Interim Internship Report



Semester IV

Master of Computer Applications

(2023-2025)

Submitted by

<Name>

<register No>

Under the guidance of

<guide name>

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## Executive Summary / Abstract of the Interim study

A paragraph each on:

* The company
* The problem or opportunity
* Methodology
* Key parts of the report & your findings and solutions provided in the report.
* Benefits to the company/institution through your report.

## Index

(Table of Contents) List of the contents of the internship report and where they can be found in the report.

## Internship Objectives

A single page that lists the original objectives of the internship.

## Weekly overview of internship activities

week1, week2, week3, week4 ….. (In tabular format)

## Chapter 1 - Introduction (2 or 3 pages)

### Introduction

### (1 paragraph description of the internship site)

### Organization profile

### (1 paragraphs)

### Scope of the Work

### (2 paragraphs)

### Background information

### (1 paragraph - background information necessary to understand the work)

## Chapter 2 - Internship Discussion \*

### Objectives Achieved

Details about the objectives, and how they were achieved.

### Skills Developed

Details of the scientific and professional skill learned during the internship.

### Results / Observations / Work experiences

Details about the Results/observations/work experiences obtained during the internship.

### Challenges

Details about the challenges experienced

## Chapter 3 - Summary of the Internship Report

Conclusion / Summary of the Internship Report.  
A time plan for the completion.

## Bibliography

Include references to books, articles, reports referred to in the report.

## (\* Note: Based on your internship, the report format can be modified or adapted)

**Formatting Instructions**

1. Every Chapter starts in a new page. Chapter contents are continuous.
2. Chapter Heading is **Cambria, Style: Heading 2, Font-size: 14, Bold**
3. Every heading inside the chapter is **Cambria, Style: Heading 3, Font-size: 13, Bold**
4. All paragraphs should be justified evenly between margins
5. Margins 1.5” left and 1” all other side.
6. Paragraph is Cambria, Style: Normal, Font-size: 12
7. Every figure should be labelled based on chapter number (For example a figure in existing system should be labelled as Figure 2.x)
8. Every table should be labelled based on chapter number (For example a table in Software tools should be labelled as Table 3.x)
9. Every equation should be labelled based on chapter number (For example an equation in modelling technique should be labelled as Equation 3.x)
10. Header – your internship title / company name
11. Footer – page number
12. Header demarcated with dotted single line
13. Footer demarcated with dotted single line
14. No header on Footer on Pages exclusively indicates the Chapter Name, abstract page.
15. Table of contents after Abstract page auto generated using Microsoft word.
16. Print on Bond paper A4