



NED UNIVERSITY OF ENGINEERING & TECHNOLOGY, KHI

Department of Polymer & Petrochemical Engineering

1. FORMAT OF INTERNSHIP REPORT WRITING

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Approved by: **Prof. Dr. Kausar Ali Syed**

1. Title Page

Included (last page)

2. Scanned copy of the internship certificate (provided by the organization)

Attach the scanned copy of your (original) Internship Completion certificate provided by the organization.

3. Acknowledgment

In this section you acknowledge the help and support of all the people who helped you in completion of your internship and internship report.

4. Executive Summary (maximum one page)

Executive summary previews every section of the report in a short form. It can be called as micro image of the report. It helps the reader to get a quick glance at the report before reading it in detail. Everything important that you have done, discovered and concluded should be mentioned but briefly and concisely.

5. Table of contents

List the important headings and sub headings in the report with page numbers. Also make a separate list of tables and figures in the table of contents if you have used any.

6. Overview of the Organization (max 1 page)

- a. Brief history
- b. Introduction of the organization
- c. Policy of the organization
- d. Competitors

7. Organizational Structure (max 2 pages)

- a. Organizational Hierarchy chart
- b. Number of employees
- c. Main offices
- d. Introduction of all the departments
- e. Comments on the organizational structure

Note:

In section #6-7, students are expected to collect information from various sources such as interaction with the organization's personnel (managers, internship supervisor, colleagues etc.)

and company website, documents, brochures etc. but it is necessary to mention the sources of information in report.

8. Plan of your internship program (1 page)

- a. A brief introduction of the branch/ area office of the organization where you did your internship
- b. Starting and ending dates of your internship
- c. Names of the departments in which you got training and the duration of your training

9. Training Program (min 5-6 pages)

- a. Detailed description of the operations/activities performed by the department(s) you worked in.
- b. Detailed description of the task(s) assigned to you **OR** detailed description of the project assigned. (With all calculations etc. if applicable)
- c. Process Details
 - i. Process Flow Diagram
 - ii. Equipment details (working principle etc.)
 - iii. Calculations (if any)

OR Lab Test Details

- i. Working Principle
- ii. ASTM followed
- iii. Methodology
- iv. Calculations (if any)

10. Critical Analysis (min 2 pages)

Relate the theoretical concepts with your practical experience during your internship in the organization. Execute an overall analysis of the organization.

11. SWOT Analysis (min 3 pages)

Clearly describe all the strengths, weaknesses, opportunities and threats of the organization where you have done internship. Remember that strengths and weaknesses are internal to the organization and represent its culture while opportunities and threats correspond to the environment outside the organization.

Strengths are those qualities which distinguish or give an edge to the organization over other organizations.

Weaknesses are the attributes of an organization that are harmful in achieving the objectives of an organization.

Opportunities are the external factors that are helpful in achieving the objectives of the organization.

Threats are the external factors which could damage the business performance of the organization.

12. Conclusion (1 page)

In this section you are required to describe the organization according to your evaluation/assessment in the light of critical and SWOT analysis.

13. Recommendation (min 1 page)

In this section you are required to suggest solutions for all the problems or discrepancies (you have pointed out in critical/ SWOT analysis) found in the organization.

Note:

Section # 8-13 are NOT expected to be copied from anywhere, the student must provide information in these sections based on his/her personal observation, learning and experience gained during the internship. Cheating or copying in these sections is NOT acceptable and hence the entire internship report can be completely rejected. The university may also take a legal action according to plagiarism policy as defined by HEC (Higher Education Commission).

14. References & Sources

NOTE

- i.** There should be harmony among the ideas that you describe in the Critical analysis, SWOT analysis, Conclusions and Recommendations.
- ii.** Internship Report should be submitted within the due date. Submissions made after due date shall not be considered.
- iii.** Students are required to submit their Internship Reports in hard form.

(NAME OF THE ORGANIZATION)

INTERNEE:

ROLL NUMBER:

ENROLEMENT NUMBER:

BATCH:

INTERNSHIP DURATION:

REPORT SUBMISSION DATE:



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POLYMER & PETROCHEMICAL DEPARTMENT

2. **INTERNSHIP FEEDBACK FORM**

Once the students are done with their internship time period, they need to submit the internship feedback form to their supervisors/head so they may evaluate the students accordingly.

The students need to ask their supervisors to return them in signed and sealed envelope and submit the same at the department to the concerned faculty member.

(Internship feedback form attached)

3. INTERNSHIP ASSESSMENT FORMS

Internship evaluation of each student is done on the basis of their report that they submit at the department along with a presentation of their internship period.

They are then judged accordingly with the help of the Internship Assessment Form.

(Internship Assessment Form attached)

4. **SUMMARY**

Once the students are done with their internship they are required to submit the following documents at the department:

- a. Internship Report on the given format.
- b. Internship Certificate Copy.
- c. Internship Feedback form (to be filled by their advisor/head at the place of their internship).

Lastly they are asked to give the presentation on the basis of what they have learnt at the internship.

Students are evaluated on the basis of their Internship Report and their presentation.