

**Jawaharlal Nehru Engineering College, Aurangabad**  
**Industry Institute Interaction Cell (IIC)**

**Final Year Internship**  
**Semester-VIII**

**Internship Report Guidelines**

**Objectives:**

- 1) To develop technical writing skill of students
- 2) To maintain record of internship performance
- 3) To help student in reflecting on internship experience

**1) Formatting Guidelines:**

- 1) Paper Size: A4 Size Paper
- 2) Margins: 1.5" left side and 1" on Top, Bottom and Right Side
- 3) Line Spacing: 1.5
- 4) Font Type: Times New Roman
- 5) Font Size: 14 for report content (For Heading-16 (Bold) and Title of Chapter-18 (Bold))
- 6) Alignment: Justified
- 7) Page Numbering: Centered in Footer
- 8) Header content: JNEC, Aurangabad
- 9) Header location: Right Corner

**2) Report Copies:**

- 1) Binding: Preferably hard bound (Relaxation can be provided considering lockdown situations)
- 2) Length: Minimum 20 pages excluding Certificate, Acknowledgement, Index and Reference pages
- 3) Number of copies: Two copies (Department copy and Student copy), Third copy only if Guide requires it.
- 4) Submission: Duly signed hard copy (Due to lockdown, soft copy of report shall be submitted with guide and department internship coordinator)

**3) Report Structure: (Sequence)**

- 1) Cover Page
- 2) Title Page
- 3) College Certificate
- 4) Company Certificate (On company letter head duly signed with seal)
- 5) Acknowledgement
- 6) Index

- 7) Abstract (1 Page – Company, Work assignments, Methods utilized in work assignments, Important parts of report, benefits of internship to student and company)
- 8) Company Profile (2 or 3 Pages – Details about information of company, Organization structure, Employees, Machineries, Departments, Products/Services, and Achievements etc.)
- 9) Internship Discussion (Work Assignments: Objective, plan, progress, acquiring and application of knowledge, use of modern tools and softwares, use of management practices, design/development of solutions, completion status, new ideas generated, appreciations received etc.)
- 10) Weekly Overview (Important learning noted from daily reports)
- 11) Conclusion
- 12) References
- 13) Appendices (Photographs or other details if any )

**4) General Guidelines:**

- 1) If student completed the internship in more than one companies, then make separate sections for each company in the single report. (Only one report is required.)
- 2) Prior to final submission of report, student may need to modify or revise the report with respect to guidelines provided by the guide or department internship coordinator.
- 3) Students shall ensure that any confidential details, photographs, or other information of company is included in the report with prior permission of authorized representative of the company.

**5) Sample Pages:** (Provided below sequentially)

- 1) Cover Page
- 2) Title Page
- 3) College Certificate

# **INTERNSHIP REPORT**

**by**  
**NAME OF STUDENT**  
**PRN NUMBER**



**DEPARTMENT OF ELECTRICAL ENGINEERING**  
**MGM's JAWAHARLAL NEHRU ENGINEERING**  
**COLLEGE, AURANGABAD**  
**2020-21**

# **INTERNSHIP REPORT**

submitted in partial fulfillment of the requirements for  
the award of the degree of

**Bachelor of Technology**  
in  
**Electrical Engineering**

by  
**NAME OF STUDENT**  
**PRN NUMBER**

Under guidance of  
**GUIDE NAME**



**DEPARTMENT OF ELECTRICAL ENGINEERING**  
**MGM's JAWAHARLAL NEHRU ENGINEERING**  
**COLLEGE, AURANGABAD**  
**2020-21**

**MGM's JAWAHARLAL NEHRU ENGINEERING COLLEGE, AURANGABAD**  
**DEPARTMENT OF ELECTRICAL ENGINEERING**



This is to certify that **Internship Report** submitted by **STUDENT NAME** having **PRN (PRN NUMBER)** is his/her work during the internship and submitted in partial fulfillment of the requirements for the award of the degree of **Bachelor of Technology** in **ELECTRICAL ENGINEERING** of Dr. Babasaheb Ambedkar Technological University, Lonere during the academic year 2020-21.

**GUIDE**  
**GUIDE NAME**

**HOD**  
**HOD NAME**

**PRINCIPAL**  
**Dr. H. H. SHINDE**