

INTERNSHIP REPORT GUIDELINES

B.Tech – 8th Semester
St. Vincent Pallotti College of Engineering & Technology, Nagpur

1. FORMAT AND PRESENTATION STYLE

- **Paper:** A4 size, white, bond paper (single side printing only)
- **Margins:**
 - Left: 1.5 inch
 - Right: 1.0 inch
 - Top: 1.0 inch
 - Bottom: 1.0 inch
- **Font:** Times New Roman
- **Font Size:**
 - Main Title: 16 Bold, UPPERCASE, Centered
 - Section Headings: 14 Bold
 - Sub-Section Headings: 12 Bold
 - Body Text: 12 Regular
- **Line Spacing:** 1.5 lines
- **Paragraph Spacing:** One blank line between paragraphs
- **Text Alignment:** Justified (Headings Centered)
- **Page Numbering:** Bottom center, starting from Introduction chapter

2. MANDATORY CONTENT ORDER

The report must strictly follow the below sequence:

1. **Cover Page**
2. **College Certificate**
3. **Organization Certificate** (*if available*)
4. **Acknowledgement**
5. **Abstract**
6. **Table of Contents**
7. **List of Figures / Tables** (*if applicable*)
8. **Chapters**

Chapter 1: Introduction

Chapter 2: Company/Organization Profile

Chapter 3: Internship Objectives

Chapter 4: Technologies Used (*e.g., Java, Python, SQL, Web Frameworks, etc.*)

Chapter 5: Modules Developed / Tasks Performed

Chapter 6: Weekly Overview of Internship Activities

Chapter 7: Learning Outcomes

Chapter 8: Challenges Faced and Solutions

Chapter 9: Conclusion

9. **Bibliography / References**

10. **Annexures** (*screenshots, publications, evaluation forms, certificates, code samples, etc.*)

3. TECHNICAL ALIGNMENT

- Emphasize usage of programming languages, tools, IDEs, frameworks, and platforms used during the internship (e.g., Python, Django, React, .NET, MySQL, Git, etc.)
- Include architectural diagrams, database schemas, or flowcharts where applicable
- Screenshots of actual project interfaces (admin panels, dashboards, web pages) are encouraged

4. BINDING & SUBMISSION FORMAT

- **Binding:** Spiral binding with a transparent front cover and black back cover

5. SUBMISSION DETAILS

- **Hard Copies:** 2 copies submitted to the Department
- **Soft Copy:** PDF version emailed to department mentor.

INTERNSHIP REPORT

This Internship report is submitted to

St. Vincent Pallotti College of Engineering & Technology

(An Autonomous Institution Affiliated to Rashtrasant Tukadoji Maharaj Nagpur
University, Nagpur)

*In partial fulfillment of the requirements for the award of the degree
of Bachelor of Technology in*

NAME OF THE BRANCH

Submitted by

<NAME OF THE CANDIDATE>

Under the supervision of

<<Name of Departmental Mentor>>

<Bold UPPER CASE>

<<Designation>> <Title Case>

in

<<Company Name, City>> <Title Case>

Academic Year 2024-25



Department of _____

ST. VINCENT PALLOTTI
COLLEGE OF ENGINEERING AND TECHNOLOGY
Gavsi Manapur, Wardha Road, Nagpur -441108

CERTIFICATE

This is to certify that the “**Internship report**” submitted by **STUDENT NAME** (**UID**) is work done by her/him and submitted during 2024-2025 academic year, in partial fulfilment of the requirements for the award of the degree of **BACHELOR OF TECHNOLOGY** in **<branch name>**, at **St. Vincent Pallotti College of Engineering & Technology, Nagpur.**

<Name of the Department Mentor>
<Designation>
Department Mentor

<Name of the Internship Coordinator >
<Designation>
Internship Coordinator

<Name of the Department Mentor>
<Designation>
Head of the Department

Dr. Vijay Wadhai
Principal



Department of _____
ST. VINCENT PALLOTTI
COLLEGE OF ENGINEERING AND TECHNOLOGY
Gavsi Manapur, Wardha Road, Nagpur – 441108 (An
Autonomous Institute affiliated to RTMNU, Nagpur)

ACKNOWLEDGEMENT

This Internship work is one of the major milestones in my journey of learning. I would like to sincerely thank **<Name of Company person, designation>, Company Name**, for her/his guidance at every stage of the internship and for her/his prompt and insightful input.

I would like to thank **<Name of the HoD>, Head, Department of <Name of the Department>** and all our faculty members who reviewed my work and pointed out the shortcomings, their valuable insights and recommendations propelled my internship work forward, helping me overcome challenges and complexities along the way.

I am especially thankful to our **departmental mentor, <Name of Mentor>**, for his/her dedicated mentorship and consistent support throughout the course of the internship. His/her guidance was instrumental in shaping my approach and ensuring meaningful progress.

Also, I am very grateful to the Institute **Principal Dr. Vijay M Wadhai and Management**, for their support facilities provided during the internship.

<Name of Intern>