

**SURYA'S MiB ENTERPRISE**  
**WEEKLY / MONTHLY REPORT FORM**

1. Report Type (Tick one): ☐ Weekly ☐ Monthly

2. Submission Type (Tick one): ☐ Individual ☐ Team

3. Name of Intern / Employee / Team Lead:

4. Team Name / Department:

5. Role / Designation:

6. Reporting Period (From – To):

7. Report Submission Date:

8. Work Summary / Tasks Completed:

9. Objectives Planned vs Achieved:

10. Tools / Technologies / Resources Used:

11. Challenges Faced (if any):

12. Solutions / Actions Taken:

13. Learning Outcomes / Skills Gained:

14. Next Week / Next Month Plan:

15. Declaration:

I hereby declare that the above information is true and accurate to the best of my knowledge and the work reported is completed as per organizational guidelines.

Prepared By (Name & Signature):

Reviewed By (Supervisor / Guide / Head ) & Signature:

Date: