**THE MAHARAJA SAYAJIRAO UNIVERSITY OF BARODA**

**DEPARTMENT OF COMPUTER APPLICATIONS**

**FACULTY OF SCIENCE**



**An Internship Report**

**on**

**<<Domains>>**

**for**

**<< Organization >>**

**Submitted by**

**<<Your Name>>**

**PRN: <<Your PRN>>**

**in partial fulfillment for the award of the degree**

**of**

**Master of Information Technology**

**in the**

**Department of Computer Applications**

**<<Month>>, <<Year>>**

|  |  |
| --- | --- |
| **Internal Guide**  Dr. / Mr. /Ms. ………  <<Designation>> | **External Guide**  Dr. / Mr. /Ms. ………  <<Designation>>  <<Organization>> |

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**ACKNOWLEDGEMENT**

**CERTIFICATE**

This is to certify that Mr./Ms.………………… a student of **Master of Information Technology** (PRN……………….) in the Department of Computer Applications, Faculty of Science, The Maharaja Sayajirao University of Baroda, Vadodara, has successfully completed the Project/Internship prescribed for the fourth semester of the programme during the period from ………………… to ………………. towards the partial fulfillment for the degree of Master of Information Technology.

Date:

Name & Signature of the Guide Head, Department of Computer Applications

**CERTIFICATE BY ORGANIZATION**

**General Guidelines for Preparing Internship Report**

In the requirement analysis section, the contents include

**Introduction to Organization:**

Discuss about type of organization, product/services offered by organization, strength of organization, major clients, Tools and Technology used in developing software.

**List of assignments** should consist of the description and screenshots of the tasks done.

In the **Corporate culture and Working Atmosphere**, mention about the working culture and your likes and dislikes about the atmosphere in the organization, and your professional gain in the organization.

IMPORTANT: Replace the <<place holder>> with your actual details.

**Technical Specifications of Project/Internship Report**

**Length:**

The length of the report should be between 100- 150 pages including the cover page, table of contents, list of figures, list of tables, and acknowledgement.

**Script and Page Format**

The report should be typed using a Word Processor on standard A4 (210 mm x 297 mm) paper size. A conventional font preferably **Time New Roman**, size 12-point and line spacing of 1.5 mm should be used. The font size for Heading, Sub-heading and Sub-sub-heading should follow size of 24, 20,16 points.

**Margins**

Left-hand margins should have a width of not less than 38 mm to facilitate binding. The righthand, the top, and the bottom should be 25 mm. Each page must be typed in one side, leaving a wide margin.

**Paper and Print Quality**

Paper and print quality are important for successful legibility. The report can be printed on a standard quality paper, (e.g., photocopy paper)

**Pagination**

Positioning of page numbers should be on top right hand side. Pages starting from the Acknowledgment until the last page of contents should be numbered using Latin numbers (I, II, III, IV, …). Pages starting from the chapter-1 until the summary should be numbered using numbers (1,2,3,…). Pages with figures and tables or illustrations must be also numbered. There should be Guard pages/blank pages at the front and back.

**References (If any)**

References will consist of books, videos, web page links, blog posts, tutorials and research articles referred by you while developing your project or software modules and should be in **APA** style of citation.

**Binding**

The report should be hard bound.