



ST. XAVIER'S COLLEGE JAIPUR

A PROJECT REPORT

ON

***(TITLE OF THE PROJECT/ INTERNSHIP WITH
THE NAME OF THE COMPANY/ ORGANIZATION)***

FOR INTERNSHIP CREDITS

in

Program Name (Bachelor of Business Administration)

In accordance with O.199G20: Guidelines for Internship/Research Internship for Undergraduate Students under NEP 2020 Framework of University of Rajasthan

(2025-26)



<i>Submitted By:</i>	<i>Submitted To:</i>
Name of the Student	Name & Designation of the Internship Supervisor
Class:	Department:

Date of Submission:

OUTLINE OF THE REPORT

1. Internship Completion Certificate (from the Organization) (Page 1)

2. Internship Completion Certificate by the Internship Supervisor (College faculty who supervised/ mentored the intern) (Page 2)

3. Acknowledgement (Page 3)

- A brief section to thank those who helped you during the internship, such as your mentor, colleagues, and internship supervisor.

4. Table of Contents (Page 4)

- A list of all the sections and sub-sections in the report, along with page numbers.

5. Executive Summary (Page 5)

- A concise summary of the entire report, highlighting key objectives, methodologies, outcomes, and recommendations.

6. Introduction (Page 6-7)

- **Background of the Internship:** A brief overview of the company or organization, its mission, and its industry.
- **Objectives of the Internship:** What you aimed to achieve during your internship.
- **Scope of the Report:** What the report covers and what it does not.

7. Company Profile (Page 8)

- **Overview of the Organization:** History, mission, and vision.
- **Products/Services:** A brief description of what the company offers.
- **Organizational Structure:** A summary of the company's hierarchy.

8. Project Details (Page 9-11)

- **Project Title:** The title of the project you worked on.
- **Objectives:** What the project aims to achieve.
- **Methodology:** The methods and processes you used to complete the project.
- **Tools and Technologies Used:** Any software, hardware, or tools utilized during the project.
- **Work Done & Duration:** A detailed description of the tasks you performed, the challenges faced, and how you overcame them.
- **Results and Findings:** The outcomes of your project, supported by data, charts, and analysis. (If Applicable)

9. Skills Acquired (Page 12)

10. Conclusion (Page 12)

- **Lessons Learned:** What you gained from the internship experience.

11. Recommendations (Page 13)

- Suggestions for future work or improvements, both for the company and for future interns.

12. References (Optional)

- A list of all the sources you referred to in your report, formatted according to a standard citation style (e.g., APA, MLA).

13. Appendices (If required)

- Any additional material that supports your report, such as raw data, detailed analysis, questionnaires, etc.