

Format for Summer Internship (SIP) Report

Each student should strictly follow the format given below for his/her SIP Report.

Content Specifications

1. Front Page
2. Appointment Letter
3. Internship Certificate
4. Student's Declaration
5. Industry Overview
 - Basic overview of industry
 - Major Players
12. Company Overview
 - History
 - Mission, visions etc.
 - Products
 - Overview of different departments etc.

13. Research methodology

- Introduction
- Rational for the study
- Statement of problem
- Significance of the Problem
- Research Objectives
- Scope of the study
- Research hypothesis (If any)
- Research design (Research Type)
- Data sources (Primary and secondary sources)
- Data Collection Instrument (for e.g. Questionnaire)
- Outline of analysis (a brief outline of tools and techniques to be used for analysis, statistical tools and tests to be used)
- Limitations of the Project

14. Data Analysis and Interpretation

- Tabular representation of data
- Charts
- Statistical tests
- Analysis and Interpretation

15. Findings & Suggestions

16. Conclusion

Formatting Specifications

- The page for project should be A4 size paper.
- Font Type – Times New Roman.
- Font size
 - For the Main heading: 16 (Bold Font, Capitalize Each Word)
 - For the Sub heading: 14 (Bold Italics Font (Capitalize Each Word)
 - For the text of project: 12 (Unbolded, non-italics)
- Line spacing should be 1.5
- Maintain Single inch Margin on all four sides of A4 size paper.
- Each page should have a Page number.
- All tables, charts, graphs, big equations should be numbered properly
- Below each table the source of data must be mentioned

- Content on each page should be justified and left aligned
- Report should be hardbound with black color, with Front Page Title as per the format.
- The front title page should be on the cover page.
- The student should ensure that there are no grammatical and spelling errors in the report.

Indicative Formats to be used

(For Front Title page)

Summer Internship Report

As ... Intern in BooksLuva

Prepared by

(Student Name)

(Enrollment Number: XXXXXXX)

Batch 2018-22

Under the guidance of

(Name of the Faculty Guide)

ACADEMIC YEAR

2018-22

Submitted To

Government Engineering College, Patan

Affiliated To

Gujarat Technological University

Appointment Letter

Internship Certificate

Student's Declaration

I undersigned_____a student of College Name 7th semester, declare that summer internship Report titled “_____” is a result of my/our own work and my/our indebtedness to other work publications, references, if any, have been duly acknowledged. If I/we are found guilty of copying any other report or published information and showing as my/our original work, I understand that I/we shall be liable and punishable by Institute or University, which may include ‘Fail’ in examination, ‘Repeat study & re-submission of the report’ or any other punishment that Institute or University may decide.

Name of Student:

Enrollment Number:

Signature: