

ST. XAVIER'S COLLEGE

MAITIGHAR, KATHMANDU

GUIDELINES FOR PREPARATION OF INTERSHIP REPORT

Introduction

Internship report in this manual refers to a documented report of the process followed and the results of internship conducted by a student in fulfillment of the requirements in bachelor degree. These rules must be adhered strictly.

Contents of Internship Report

The Internship Report should contain the items as outlined below and is to be presented in the order as listed.

Number of Copies to be submitted to the Department

Two hard copies of the report are to be submitted to the Department after corrections done as suggested by guide/Department at any time when report submission is called by guide/Department. Students are suggested to bind the report with hard cover and print the cover in golden. A soft copy (pdf format) should also be submitted to Department in CD along with report.

Requirements for Report Writing:

Your report should meet following standards:

Font Name: Times New Roman

Left Margin: 1.5 inch

Right Margin: 1.25 inch

Top Margin: 1.25 inch

Bottom Margin: 1.25 inch

Header and Footer: 0.5 inch

Line Spacing: 1.5

Paragraph Spacing: 18 pt
Font Size: 12 pt (for normal text)
Follow following standard for headings

- 1. Heading1 (16 pt, Bold)**
- 1.1 Heading2 (14 pt, Bold)**
- 1.1.1 Heading3 (13 pt, Bold)**
- 1.1.1.1 Heading4 (12 pt, Bold)**

1. ARRANGEMENT OF CONTENTS:

The sequence in which the project report material should be arranged and bound should be as follows:

1. Cover Page
2. Title Page
3. Certificate of Approval
4. Corporate Certificate
5. Acknowledgment
6. Abstract
7. Table of Contents
8. List of Figures (if any)
9. List of Tables (if any)
10. List of Symbols (if any)
11. Abbreviations (if any)
12. Chapters
13. Appendices (if any)
14. References

** Students can add their own topics or sub-topics as per necessity.*

** Justify the report for clean look at both left and right side of page.*

**The level of English writing must be appropriate to the level of the Bachelor's degree. Normally, there should be no first person references (e.g., I, we, us) in the report. If self reference is required, reference may be made to "the author" or "this study".*

2. BINDING SPECIFICATIONS:

Students have to submit tape or spiral binding of the report to the department at the time of report submission for correction purpose. Students are suggested to bind the final draft of the report with hard cover and print the cover in golden.

3. PREPARATION FORMAT:

Cover Page - A specimen copy of the Title page of the project report is given in **Specimen copy-1.**

Title Page – A specimen copy of the Title page of the project report is given in **Specimen copy-2.**

Certificate – A specimen copy of the Certificate of the project report is given **Specimen copy-3.**

Acknowledgment- A specimen copy of the Acknowledgment of the project report is given **Specimen copy-4.**

Abstract – It is a heart of the report. Abstract should be one page synopsis of the project report and it must clearly give the overview of the project (Avoid unnecessary things in abstract)

Table of Contents – The table of contents should list all material following it as well as any material which precedes it. The title page and Certificate of approval will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head.

List of Figures – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head .

List of Tables – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head .

List of Symbols - The list should provide the detail of the symbols used in the report. One and a half spacing should be adopted for typing the matter under this head.

Abbreviations – Abbreviation list should provide the details of the abbreviations used in the report in alphabetical order. One and a half spacing should be adopted or typing the matter under this head.

Page numbering - The preliminary parts (Acknowledgement, Abstract, Table of Contents, List of symbols, List of figure, List of Tables) are numbered in roman numerals (i, ii, etc). The first page of the first chapter (Introduction) onwards will be numbered in Arabic numerals 1 2 3 etc at the bottom, centered.

Numbering sections, subsections, equations, figures etc. - A word on numbering scheme used in the project is in order. It is common practice to use decimal numbering in the project. If the chapter number is 2, the section numbers will be 2.1,2.2, 2.3 etc. The subsections in section 2.2 will be numbered as 2.2.1, 2.2.2 etc. Unless essential, it is not necessary to use numbers to lower levels than three stages.

Similarly, it is useful and convenient to number the figures also chapter-wise. The figures in chapter 4 will be numbered as Figure 4.1: Figure Name, Figure 4.2: Figure Name etc. This helps you in assembling the figures and putting it in proper order. Similarly, the tables are also numbered as Table 4.1: Table Name, Table 4.2: Table Name etc. All figures and tables should have proper captions. Usually the figure captions are written below the figure and table captions on top of the table. All figures should have proper description by legends, title of the axes and any other information to make the figures self explanatory.

The same numbering scheme can be used for equations also. Only thing to be remembered is that references to the figures are made like Figure 4.2: Figure Name, and equations as Eqn (5.8).

CHAPTER 1: INTRODUCTION

1.1. Introduction to Internship

1.2. Background

1.3. Objective

1.4. Brief Introduction of Industry (software / hardware / web programming / network / tourism /hospitality management etc.)

