the Intern and verified by the Mentor. All reports must include this declaration to be acceptable. There will be NO EXCEPTIONS to this requirement.
* “

**Certification by the Intern**

I declare that this report represents my ideas in my own words and where others’ ideas or words have been included, I have adequately cited and referenced the original sources. I declare that I have properly and accurately acknowledged all sources used in the production of this report. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission. I understand that any violation of the above will be a cause for disciplinary action by the IKS Division and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed. I hereby declare that the details given above are true to the best of my knowledge.”

**Signature of the Intern**

* “

**Certification by the Mentor**

I hereby certify that the above report is true and the work was performed under my mentorship.

**Signature of the Mentor**

Table of Contents (if appropriate)

* Main section and subsection headings are labeled, and their page locations shown
* Lists of figures, tables, and appendices shown, if appropriate.

Abstract

* An abstract conveys the key content of the report, includes the purpose, scope, results, and conclusions of the report (250 words).
* A second abstract must be written in at least one Bharateeya Bhasha (Any language in the Eight Schedule) if the report is in English. Otherwise, please provide an English translation of the abstract.
* There must be no references, inappropriate jargon, abbreviations or acronyms in the abstract

Executive Summary

* An executive summary presents a clear, concise summary, of appropriate length and level of detail, of the contents of the main body of the report and of summary tables and figures, as appropriate. (typically, 1000-1500 words)
* A second Executive summary must be written in at least one Bharateeya Bhasha (Any language in Eight Schedule) if the report is in English. In case the report is prepared in any of the Bharateeya Bhashas, then the second executive summary must be in English.
* There must be no references, inappropriate jargon, abbreviations or acronyms in the executive summary

Introduction

* Establish the status quo and justification of the project; summarize the purpose and scope of the report; state why, where and how the project was conducted including an overview of the methodology followed indicating how the results were achieved wherever necessary and feasible.

Background and/or Justification

* Describe the Indian Knowledge System component that is being investigated in complete detail. (A minimum 500 words)
* Describe the problem addressed by this project with its objectives and elaborated scope. Include a diagram of the problem, if appropriate.
* Describe previous studies conducted in this field that are reported in the literature. If no previous studies have been conducted, please indicate that clearly.

Description of Project

* Discuss, to an appropriate level of detail, the location and size of the project location.

Methods and/or Procedures

* Provide a concise, clear statement of the methods employed, the rationale for selecting the methods, and the theory behind methods, if appropriate, but present no data
* Provide specific information on the type(s) of data collected and how and why they were collected but do not provide a “blow-by-blow” account of the actions performed in conducting the study. Instead, give details sufficient for the reader to interpret and repeat your results.

Results

* Clearly and concisely present the factual results of the project; avoid theory, opinions, and information from other studies
* Present results in an organized fashion, in the same order in which the project objectives were presented, and tie them to the project objectives
* Use tables and figures, as appropriate, to summarize and illustrate important findings. Locate, caption and number them and cite accordingly in the text of the report. Explain the tables and figures sufficiently so that the reader is not required to refer to other sections of the report in order to understand them.

Discussion

* Provide clear, concise interpretations of the results of the project.
* Relate results back to the objectives of the project and to previous studies reported in the literature, if appropriate
* Discuss uncertainties and assumptions that influenced the results.

Conclusions and/or Recommendations

* Present conclusions that clearly summarize key findings
* Furnish direct responses to the project objectives stated earlier in the report
* Provide clear recommendations based on the results of the project, if appropriate
* Describe future work that should be performed, if appropriate

Acknowledgements

* Acknowledge extensive and significant assistance by persons other than the authors, as well funding agencies, if appropriate.

References

* Present an appropriately formatted list of all literature cited in the report

Appendices

* Include data, calculations, other supporting information, and additional detail on the scope of work, pertinent background information, and methods and procedures, as appropriate
* Include only appendices that have been cited in the body of the report
* Include only materials not essential for understanding the body of the report. If essential for understanding the body of the report, they should be included in the body of the report.