

# INTERNSHIP REPORT

Undergraduate Programme | NEP | 120 Hours

Cover Page

**Title of Internship Report:** \_\_\_\_\_

**Name of Student:** \_\_\_\_\_

**Roll No./Enrollment No.:** \_\_\_\_\_

**Programme & Semester:** \_\_\_\_\_

**Department/College:** \_\_\_\_\_

**University:** \_\_\_\_\_

**Supervisor :** \_\_\_\_\_

**Host Organisation/Institution:** \_\_\_\_\_

**Internship Duration:** From \_\_\_\_\_ to \_\_\_\_\_

**Total Hours Completed: 120 Hours**

**Academic Session: 2025–26**

### Certificate from Host Organisation

This is to certify that **Mr./Ms.** \_\_\_\_\_ of \_\_\_\_\_ **Programme** successfully completed a **120-hour internship** at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. During this period, the student sincerely carried out the assigned tasks and showed discipline and dedication.

#### Supervisor Signature

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

Designation: \_\_\_\_\_

Seal: \_\_\_\_\_

### Declaration by Student

I hereby declare that the internship report titled “\_\_\_\_\_” submitted in partial fulfilment of the undergraduate programme requirement under NEP is my original work completed during the mandatory **120-hour internship**. This work has not been submitted elsewhere.

#### Signature of Student

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

Date: \_\_\_\_\_

#### Acknowledgement

I express my sincere gratitude to **the host organisation, my internship supervisor, faculty mentor, and the department** for their support and guidance during the 120-hour internship. Their assistance helped me gain practical knowledge and professional exposure.

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## 1. Introduction

This internship was completed as part of the **NEP-mandated 120-hour skill enhancement requirement** for undergraduate students. The internship aimed to provide practical exposure, workplace experience, and an opportunity to connect classroom learning with real-world applications.

## 2. Organisation Profile

- **Name of Organisation:** \_\_\_\_\_
- **Location:** \_\_\_\_\_
- **Nature of Work:** \_\_\_\_\_
- **Department Assigned:** \_\_\_\_\_
- **Brief Background:**  
Write 1 short paragraph about the institution.

## 3. Objectives of Internship

- To gain practical exposure in the subject area.
- To understand the functioning of an organisation.
- To develop communication and professional skills.
- To apply classroom learning in field situations.
- To complete the NEP-mandated 120 internship hours.

## 4. Work Done During Internship

### Week-wise Work Summary

Week	Hours	Work Done
Week 1	20	Orientation and understanding workflow
Week 2	20	Documentation / data collection
Week 3	20	Field work / observation
Week 4	20	Assisting staff / report preparation
Week 5	20	Analysis / learning tasks
Week 6	20	Final work and submission

**Total Hours = 120**

## 5. Learning Outcomes

During this internship, I learned: - practical aspects of the discipline - organisational work culture - documentation methods - communication and teamwork - professional ethics - time management

## 6. Skills Developed

- Communication skills
- Observation skills
- Research and documentation
- Computer skills
- Professional behaviour
- Team coordination

## 7. Challenges Faced

Some challenges during the internship included: - adjusting to a new work environment - managing deadlines - communication barriers - technical or field difficulties

## 8. Conclusion

The internship successfully fulfilled the **120-hour NEP requirement** and provided valuable practical exposure. It improved my subject understanding, confidence, and professional skills. The experience was useful in bridging theory and practice.

## 9. References

- Books / reports consulted
- Websites
- Office manuals
- Institutional records

## 10. Annexure

Attach the following: - Letter of Recommendation, letter of Acceptance, Internship completion certificate –

Optional Attendance sheet - Daily log / diary - Photographs - Sample work completed - Supervisor feedback