

Mohamed Sathak
A J College of Engineering
An Autonomous Institution
SATHAK - CHENNAI



Approved by AICTE and UGC (12B & 2f),
Affiliated to Anna University,
Accredited by NAAC Grade A & NBA,
An ISO: 9001-2015 Certified Institution



INTERNSHIP REPORT

Name of the Student :

Register Number :

Year / Sem :

Department :

Academic Year :

Mode

: Online / Offline

Contact Person :

Mobile Number :

Company Address :

TITLE OF THE REPORT

AN INTERNSHIP REPORT

Submitted by

STUDENT NAME

(REG.NO)

in partial fulfillment for the award of the degree of

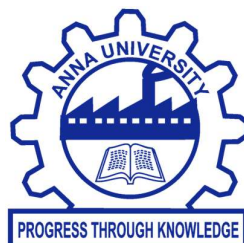
BACHELOR OF ENGINEERING

in

INSTRUMENTATION AND CONTROL ENGINEERING

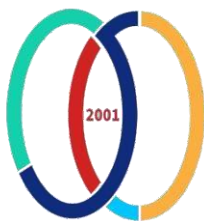


ANNA UNIVERSITY::



CHENNAI 600 025

JUNE 2025



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BONAFIDE CERTIFICATE

This is to certify that Mr./Ms of
..... year Semester B.E. / B.Tech in
..... is a bonafide student bearing the
Reg. No. the Internship completed at
.....
during the period of to

Verified by
Head Training & Placement

Reviewed by
Faculty Mentor

Head of the Department

Principal

INTERNSHIP OFFER LETTER

INTERNSHIP CERTIFICATE
(In color Print)

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BRIEFING ABOUT THE INDUSTRY

Industry Name: ABC Manufacturing Pvt. Ltd.

Location: [City, State]

Established: [Year]

Overview:

ABC Manufacturing Pvt. Ltd. Is a leading player in the Indian manufacturing sector, known for producing high-quality [mention products, e.g., automotive components, electrical devices, consumer goods, etc.]. With a vision to deliver excellence through innovation, the company has built a strong reputation for reliability, efficiency, and customer satisfaction.

Core Business Activities:

The company engages in the design, production, and distribution of [key products]. Its state-of-the-art manufacturing facility is equipped with modern machinery and automated systems, ensuring precision and consistency across all operations. The industry follows stringent quality control measures and complies with international standards such as ISO 9001.

Departments in Operation:

- **Production:** Handles fabrication, assembly, and packaging using automated and semi-automated machinery.
- **Quality Assurance:** Ensures that every product meets set quality benchmarks through rigorous testing.
- **Maintenance:** Responsible for the upkeep of equipment and preventive maintenance activities.
- **Research & Development:** Focuses on improving product design, process efficiency, and innovation.
- **Logistics and Supply Chain:** Manages the movement of raw materials and finished goods efficiently.

Workforce and Environment:

The company employs a skilled workforce, including engineers, technicians, and administrative professionals. It fosters a safe and inclusive work culture with emphasis on teamwork, safety compliance, and continuous learning.

Sustainability and CSR:

ABC Manufacturing prioritizes environmental responsibility by implementing eco-friendly practices such as waste minimization, recycling, and energy-efficient operations. It also contributes to local community development through various CSR initiatives.

Conclusion:

ABC Manufacturing Pvt. Ltd. Stands as a benchmark for quality and innovation in the manufacturing sector. Its commitment to excellence, combined with a forward-thinking approach, continues to drive its growth and contribution to industrial development.

ABSTRACT

I completed a one-month Chartered Accountant internship under the guidance of **[Accountant's Name]**, a practicing accountant based in **[Location]**, from **[Start Date]** to **[End Date]**. The internship provided me with valuable exposure to various domains of accounting, taxation, and auditing, offering practical experience that complemented my academic learning.

Throughout the internship, I was involved in tasks such as **bookkeeping, voucher entry, ledger maintenance, and preparation of financial statements**. I assisted in filing **GST returns**, performing **TDS calculations**, and preparing **income tax returns** for individual and small business clients. These tasks helped me understand the structure of financial records and the statutory compliance requirements under Indian tax laws.

