

# INTERNSHIP REPORT

Submitted in Partial Fulfilment of the Requirements

For the Award of degree

\_(degree name -BCA/Bcom/Bvoc/BBA/BA)\_

TO  
PANJAB UNIVERSITY  
CHANDIGARH



SUBMITTED BY

Name: \_\_\_\_\_

College Roll No: \_\_\_\_\_

PU Roll No: \_\_\_\_\_

Title: \_\_\_\_\_

Company name: \_\_\_\_\_

Duration: \_\_\_\_\_



GOSWAMI GANESH DUTTA SANATAN DHARMA COLLEGE

SECTOR- 32 C, CHANDIGARH

**JUNE 2026**

**Instructions:**

1. Heading should be in Text new roman, size 14 and content should be in size 12.
2. Each figure, table, or any such thing should have a caption.

**INTERNSHIP REPORT FORMAT**

**1. Cover Page (1 page)**

Title of report (e.g., Internship Report at XYZ Company)  
Student name & roll number  
Course & college name  
Company name  
Internship duration

**2. Certificate / Declaration (1 page)**

Declaration by student stating the work is original  
Internship completion certificate (from company, if available)

**3. Acknowledgement (1 page):** Thank company mentor, college faculty, and others. Keep it professional and brief

**4. Executive Summary (1 page):** A short overview of:

Company name and industry  
Role during internship  
Key tasks performed

**5. Table of Contents (1 page)**

**6. Introduction (2 pages)**

Purpose of internship  
Importance of practical exposure  
Objectives of the report  
Scope of internship

**7. Company Profile (3–4 pages)**

Company background  
Nature of business (industry, products/services)  
Organizational structure  
Vision, mission, and values

**8. Objectives of Internship (1 page)**

What you aimed to learn  
Skills you wanted to develop  
Tasks you were expected to perform

**9. Work Done / Internship Activities (5–6 pages)**

Daily/weekly responsibilities  
Projects handled  
Tasks performed (with examples)  
Tools/software used  
Any data or analysis work

**10. Learning Outcomes (2–3 pages)**

Skills gained (technical + soft skills)  
Industry knowledge acquired  
Practical vs theoretical learning  
Problem-solving experiences

**11. Challenges Faced & Solutions (1–2 pages)**

Difficulties during internship and how you handled them  
What you learned from challenges

**12. Contribution to the Organization (1–2 pages)**

Value you added  
Feedback from supervisor

**13. Conclusion (1 page): Summarize:**

Overall experience  
Key takeaways  
Career relevance

**14. Bibliography / References (1 page):** Websites, reports, books used

**15. Appendices (Optional)**

Certificates  
Screenshots of work