Internship Report



Semester IV

Master of Computer Applications

(2023-2025)

Submitted by

<Name>

<register No>

Under the guidance of

<guide name>

March 2025

## College Certificate Page

## Internship Certificate provided by the internship institution(s)

## Declaration

## Acknowledgment

## Abstract

## Table of Contents

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## Chapter 1 - Introduction

### **Organization**

### Organization Profile

### **Work 1**

### Background information

### Introduction to the work

### Scope of the work

### Objectives

**(Each objective shall be listed using bullet points)**

**[Work can be more than 1 say Work1, Work2, …. Work N)**

### **Work N**

### Background information

### Introduction to the work

### Scope of the work

### Objectives

**(Each objective shall be listed using bullet points)**

## Chapter 2 - Methods and Discussions

### **Work 1**

### Methodology

**(Methods / Algorithms / Procedure)**

### Design and Development

**(UML Design / Database Design/ UI Design/ Development/ Test Cases)**

### Findings and Results

**(Graphs / lists/ tables / screen shots etc., with explanations)**

### Objectives Achieved

**(Each objective achieved shall be listed using bullet points)**

### **Work N**

### Methodology

**(Methods / Algorithms / Procedure)**

### Design and Development

**(UML Design / Database Design/ UI Design/ Development/ Test Cases)**

### Findings and Results

**(Graphs / lists/ tables / screen shots etc., with explanations)**

### Objectives Achieved

**(Each objective achieved shall be listed using bullet points)**

## Chapter 3 - Summary

### Challenges

### Scope for future enhancements

### Conclusion

## Bibliography

**(Include references to books, articles, reports referred to in the report. References based on APA format)**

## Annexure – 1 Weekly overview of internship activities

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

## Annexure – 2 Attendance Certificate provided by the internship institution

**(Shall use the format of Annexure 6- Attendance CERTIFICATE - External Guide.docx)**

Note:

1. Based on specific needs of each Internship, the report format can be **modified or adapted**, in consultation with Internal Faculty Guide
2. ABC represent Organisation-1, and Work-1 represents the Internship topic in that organization, XYZ represent Organisation-N, and Work-N represents the Internship topic in that organization, **ABC / XYZ shall be replaced by the Organization Names and Work 1 / Work N shall be replaced by the Internship title or topic**.
3. The **text** shown in **red** color is only for information and must **not be part of the Internship Report**

**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 – the 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