

Title : (Eg.Importance of Tally in Accounting)

Internship Report

Submitted to the Department of

GAUHATI COMMERCE COLLEGE



Submitted by-

Name of the Student:

G U Roll No. xxxxxxxx

Semester- V

Structure of Internship Report

1) Certificate (Optional)

- Photo copy Issued by the organization to certify completion of internship.

2. Introduction

- Background of the internship
- Importance of internship in B.Com studies
- Objectives of the report

3. Organization Profile

- Name, history, and background of the company
- Nature of business, products/services offered
- Departments and functions

4. Internship Details

- Duration of internship
- Department of posting
- Nature of work assigned
- Daily/weekly activities performed
- Skills learned

5. Learning Outcomes

- Knowledge and skills gained
- Professional/soft skills developed
- Relevance of internship experience to future career and academic studies

6. Problems Encountered & Suggestions

- Difficulties faced during internship
- Suggestions for improving internship experience / organizational practices

7. Conclusion

- Summary of experience

Rules to be followed:

1. The Report may be neatly hand written or typed. If typed, the font style shall be Times Roman, font size shall be 12 (except titles shall be 14 and bold) and spacing shall be 1.5.
2. The Report should be written/ typed on one side of the paper
3. The paper size shall be A4
4. The Report along with the log book and certificate is to be submitted to the concerned mentor on the dates to be specified.
5. The Cover Page have to be PRINTED.
6. The College Logo (as shown in the cover page) can be downloaded from the college website.