

This sample/structure of Report has been prepared to help the students of MNCBM make a Report for the Internship Programme undertaken by them.

Prepared by IPO (Internship Programme Officer), MNC BALIKA MAHAVIDYALAYA, NALBARI



Internship Report Structure

A. Title Page

Examples of Titles:

Internship Report on Teaching Practice in _____ (School Name)

Internship Report on Graphic Designing at (Name of the Training Centre)

Internship Report on Measures of Controlling Urban Pollution (Name of the Training Centre)

Internship Report on Strategies of Selling Products (Name of the Shop)

Your Name:

Roll No: UA-231-

MNC Balika Mahavidyalaya, Nalbari

Internship Duration: (e.g., June–August 2025)

Submission Date: 28/09/2025

You can also attach MNCBM Logo

B. Certificate from the Mentor, Supervising Officer/Head of the Internship Institution and Self-Declaration

I). Certificate from the Mentor, Supervising Officer/Head of the Internship Institution

II) A Self-Declaration stating that the report is your own original work, and that you have conducted your research in the given area in the mentioned institution

III) Certificate from the school/Training Centre

C. Acknowledgements

You may thank mentors, IPO (Internship Programme Office), supervising trainers/teachers at the school/institution/training centre, managers of Super Market/Co-ordinator/Head of the Internship Providing Institution, even the school or the organisation where you undertook your Internship programme and anyone who guided/helped you during the Internship.

D. Table of Contents

All Main/Core Parts of the Report with page numbers



Chapterisation/Chapter Divisions:

Chapter/Unit 1: Introduction

Or, you can simply write **Introduction**

- 1.1 Brief background about the internship.
- 1.2 Purpose and objectives of the internship.
- 1.3 Why you chose this school/institution/training programme/training centre

Chapter/Unit 2: About the Internship Training Centre/ Training Programme/Basics of Computer Application/

- 2.1 Name and brief profile of Training Centre (the school, super market/tailoring organisation/centre)
- 2.2 Vision and mission of the Organisation (school, Computer Centre, entrepreneur if he/she is an independent businessman)
- 2.3 Infrastructure and facilities
- 2.4 Your Role & Responsibilities as an Internee teacher/member of NGO/saleswoman
- 2.5 A brief introduction of your role as Internee Teacher or Internee saleswoman/NGO member/Graphic Designer etc.
- 2.6 Classes and subjects taught
- 2.7 Daily/weekly routine and duties allotted to you

Chapter/Unit 3: Activities & Experiences

3.1 Description of your teaching methods and lesson planning/selling strategies/Learning the Basics of Computer Skills and its importance

3.2 Classroom/Products management experiences/ Complexities or Problems in learning Tailoring/Graphic Designing etc.

3.3 Participation in extracurricular activities or events in the Training Centre, if any

3.4 Assessment and evaluation of students if it is a school

Or, Assessment of the software tools/make up or tailoring equipment

3.5 Managing customers, in the case of Sales Woman in Shopping Centre



Chapter/Unit 4: Skills Developed

4.1 Communication and presentation skills //// Benefits of computer tools

4.2 Lesson planning and time management

4.3 Problem solving and conflict resolution

Chapter/Unit 5: Challenges & Solutions

(This part may be skipped by the students doing internship in Computer Application)

Any difficulties faced (e.g., classroom management, sales management, managing customers, diverse needs)

How you solved/approached them

Chapter/Unit 6: Key Learning and Reflections

What you learned from the internship programme

How the experience influenced your teaching philosophy/your perspectives towards environment in case you worked for an NGO, your perspectives towards the area of your internship

Chapter/Unit 7: Conclusion

Summary of your Internship programme, particularly how you benefited from the course/your Internship experience.

Advice/Recommendations for other future internees. This part is basically about what you will say to others.

Annexures:

Attach lesson plans, feedback forms, sample teaching materials

Time Schedule/Routine Works/Duties/Log Report given by the Internship providing Institutions.

You may attach some photos (GPS Tagged) as well here.

NB:

1. The Report of Internship Programme should not be less than 50 pages.
2. The report should be submitted in print. No Handwritten Copies will be accepted.
3. Preferred language for writing the Report—— **English** and **Assamese**.



[Handwritten Signature]
09/09/25
IPO

(Internship Programme Officer)

M.N.C. Balika Mahavidyalaya, Nalbari

Internship Programme Officer
M.N.C. Balika Mahavidyalaya
Nalbari, Assam