# INTERNSHIP REPORT GUIDELINES

Every student is required to write an Internship report upon completion of their internship and required to submit **two copies** (student copy + department copy) of the report to concerned department HOD (along with internal marks certificate given by the company) for final evaluation and awarding of end examination marks. Before submitting the report to the HOD the student required to go through multiple rounds of revision in collaboration with the department internship mentor/coordinator/supervisor and the college internship program coordinator

The Internship Report serves multiple purposes:

- Help the student develop written communication skills.
- Serve as an archival record of the internship experience.
- Give the student an opportunity to reflect on the professional aspects of the internship experience and the skills that were learned.
- Allow the student to describe the science content of the internship.
- Have the student to reflect on the initial goals of the internship and how they were (or were not) achieved during the internship.

Text Format in the report:
- Times New Roman 12 or similar, with 1.5 line spacing.
- Margins 1.5" left and 1" all other side.

Binding & report length:
- Spiral binding & report length of minimum 20 pages with one side printing.

General information:
- Student is eligible for internship evaluation if only if he/she completed 4 weeks of internship training.
- If the student completed his/her internship in more than one company, then he/she required to submit a separate internship report for each company.

## EACH INTERNSHIP REPORT WILL FOLLOW THE FORMAT DESCRIBED:

1) **Title Page** (As per sample – 1)

2) **College certificate Page (**As per sample – 2)

3) **Internship certificate provided by the internship institution**

4) **Acknowledgement** (As per sample – 3)

5) **Executive summary/Abstract** (2 pages)
   A paragraph each on:
   a) The company
   b) The problem or opportunity
   c) Methodology
   d) Key parts of the report & your findings and solutions provided in the report.

     e)  Benefits to the company/institution through your report.

**6) Index**

    List of the contents of the internship report and where they can be found in the report.

**7) Learning Objectives/Internship Objectives** (1 page)

    A single page that lists the original objectives of the internship.

**8) Weekly overview of internship activities** (as per sample – 4) (1 page for one week)

**9) Introduction** (2 or 3 pages)

    The introduction should include a description of the internship site and the scope of the work completed during the internship.  It may include background information necessary to understand the work completed during the internship.

**10) Internship Discussion** (minimum of 10 pages)

    This section contains a discussion of the internship and should address the following points:

- How the objectives achieved?
- What skills (scientific and professional) were learned during the internship?
- Results/observations/work experiences get in the internship company.
- What challenges did you experience during the internship?

**11) Conclusion** (1 page)

**12) Bibliography** (1 page)

    Include references to books, articles, reports referred to in the report.

# INTERNSHIP REPORT

*A report submitted in partial fulfillment of the requirements for the Award of Degree of*

**BACHELOR OF TECHNOLOGY**
**in**
**ELECTRONICS AND COMMUNICATION ENGINEERING**

**by**
**C.SANKAR KUMMARA PURUGU**
**Regd. No.: 13A51A0401**

**Under Supervision of**
**Dr. T. VENKATA KRISHNA**
**Scientist 'F', NSTL, Vishakapatnam.**
**(Duration: 28th November, 2016 to 23rd December, 2016)**



**DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING**
**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**
(An Autonomous Institute)
Approved by AICTE, Permanently affiliated to JNTU, Kakinada, Accredited by NBA
(AICTE) & NAAC (UGC), Recognized by UGC u/s 2(f) & 12(B), TEQIP (Phase II) Funded
College, Recognized as SIRO by DSIR, DST, New Delhi.
**TEKKALI, ANDHRA PRADESH**
**2013 – 2017**

DEPARTMENT OF ELECTRONICS AND COMMUNICATION ENGINEERING
**ADITYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT**
(An Autonomous Institute)
**TEKKALI**



# *CERTIFICATE*

This is to certify that the "**Internship report"** submitted by **C.SANKAR KUMMARA PURUGU (Regd. No.: 13A51A0401)** is work done by him/her and submitted during 2016 – 2017 academic year, in partial fulfillment of the requirements for the award of the degree of **BACHELOR OF TECHNOLOGY in ELECTRONICS AND COMMUNICATION ENGINEERING,** at NSTL, Visakhapatnam.

**College Internship Coordinator**                    **Department Internship Coordinator**
    **(Dr. B. Rajesh)**

**Dr. G. SATEESH KUMAR,**
M. Tech., Ph.D.
**Head of the Department**
**Department of ECE**

## Acknowledgement

First I would like to thank Dr. P. Van Damme, the Director of **NSTL**, **Vishakapatnam** for giving me the opportunity to do an internship within the organization.

I also would like all the people that worked along with me **NSTL, Vishakapatnam** with their patience and openness they created an enjoyable working environment.

It is indeed with a great sense of pleasure and immense sense of gratitude that I acknowledge the help of these individuals.

I am highly indebted to Director **Prof**.**V.V. Nageswara Rao** and Principal **Dr. K. B. Madhu Sahu**, for the facilities provided to accomplish this internship.

I would like to thank my Head of the Department **Dr. G. Sateesh Kumar** for his constructive criticism throughout my internship.

I would like to thank **Dr. B. Rajesh,** College internship coordinator and _____, Department internship coordinator for their support and advices to get and complete internship in above said organization.

I am extremely great full to my department staff members and friends who helped me in successful completion of this internship.

**C.SANKAR KUMMARA PURUGU**

## WEEKLY OVERVIEW OF INTERNSHIP ACTIVITIES

| | DATE | DAY | NAME OF THE TOPIC/MODULE COMPLETED |
|---|---|---|---|
| **1ST WEEK** | | Monday | |
| | | Tuesday | |
| | | Wednesday | |
| | | Thursday | |
| | | Friday | |
| | | Saturday | |