

GUIDELINES ON WRITING THE INTERNSHIP REPORT

Industrial Internship Training Report Objective

The main objective of the Report is to prepare the student to write a professional and detailed report. This should demonstrate his ability to present specific information and to develop his overall communication skills. The essence of the Report is to describe the work a student has undertaken during his internship, the techniques he has learned, the skills he has acquired, the contributions he has made to his work environment and the conclusions he has drawn from his experience.

Report Quality

1. The organization of the Final Report should be in sequence and it should help the reader to obtain a clear understanding of the detailed points presented in the report.
2. Topics within the report should be coherent, clear and concise. Discussions should be focused on work-oriented.
3. The report should be illustrated with appropriate tables, diagrams and graphs where necessary. Tables and graphs should be properly labeled.
4. Any facts and figures about the company where the internship was completed should be supported by references, internal company reports, etc.
5. The report should be a minimum of 25 pages and not more than 40 pages.
6. The report should describe your work in your own words.
7. The report should have a bibliography and references, where appropriate.

A draft report should be submitted and reviewed by Internship Coordinator of the department before the Final Report is submitted to the department for grading.

Report Writing Format and Contents

The report should follow the following format:

1. **Title Page:** Please refer the specimen is provided as appendix. The title of the Report, and the author's name, must be in capital letters. The name and address of Institute must also be included on this page and be in same case as the title. The

type of degree must be written in capital letters. The year and class should be included. The title page must not be numbered. A photocopy of the certificate issued by the Industry should be placed after the Title Page. Next should be the bonafide certificate page, declaration page. Thereafter two pages consisting of the grading criteria, scoring rubrics for report and viva voce should be placed, which will be a part of the project report

2. **Acknowledgements (Optional):** This is an optional section which acknowledges the help, assistance and advice given to the student during his internship and the preparation of his report.
3. **Table of Contents:** The report must have a table of contents, which shows the principal divisions of the work and the page numbers on which they are found. All the pages except the Title Page and Table of Contents page(s) must be listed. The Table of Contents page(s) must be numbered in lower case Roman numerals at the bottom center of each page, starting with “ii” or with “iii” if an Acknowledgements page has been included.
4. **Table of Abbreviations:** This section should list each abbreviation within the report and its meaning.
5. **Abstract:** This section will comprise a brief summary of the entire report. No illustrations, graphs, tables or charts should be included in this section.
6. **Introduction:** The purpose of this section is to provide a brief introduction of the work. It should not exceed two pages (2) but should be a minimum of 300 words and should comprise the following topics:
 - a) **Company Background:** A brief and clear presentation the type of business of the company and the functions of the department(s) in which the student conducted his internship.
 - b) **Training Objective:** Description of the student’s internship objective and work accomplishments.
 - c) **Student’s Work Assignment:** A general, non-technical presentation of the student’s function within the company and his work assignments.

7. **Technical Section:** This section constitutes the core (substance) of the report. It describes the work that a student has accomplished during his internship, the techniques he has learned, the skills he has acquired, the contributions he has made, the responsibilities he has assumed, the equipment he has used (if any), the safety procedures he has followed and all other pertinent information. It contains all the crucial technical details including illustrations, equations, programs, software versions, graphs, tables, charts, diagrams, etc. These should be clearly numbered and/or titled for easy reference. Units, scales, labeling of the axes must be provided for easy understanding. The technical part may be presented in the form of chapters, sections or any other arrangement suitable to the nature of the technical report.

8. **Conclusion and Recommendations:** The conclusions of the report are summarized in this section. Any pertinent conclusion concerning the internship, the work accomplished, the techniques learned, the importance and merits of the internship program, its benefits and drawbacks, recommendations on how to improve it and other constructive comments and suggestions should be included in this section. A student's feedback and comments regarding his academic internship, his background, his technical preparation for launching his career and any related recommendations should also be included here.

9. **References:** A list of the references must be provided. Each reference must be adequately cited where appropriate.

10. **Page Numbering:** Numbers should begin with "1" on the first page of the text and continue throughout the report including the references page. The page numbers should be on the bottom middle or bottom right of each page throughout the text. The text must be double-spaced.

(A typical Specimen of Cover Page & Title Page)

INDUSTRIAL INTERNSHIP TRAINING AT ABC COMPANY LTD, COIMBATORE

<FontSize18><1.5linespacing>

REPORT

<FontSize14>

Submitted by

<FontSize12><Italic>

NAME OF THE CANDIDATE

Register Number:

<FontSize14>

In partial fulfillment of the requirements for the award of the degree of

<FontSize14><1.5linespacing><Italic>

**BACHELOR OF ENGINEERING IN
MECHANICAL ENGINEERING**

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SRI RAMAKRISHNA INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

COIMBATORE -641 010

<FontSize16><1.5linespacing>

MONTH, YEAR

INDUSTRY/ ORGANISATION LETTER HEAD

Date:

CERTIFICATE

This is to Certify that Mr./Ms....., studying Second Year B.E./B.Tech.....in Sri Ramakrishna Institute of Technology, Coimbatore has undergone Industrial Internship Training in our organization from..... to (both days inclusive).

