Dear Intern

Project report is an inherent component of your internship. We are enclosing a reference table of content for the project report. Depending on the internship project (IT/Non-IT, Technical/Business Domain), you may choose to include or exclude or rename sections from the table of content mentioned below. You can also add additional sections. The key objective of this report is for you to systemically document the project work done.

|  |  |
| --- | --- |
| Internship Project Title |  |
| Name of the Company |  |
| Name of the Industry Mentor |  |
| Name of the Institute |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Start Date | End Date | Total Effort (hrs.) | Project Environment | Tools used |
|  |  |  |  |  |

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