

GUIDELINES FOR SUBMISSION OF INTERNSHIP REPORT- 2026

Report Structure and Layout

Your final internship report must be structured in the following sequence:

- **Cover Page / Title Page:** Must include the college logo, project title, student name, roll number, department, name of the host organization, and submission date.
- **Certificate of Completion:** A copy of the official internship certificate provided by the host organization.
- **Certificate by mentor:** Signed by allotted Faculty Mentor.
- **Declaration:** A signed statement by student affirming that the report is own original work.
- **Acknowledgement:** A brief note thanking the organization, supervisors, faculty mentors, and others who assisted you.
- **Table of Contents:** A clear list of chapters, sections, and sub-sections with correct page numbers. (if any)
- **List of Tables and Figures:** A numbered list of any charts, diagrams, or tables used. (if any)

2. Texting and Formatting (Typing or Handwritten)

To give the report a professional look, ensure your document complies with these formatting specifications:

- **Page Numbering:** Bottom center or bottom right.
- **Writing Text:** Write either in English or Assamese on single side of standard A4 size white paper. (Not more than 3000 words)

3. Detailed Chapter Breakdown

Your report body should be divided into the following major chapters:

Chapter 1: Introduction to the Organization

- Brief history and background of the company/organization.
- Organizational structure, vision, mission, and core values.
- The specific department/sector where you were assigned.

Chapter 2: Roles, Responsibilities, and Tasks Performed

- Detailed description of your daily responsibilities.
- Overview of projects handled, tasks completed, and tools/software/methodologies utilized.
- *Reference your weekly log sheets here. (Attached in appendices)*

Chapter 3: Analysis and Practical Learning

- How did you apply your classroom knowledge to real-world tasks?
- New skills acquired (technical, analytical, communication, leadership).
- Challenges faced during the internship and how you overcame them.

Chapter 4: Conclusion and Future Recommendations

- A summary of your overall internship experience.
- Suggestions for the organization to improve its processes (if any).
- How this internship has shaped your future career goals.

Chapter 5: Appendices:

- **Appendices:** Include your daily/weekly signed logsheets, data charts, samples of work (if permitted by the company), and feedback forms.