SIGNATURE WITH SEAL

<FontSize14>

COURSE CODE:..... INDUSTRIAL INTERNSHIP TRAINING

BONAFIDE CERTIFICATE

(Using double spacing for typing the Bonafide Certificate should be in this format)

Certified that this Industrial Internship Training Report titled..... is the bonafide work of Mr./Ms.....who carried out the training work under my supervision. Certified further, that to the best of my knowledge the work reported here in does not form part of any other project report or dissertation on the basis of which a degree or award was conferred on an earlier occasion on this or any other candidate.

[NAME]
Head
Department of

[NAME]
Internship Coordinator
Department of

Submitted for the Industrial Internship Training Viva-Voce examination held on _____

Examiner

Examiner

Examiner

Examiner

COURSE CODE:..... INDUSTRIAL INTERNSHIP TRAINING

DECLARATION

I affirm that the Industrial Internship Training report titled “INDUSTRIAL INTERNSHIP TRAINING AT ABC COMPANY LTD, COIMBATORE” being submitted in partial fulfillment of the requirements for the award of the Degree of BACHELOR OF ENGINEERING IN..... is the original work carried out by me. It has not formed the part of any other project work submitted for award of any degree or diploma, either in this or any other Institution.

(Signature)

Name of the Student

Register No.

I certify that the declaration made above by the candidate is true

(Signature)

Name of the Internship Coordinator

Department of

IIP - Grading Criteria

The Final Report and the Oral Presentation/ viva voce will be graded by the Panel of Faculty Members based on the following scoring rubrics:

Name of Student: _____ Reg. No.: _____ Class: _____

SCORING RUBRICS FOR INTERNSHIP REPORT

	5	4	3	2	1
Organization/ Report format	Excellent	V. Good	Good	Satisfactory	Poor
1 Does the report contain all required parts? Do all figures, graphs, tables correctly drawn, numbered, contain titles/captions, and strongly support the text?	5	4	3	2	1
2 Does the report of an acceptable length considering the subject matter presented?	5	4	3	2	1
Contents					
3 Does the report contain a well written brief abstract. Does the student understand and clearly present in the report the type of the company business he worked for, and how the department he worked in contributes to the successful function of the whole company?	5	4	3	2	1
4 Does the student understand the main objective of his internship, and the relation of his job functions to other functions in the company.	5	4	3	2	1
5 Does the student describe his Internship experience with many details.? Does the student make connections of how he has learned through his Internship experience?	5	4	3	2	1
6 Does the student identify areas in which he has made a significant contribution to the organization? Does the present material relevant to the task performed?	5	4	3	2	1
7 Does the student provide concise and complete conclusions followed from the report?	5	4	3	2	1
8. Are appropriate reference citations presented, and are industrial terms and jargon, when used, adequately explained?	5	4	3	2	1
Style/Mechanics					
9. Is the report very well written and free from grammar/spelling mistakes?	5	4	3	2	1
10. Are all sections in order, well-formatted, and readable? In addition, constructive comments regarding the value of the program will be considered.	5	4	3	2	1
A. Total Marks(Max 50)					

SCORING RUBRICS FOR IIP PRESENTATION/ VIVA VOCE

	5	4	3	2	1
Presentation	Excellent	V. Good	Good	Satisfactory	Poor
1. Does the topic introduce clearly and in an interesting way? Was the outline of presentation given?	5	4	3	2	1
2. Were the points of the presentation well-organized and developed with sufficient and appropriate details? Was the presentation summed up clearly and effectively, with key points emphasized?	5	4	3	2	1
3. Is the length of presentation within the assigned time limits. Was the delivery poised, controlled, and smooth?	5	4	3	2	1
Contents					
4. Does the student made clear link and connection between ideas?	5	4	3	2	1
5. Is the material included is relevant to the overall purpose, and prepared with appropriate amount?	5	4	3	2	1
6. The vocabulary of the presentation was appropriate for the topic. A variety of phrases and sentence structures were used. The presentation content was grammatically correct.	5	4	3	2	1
7. Visual aids were carefully prepared and supported the presentation effectively. They clarified and reinforced the spoken message. The aids added impact and interest to the presentation.	5	4	3	2	1
Presenter					
8. Does the student speak clearly, loudly and at a good pace to ensure audience comprehension, and the delivery was fluent and expressive? Was the student language correct and fluent?	5	4	3	2	1
9. Does the student maintain good eye contact with the audience and is appropriately animated (e.g., gestures, moving around, etc.)?	5	4	3	2	1
10. Does the student answer questions without/little difficulty? Does the student demonstrate very good knowledge of the topic?	5	4	3	2	1
B. Total Marks (Max 50)					

Category	A (max.50 marks)	B (max.50 marks)	Total (A+B) (max 100 Marks)

GRADE POINT	
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Examiner

Examiner

Examiner

Examiner