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| **TGPCET/T&P**  |

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|  | Image result for tgpcet logo | **Tulsiramji Gaikwad-Patil College of Engineering and Technology**Wardha Road, Nagpur-441 108NAAC Accredited  |  |  |
|  | *Department of Training & Placement**Session 2019-2020* |  |

**Format of Internship Report**

1. **Title Page**

The title page of the report will include:

1. Name of the organization
2. Name of the internee, Student ID and session
3. Submission date of the internship report
4. Name of the College
5. **Letter of Declaration**

**3. Scanned copy of the internship certificate (provided by the organization)/May use Provided Format for certificate.**

Attach the scanned copy of your (original) Internship Completion certificate provided by the organization.

**4. Executive Summary**

Executive summary previews every section of the report in a short form. It can be called as micro image of the report. It helps the reader to get a quick glance at the report before reading it in detail. Everything important that you have done, discovered and concluded should be mentioned but briefly and concisely.

**5. Overview of the Organization (word limit: min. 200 words)**

1. Brief history
2. Introduction of the organization
3. Policy of the organization
4. Competitors

**6. Organizational Structure (word limit: min. 200 words)**

1. Organizational Hierarchy chart
2. Number of employees
3. Main offices
4. Introduction of all the departments

**Note:**

In section #5-6, students are expected to collect information from various sources such as interaction with the organization’s personnel (managers, internship supervisor, colleagues etc.) and company website, documents, brochures etc. but it is necessary to mention the sources of information in report.

**7. Plan of your internship program (word limit: min. 300 words)**

* 1. A brief introduction of the branch/ area office of the organization where you did your internship
	2. Starting and ending dates of your internship
	3. Names of the departments in which you got training and the duration of your training

**8. Training Program (word limit: min. 800 words)**

a. Detailed description of the operations/activities performed by the department(s) you worked in.

b. Detailed description of the task(s) assigned to you **OR** detailed description of the project assigned.

**9. SWOT Analysis (word limit: min. 500 words)**

Clearly describe all the strengths, weaknesses, opportunities and threats of the organization where you have done internship. Remember that strengths and weaknesses are internal to the organization and represent its culture while opportunities and threats correspond to the environment outside the organization.

*Strengths* are those qualities which distinguish or give an edge to the organization over other organizations.

*Weaknesses* are the attributes of an organization that are harmful in achieving the objectives of an organization.

*Opportunities* are the external factors that are helpful in achieving the objectives of the organization.

*Threats* are the external factors which could damage the business performance of the organization.

**10. Conclusion (word limit: min. 200 words)**

In this section you are required to describe the organization according to your evaluation/assessment in the light of critical and SWOT analyses.

**11. Recommendation (word limit: min. 150 words)**

In this section you are required to suggest solutions for all the problems or discrepancies (you have

pointed out in critical/ SWOT analysis) found in the organization.

**Note:**

Section # 8-11 are NOT expected to be copied from anywhere, the student must provide information in these sections based on his/her personal observation, learning and experience gained during the internship. Cheating or copying in these sections is NOT acceptable and hence the entire internship report can be completely rejected as per **ZERO TOLERANCE POLICY** of the university.

**NOTE**

1. Complete all the required parts as mentioned in the format of Internship Report. Remember, each part is essential, therefore, DO NOT skip any part as every part is included in evaluation criteria.
2. Words required for internship report (excluding work samples) are 9,000 – 11,000.
3. There is no specific range of words required for work samples as it will vary from task to task. However, these words will be in addition to the specified word limit of 9,000 to 11,000 words of internship report.
4. There should be harmony among the ideas that you describe in the SWOT analysis, Conclusions and Recommendations.
5. Internship Report should be submitted within the due date as mentioned in the ‘Semester Calendar’. Submissions made after due date shall not be considered.
6. Students are required to submit their Internship Reports in hard form to Internship Coordinator office. Internship Reports submitted via e-mail will not be accepted.