1.5. Brief Introduction of Organization

1.5.1 About Organization

1.5.2 Organization Rationale

1.5.3 Organization Hierarchy

1.5.4 Contact Details

CHAPTER 2: ANALYSIS OF ACTIVITY DONE

2.1 Internship Placement Details

2.1.1 Organization Selection

2.1.2 Placement

2.1.3 Duration

2.1.4 Roles and Responsibilities

2.2 Literature Review (should be related to the project with relevant references)

2.3 Specific Problem Analysis

2.3.1 Understanding the Existing System

2.3.2 Development of Project Goals

2.4 Management Strategy

2.4.1 Time Management Strategy

2.4.2 Cost Management Strategy

2.4.3 Data Collection Strategy

2.4.3.1 Interview

2.4.3.2 Questionnaire

2.4.3.3 Secondary Sources

2.5 Project Schedule

2.5.1 Time Schedule

2.5.2 GANTT Chart

CHAPTER 3: SOLUTION DESIGN

3.1 Project Management Plan

3.1.1 System Analysis

3.1.1.1 Feasibility Study

3.1.1.1.1 Technical Feasibility

- 3.1.1.1.2 Economic Feasibility
- 3.1.1.1.3 Legal Feasibility
- 3.1.1.1.4 Operational Feasibility
- 3.1.1.1.5 Schedule Feasibility

3.1.2 System Design

- 3.1.2.1 Context Diagram
- 3.1.2.2 DFD (Level 1, Level 2 and for major processes)
- 3.1.2.3 ER Diagram
- 3.1.2.4 Use Case Diagram
- 3.1.2.5 Class Diagram
- 3.1.2.6 System Sequence Diagram

3.1.3 Alternative Solution

3.2 Technical Requirements

- 3.2.1 Hardware Requirements
- 3.2.2 Software Requirements
- 3.2.3 Cross Platform Compatibility

CHAPTER 4: IMPLEMENTATION STRATEGIES

- 4.1 Testing Strategies
- 4.2 Hardware Implementation
- 4.3 Software Implementation

CHAPTER 5: RESULT ANALYSIS

- 5.1 Result
- 5.2 Critical Analysis
- 5.3 Limitations of the System/Organization
- 5.2 Recommendation to the Organization
- 5.3 Recommendation to the Internship Program

CHAPTER 6: CONCLUSION

CHAPTER 7: REFERENCES/BIBLIOGRAPHY

CHAPTER 8: APPENDIX (If any)

SPECIMEN -1 (Cover Page)
ST. XAVIER'S COLLEGE

Affiliated to Tribhuvan University

Maitighar, Kathmandu



Final Year Internship Project Report

on

“Project Title”

At

“Organization Name”

For the partial fulfillment of the requirement for the degree of Bachelor of Science in Computer
Science and Information Technology awarded by Tribhuvan University

Under the supervision of

[Supervisor's Name]

Submitted by

Student Name (T.U. Exam Roll No. _____)

Submitted to

ST. XAVIER'S COLLEGE

Department of Computer Science

Affiliated to Tribhuvan University

Maitighar, Kathmandu, Nepal

_____ December 2016

SPECIMEN-2 (Title Page for Project)

Internship Title

[Code No.:]

An Internship report submitted for the partial fulfillment of the requirement for the degree of Bachelor of Science in Computer Science and Information Technology awarded by Tribhuvan University

Submitted by

Student Name (T.U. Exam Roll No._____)

Submitted to

ST. XAVIER'S COLLEGE

Department of Computer Science

Affiliated to Tribhuvan University

Maitighar, Kathmandu, Nepal

_____ December 2016

SPECIMEN-3 (Certificate of Approval)



ST. XAVIER'S COLLEGE

MAITIGHAR, KATHMANDU, NEPAL

Post Box :7437

Contact: 4221365,4244636

Email: ktm@xsc.edu.np

सेन्ट जेभियर्स कलेज

माईतीघर, काठमाडौं, नेपाल

पो.ब.नं. : ७४३७

फोन : ४२२९३६५, ४२४४६३६

ईमेल : ktm@xsc.edu.np



CERTIFICATE OF APPROVAL

The undersigned certify that they have read and recommended to the Department of Computer Science for acceptance, a internship report entitled “.....” submitted by (students name and TU Exam Roll No. in bold letters) in partial fulfillment for the degree of Bachelor of Science in Computer Science and Information Technology.

.....
(Supervisor's Name)
Supervisor/Lecturer
Department of Computer Science
St. Xavier's College

.....
External Examiner
Tribuwan University

.....
Vishnu Kumar Rana
Head of the Department
Department of Computer Science
St. Xavier's College

SPECIMEN-4 (Acknowledgement Sample)

ACKNOWLEDGEMENT

It gives us immense pleasure to express our deepest sense of gratitude and sincere thanks to our highly respected and esteemed guide Er./Mr.(Supervisor name with full designation if any), for his/ her valuable guidance, encouragement and help for completing this work. His/ her useful suggestions for this whole work and co-operative behavior are sincerely acknowledged.

We would like to express our sincere thanks to Er./Mr(with full designation and department), for giving us this opportunity to undertake this project. We would also like to thank Er./Mr.(Head of Department name with full designation) for whole hearted support.

We are also grateful to our teachers (teachers name with full designation) for their constant support and guidance.

At the end we would like to express our sincere thanks to all our friends and others who helped us directly or indirectly during this project work.

Student Name

EVALUATION CRITERIA

Proposal Defense : 10% Weight (Evaluated by Supervisor and Mentor)

Mid Term : 30% Weight (Evaluated by Supervisor and Mentor)

End- Term: 60% Weight

Proposal Defense (At the beginning of Internship)

- ✓ Topic Selection with Proposal (5% of total)
- ✓ Presentation (5% of total)

Mid-Term (After 2 month)

- ✓ Program Design (10% of total)
- ✓ Demo Presentation (10% of total)
- ✓ Viva (10% of total)

End Term (After Completion of Internship and before final exam)

- ✓ Depth of work (15% of total)
- ✓ Report (25% of total)
- ✓ Viva (10% of total)
- ✓ Presentation (10% of total)

Note: Refer the sample copies of earlier batches in the library for additional details.