



TAMILNADU STATE COUNCIL OF VOCATIONAL TRAINING[®]

A Council Incorporated Under Legislation of Govt of India for Vocational Education
(Under the Aegis of Tamilnadu Council for Open & Distance Learning, Reg Under Tamilnadu Govt Act)

INTERNSHIP REPORT

Submitted in Partial Fulfilment of the
Requirement for (**Course Name**)

Internship Report Submitted by:

*****Student Name *****

*** Register Number ***

1) Internship Certificate

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INTERNSHIP CERTIFICATE

*****Print in the Letter Head*****

To Whomsoever It may Concern

This is to certify that Mr/Ms/ _____, student of Diploma in Fire Safety, at Tamilnadu State Council of Vocational Training has completed the Practical Internship Training as per the curriculum of the Diploma programme in accordance with norms and under the supervision of the institution and the company for a period of _____ days.

The candidate has been sincere and engaging during the training session. We wish him/her all the best for future endeavours.

Signature & Seal of the competent authority

Date:

ACKNOWLEDGEMENT

I would like to express my sincere gratitude to all those who have contributed to the successful completion of this internship report.

Firstly, I extend my deepest appreciation to [Supervisor's Name], my internship supervisor at [Company Name], for providing me with the opportunity to intern with such a dynamic organization. Their continuous guidance, encouragement, and valuable insights throughout my internship have been instrumental in my personal and professional growth. I am truly grateful for the time they invested in mentoring me and offering constructive feedback that enriched my learning experience.

I would also like to thank the entire [Department Name] team at [Company Name] for their support, collaboration, and willingness to share their expertise. Their collective knowledge and commitment to excellence have inspired me throughout my internship.

A special mention to my academic advisor, [Advisor's Name], for their support and advice, which was crucial in aligning my academic learnings with practical experiences gained during the internship.

Lastly, I would like to express my gratitude to my family and friends for their continuous encouragement and understanding throughout this journey.

This internship has been an invaluable experience, and I am extremely thankful for all the opportunities it has provided me.

Sincerely,

*****LETTER OF ACCEPTANCE BY EMPLOYER*****

Print Organization Letter Head*

To

Miss. Selva Rani,
No.7, First Floor, Kundrathur Main Road,
Porur, Chennai – 116

Subject: Acceptance Letter for internship

Reference : Your Application date : 23/04/2024

Dear Selva rani,

This is with reference above mentioned subject and your application dated
23/04/2004, I agree and accept you for internship from To
(date)

Authorized Sign and Seal



ORGANISATIONAL / COMPANY PROFILE

Note: (According to your Organisation / Company / Institution / Lab you may have all the points or some of the points as given in the sample points below to write 3 -4 pages)

1. Company Overview

- **Company Name:** The official name of the organization.
- **Industry:** The sector or industry the company operates in (e.g., technology, healthcare, finance, retail).
- **Company History:** A brief background of the company, including its founding year, major milestones, and any significant changes that shaped its current state (e.g., mergers, acquisitions, global expansions).
- **Headquarters:** Location of the company's main office or the headquarters, including any other major offices worldwide.

2. Mission and Vision

- **Mission Statement:** What is the company's purpose and primary goal? This often focuses on customer satisfaction, social responsibility, and business objectives.
- **Vision Statement:** Where does the company see itself in the future? This includes long-term objectives, market positioning, and aspirational goals.

3. Company Structure

- **Organizational Structure:** An outline of the company's hierarchical structure, including major departments, key roles, and divisions. You could include an org chart (if available).
- **Key Personnel:** Mention the leadership team (CEO, CFO, etc.) and any relevant departments or teams, especially those you worked with during your internship.

4. Products/Services

- **Products/Services Offered:** A description of the primary products or services the company provides. Mention any flagship products or recent innovations if applicable.
- **Target Market:** Who are the company's customers? Describe the target demographic or industries the company serves.

5. Company Culture

- **Work Environment:** Describe the overall work culture, including values, work-life balance, and employee satisfaction.
- **Diversity and Inclusion:** Does the company have programs that focus on diversity, equity, and inclusion? What is the approach toward building a diverse workforce?
- **Employee Programs:** Mention any employee development programs, training, and initiatives for career growth.

6. Recent Achievements/News

- **Awards/Recognitions:** List any recent awards, recognitions, or milestones the company has achieved. This could include industry accolades, customer satisfaction awards, etc.
- **Innovations:** Highlight any recent innovations or new product launches that set the company apart from its competitors.
- **Corporate Social Responsibility (CSR):** If applicable, mention any social or environmental initiatives the company is involved in, like sustainability efforts, community outreach, or charitable work.

7. Market Position and Competitors

- **Industry Position:** A brief analysis of the company's position within its industry. Is it a market leader, challenger, or niche player?
- **Key Competitors:** Identify major competitors and compare the company's performance, products, or services against them.

8. Key Financial Information (Optional)

- **Revenue:** If publicly available, include details about the company's annual revenue or financial performance.
- **Growth Trends:** Mention the company's growth trajectory, including market expansion, acquisitions, or revenue growth in recent years.
- **Stock Information (If applicable):** For publicly traded companies, provide information on stock performance or market share.

9. Key Challenges

- **Challenges Faced by the Company:** Mention any major challenges the company has faced recently, such as economic downturns, market competition, or supply chain disruptions. Discuss how the company has responded or plans to address these challenges.

10. Conclusion

- **Summary:** Conclude the company profile by summarizing the company's standing in its industry and its future outlook.

WORK DESCRIPTION

Note: *(According to your Organisation / Company / Institution / Lab you may have all the points or some of the points as given in the sample points below to write 2 -3 pages)*

- **Internship Objectives and Goals:** State the goals you aimed to achieve during your internship.
- **Roles and Responsibilities:** Describe the tasks, projects, and specific duties you were involved in during the internship.
- **Skills Developed:** Highlight the skills and knowledge you gained, such as technical skills, teamwork, communication, problem-solving, etc.
- **Learning Outcomes:** Reflect on what you learned during your internship and how it aligns with your academic or career goals.
- **Challenges and Solutions:** Share any obstacles you encountered during your internship and how you overcame them.
- **Conclusion:** Summarize your experience, provide an evaluation of the internship, and suggest any areas for improvement or things that went well.

*****Print Organization Letter Head*****

Evaluation Sheet

Date:

Name of the Student: Miss. Selva Rani

Details	Total Marks	Marks Obtained
Sincerity	10	10
Attendance	10	10
Performance	10	10
Team Work	10	10
Communication Skill	10	10
Total	50	50

Authorized Sign and Seal

CONCLUSION

Write in a paragraph about your findings, inference and your experience at the internship training conducted in your company / organisation / institution / Lab