



Department of Electrical Engineering
Atal Bihari Vajpayee
Govt. Institute of Engineering & Technology Pragatinagar -171202(HP)

e-mail: abvgiet.2011@gmail.com, website : www.abvgiet.ac.in, 01783-253918, 919, Fax: 01783-253919

Dated: 01st, August, 2026

CIRCULAR

Subject: Guidelines for Preparation of Internship-I & Internship-II Report.

All the students of the Department of Electrical Engineering are informed that the **Guidelines for Preparation of Internship-I & Internship-II Report** are enclosed with this circular. (Copy Enclosed)

Therefore, all students are advised to read these guidelines carefully and prepare their internship reports accordingly. The report should be prepared in the prescribed format and submitted within the notified time after completion of respective Internship-I/Internship-II.

Encls:- As Above


01/08/2026
Head of Department
Department of Electrical Engineering
ABVGIEET, Pragatinagar
Dist. Shimla-171202 (HP)
District-Shimla-171202(HP)

Guidelines for Preparation of Internship-I / Internship-II Report

1. Objective

The Internship Report is intended to document the knowledge, practical exposure, technical skills, and professional competencies acquired during the four-week internship. Every student shall prepare and submit an individual report, even if the internship is completed in a group.

2. Report Formatting

The report shall be prepared using the following specifications:

- Paper Size: A4
- Font: Times New Roman
- Line Spacing: 1.5
- Chapter Heading: 16 pt, Bold, Uppercase
- Main Heading: 14 pt, Bold, Uppercase
- Sub-heading: 12 pt, Bold, Uppercase
- Sub-sub-heading: 12 pt, Bold, Title Case
- Body Text: 12 pt
- Text Alignment: Justified
- Page Number: Bottom Centre
- Left Margin: 1.5 inch
- Right Margin: 1 inch
- Top Margin: 1 inch
- Bottom Margin: 1 inch

Uniformity shall be maintained throughout the report. Underlining and unnecessary punctuation in headings should be avoided. Figure captions shall be placed below the figures, while table captions shall be placed above the tables. All figures and tables shall be properly numbered and referred to in the text. The report shall be written in formal technical language without using first-person expressions such as "I" or "We". References shall follow the IEEE citation style.

3. Recommended Report Length

The internship report should normally contain **30–35 pages**, including preliminary pages, references, and appendices.

4. Sequence of the Report

The report shall be arranged in the following order:

1. Title Page – Annexure-I
2. Student Declaration – Annexure-II
3. Certificate from Industry/Organization – Annexure-III
4. Acknowledgement
5. Table of Contents



6. List of Figures
7. List of Tables
8. Abstract
9. Chapters
10. Bibliography
11. Appendix (if applicable)

CHAPTER 1

INTRODUCTION AND ORGANIZATION PROFILE

1.1 Introduction

1.2 Objectives of Internship

1.3 Organization Profile

1.4 Department/Section Assigned

1.5 Products, Services or Major Activities (Whichever is applicable)

1.6 Technologies, Equipment and Software Used (Whichever is applicable)

1.7 Safety Practices and Quality Standards

A brief concluding paragraph should be included at the end of the chapter to summarize the contents and provide an introduction to the next chapter.

CHAPTER 2

INTERNSHIP WORK AND TECHNICAL LEARNING

2.1 Introduction

2.2 Weekly Activities

- 
- Week I
 - Week II
 - Week III
 - Week IV

2.3 Technical Work Performed

2.4 Engineering Concepts Applied

2.5 Practical Skills Acquired

2.6 Problems Encountered and Solutions

2.7 Summary of Technical Learning

The chapter should conclude with a brief summary leading to the final chapter.

CHAPTER 3

LEARNING OUTCOMES AND CONCLUSION

3.1 Learning Outcomes

3.2 Knowledge and Skills Gained

3.3 Suggestions and Recommendations

3.4 Conclusion

The conclusion should summarize the overall internship experience, highlighting the practical knowledge, technical competencies, and professional skills developed during the internship.

BIBLIOGRAPHY/REFERENCES

Bibliography/References shall not be treated as a separate chapter. All references shall be cited in IEEE format and listed in the order in which they appear in the report.

Example

[1] Author Name, *Book Title*, Publisher, Year.

[2] Author Name, "Title of Paper," *Journal Name*, Vol. X, No. X, pp. xx-xx, Year.

[3] Company Manual.

[4] Official Website.

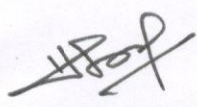
APPENDIX (Compulsory)

The appendix may include the following supporting documents:

- Internship Completion Certificate (Photocopy)
- Attendance Record (Original)
- Daily Log Book / Work Diary (original)
- Weekly Progress Reports (original)
- Photographs of Internship Activities (if available)
- Industry Supervisor Evaluation Sheet (Compulsory)

General Instructions

1. The report shall be prepared individually by each student.



2. The report shall be free from plagiarism.
3. Uniform formatting shall be maintained throughout the document.
4. All figures and tables shall be numbered consecutively and explained in the text.
5. The Table of Contents shall exactly match the chapter headings and page numbers.
6. Proper spelling, grammar, and technical terminology shall be used throughout the report.
7. Confidential information of the organization shall not be included without prior permission.
8. Each chapter should end with a short concluding paragraph introducing the next chapter, in accordance with the report-writing style prescribed in the reference guidelines.

Expected Page Distribution

- Title Page – 1 page
- Student Declaration -1 page
- Certificate from Industry/Organization-1 page
- Acknowledgement – 1 page
- Table of Contents – 1 page
- List of Figures and Tables – 1 page
- Abstract – 1 page
- **Chapter 1: Introduction and Organization Profile – 6–7 pages**
- **Chapter 2: Internship Work and Technical Learning – 10–12 pages**
- **Chapter 3: Learning Outcomes and Conclusion – 3–4 pages**
- References and Bibliography – 1 page
- Appendix – 5-8 page (as per actual pages all will be signed by supervisor)

***Note:-** This distribution keeps the report concise while ensuring that the majority of the report focuses on the **actual technical work performed during the internship**, which is the primary objective of a 4-week internship Program*



INTERSHIP-II PROJECT REPORT

ON

←-title--->

at

<logo of organization/institution/company>

Submitted in partial fulfilment of requirement for the award of Diploma in Electrical Engineering as per Curriculum N-2022 of H.P. Takniki Shiksha Board, Dharamshala

Submitted by

<Name of Student>

<Board Roll No>

Batch: 2024-2027

Under the guidance of

Industry Mentor

<Name>

<Designation>

< Name of Organization>

Institution Mentor

<Name>

<Designation/Internship In-charge>

<Name of Organization>

Institution Mentor

<Name>

<Designation/HOD>

< Name of Organization>



Department of Electrical Engineering

A. B. V. Govt. Institute of Engineering & Technology Pragatinagar, Shilma-171202(HP)

July-2026

CERTIFICATE FROM INDUSTRY/ORGANIZATION

This is to certify that **Mr./Ms.** _____, Board Roll No. _____, a student of **Diploma in** _____ **Engineering** of _____, has successfully completed the **Four-Week Internship-I/Internship-II** in our organization from _____ to _____.

During the internship, the student was attached to the _____ **Department/Section** and satisfactorily carried out the assigned work. The student's conduct, punctuality, discipline, and performance during the internship were found to be satisfactory.

We wish the student every success in future academic and professional endeavors.

Date: _____

Place: _____

(Signature of Industry Supervisor)

Name: _____

Designation: _____

Organization: _____

Official Seal