I also worked with accounting software like **Tally ERP 9**, and used **Microsoft Excel** for data entry, financial summaries, and report generation. I learned how to reconcile bank statements, match invoices, and verify supporting documents – all crucial aspects of professional accounting work.

In addition to technical skills, the internship enhanced my understanding of **client interaction, confidentiality**, and the **ethical responsibilities** of a finance professional. Observing real-time interactions with clients and government portals gave me insight into the day-to-day functioning of an accountant's office.

This internship experience significantly strengthened my foundational knowledge of chartered accountancy and gave me clarity on my career path. It allowed me to connect theoretical concepts with real-world practices, and develop practical skills, professionalism, and confidence for future roles in the accounting and finance domain.

Format 3. Objectives/ Guidelines/ Agreement: Internship Synopsis

(This will be prepared in consultation with faculty mentor)

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the faculty Mentor and Industrial supervisor. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

Part I: Contact Information Student

Name:	Reg. No.
Campus Address:	Class Year::
Phone:	Email:

Industrial Supervisor :

Name:	Title:	
Company/Organization Name :		
Address:		
City :	State:	Pin:
Phone No:	Email Id:	

Faculty Mentor

Name:	Phone:
Campus Address:	
Academic Credit Information	
Internship Title:	Department:
Course #:	Credits:
Grading Option:	Credit/Non-credit
Starting Date:	Ending Date:
Hours per Week:	Internship is: Paid / Unpaid
Stipend Received if any : Rs	Mode : On line / Off line / Hybrid

Part II: Internship Objectives/Learning Activities

Internship Objectives: What do you intend to learn, acquire and clarify through this internship?
Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

Knowledge and Understanding

Skills :

Learning Activities: How will your internship activities enable you to acquire the knowledge / Understanding and skills you listed above?

On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching / Mentoring Activities:

1. How your technical knowledge can be applied at the site of the internship.
2. How you can create value through mentoring/help people learn new things.

Off the job: List reading, writing, and contact with faculty supervisor, peer group discussion, field trips, Observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation:

Your Internship supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide to your faculty Mentor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

Part III: The Internship:

Job Description:

Describe in as much detail as possible your role and responsibilities while on your internship.

List duties, project to be completed, deadlines, etc.

How can you contribute to the organization / site of internship.

Supervision:

Describe in as much detail as possible the supervision to be provided / needed at the work site.

List what kind of instruction, assistance, consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

Part IV: Agreement

This contract may be terminated or amended by student, faculty coordinator or Guide at any time upon written notice, which is received and agreed to by the other two parties.

Sign. of Student

Date :

Sign of Supervisor /Guide from Industry

Date :

Sign of Faculty Mentor

Date :

Format 5: Student's Daily Diary / Daily Log

DAY NO :		DATE	
Time of Arrival		Time of Departure	
Dept ./ Division		Name of finished Product / Work	
Name of HOD/ Supervisor with e-mail id			
Main points of the day			

DAY NO :		DATE	
Time of Arrival		Time of Departure	
Dept ./ Division		Name of finished Product / Work	
Name of HOD/ Supervisor with e-mail id			
Main points of the day			

DAY NO :		DATE	
Time of Arrival		Time of Departure	
Dept ./ Division		Name of finished Product / Work	
Name of HOD/ Supervisor with e-mail id			
Main points of the day			

Name & Signature of Industry Supervisor / Guide

Format 7: Student Feedback of Internship
(To Be Filled By Students after Internship Completion)

Name of the Student :

Reg.No.

Name of the Guide / Supervisor:

Title:

Supervisor Email Id:

Type of Internship : Paid Unpaid

Mode : Online / Offline / Hybrid

Name of the Company/Organization:

Organization Address:

Faculty Coordinator:

Department:

Dates of Internship: From

To

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

Yes, to a large degree ;

Yes, to a slight degree;

No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

In the Institute internship program, faculty members are expected to be mentors for students.

Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Circle one).

(Satisfactory / Good / Excellent)

Give suggestions as to how your internship experience could have been improved.

(Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?).

Format 8: Proforma for Evaluation of Internship by Institute

Department of Training and Placement

Name of the Student

Mob. No.

College Reg. No.

Branch / Semester

Period of Training

Residential Address with contact No.

Address of Training Site:

Address of Training Providing Agency:

Name & Designation of Training In- charge

Type of Work :

Date of Evaluation

Attendance : Satisfactory / Good / Excellent

Practical Work : Satisfactory / Good / Excellent

Faculty's Evaluation : Satisfactory / Good / Excellent

Evaluation of Industry: Satisfactory / Good / Excellent

Overall grade : Satisfactory / Good / Excellent

Signature of Faculty Mentor

Signature of Training & Placement Officer

***Note :** Photocopy of the attendance record duly attested by the training in-charge should be attached with the evaluation Proforma.

Format 9 : Attendance Sheet

Address of the Industry :

Name of the Student :

Reg. No:

Branch / Sem. :

Date of Training :

Initials of the student mark in the respective date :

Day / Session	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
FN															
AN															
Day / Session	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
FN															
AN															

Note :

Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.

Student should sign / initial in the attendance column. Do not mark 'P' / 'A'

Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red.

Signature of Supervisor / Guide with company stamp / seal

(Name : _____) Contact No.:

Mohamed Sathak AJ College of Engineering, Chennai – 603103
(An Autonomous Institution)

Guidelines for Internship

1. All the students should undergo the Internship in the following categories of industries.
 - **Industry Internship:** In companies / organizations like Public Sector / Pvt Ltd / MSME registered Small scale Industries.
 - **Research Internship:** At Academic or R&D institutions (e.g., IITs, NITs, ISRO, MNRE, NIOT, IGCAR, DRDO etc.,).
 - **Entrepreneurial Internship:** With startups, incubators / student-led venture / LLPs
 - **Virtual Internship:** Approved remote work with defined learning outcomes like AICTE approved industries, (Ex., Internshala etc) Internships should comply with AICTE Internship Policy (Refer AICTE website for more information)
2. Internship in Offline mode is encouraged, to get hands on experience, improve the employability skills and get expose in industry practices, tools and technologies.
3. Don't prefer Online Internships and Paid Internships at Pvt. and un registered and un recognized industries.. (Govt. Organizations, Institutes, Universities are exceptional)
4. Internship Period should be of minimum **2 to 4 weeks (80-160 hours)**.
5. During the internship **maintain a daily log / diary** of activities, follow the **rules and regulations** of the host organization, exhibit professional behavior and maintain confidentiality and attend training sessions and complete assigned tasks sincerely.
6. If you had any issue in getting internship approach your **Training Coordinator / HODs**.
7. Internship should be aligned with the **program outcomes (POs)** and **course outcomes (COs)**. Hence all the students should aware of your dept POs and COs.
8. Internship is always more valuable compared to a academic project as it enables the students to understand how industries work, build new contacts, develop a network and most importantly work on real-life projects executed within the industry.
9. An internship is a great opportunity to learn in industrial environment without being an employee of the company. The Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.

10. If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big-picture in better understanding the career prospects in relation to his ambitions.
11. Attitude and mindset play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
12. Students / Interns must avoid negativity and never ignore a chance offered to you to learn more about a concept, technology, industry or company.
13. Students / Interns must be inquisitive and try to gain maximum knowledge and exposure.
14. Students / Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
15. Students / Interns should enjoy during the internship and leave with tangible accomplishments.
16. Students will maintain a regular internship schedule determined by him and his / her Project Head.
17. Students / Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship.
18. The Students / intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
19. The Students / intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.
20. Students / Interns seem to judge the company by the number of employees in the organization. Do use more meaningful criteria to judge the company for the internship such as the time and training that they are willing to devote for you, type of products, value addition and services offered by the company in relation to what you want to learn, technologies employed by the company with respect to what you want to master etc.