



## MAHARAJA AGRASEN INSTITUTE OF MANAGEMENT STUDIES

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### DEPARTMENT OF COMMERCE

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Monday, 1 September, 2025

### **Session on How to Prepare an Internship Project Report**

#### **Academic Year: 2025-26**

**Name of event:** How to Prepare an Internship Project Report

**Organized by:** Dr. Rachna Jain, Associate Professor, Department of Commerce

**Date of the Event:** 1 September, 2025

**Time of the Event:** 1:00 P.M. onwards

**Location:** Seminar Hall, 9<sup>th</sup> Floor, MAIMS

**Number of Students Participated:** 47

#### **Objectives of the session:**

- To equip students with the essential knowledge, structure, and skills required to effectively draft an internship project report.
- To guide participants through the standard format, academic writing practices, data presentation techniques, and reflection components necessary for compiling a professional and coherent report.
- The students will be able to organize their internship experiences into a structured document that meets academic and industry standards.

## **Session on How to Prepare an Internship Project Report**

On 1 September 2025, Maharaja Agrasen Institute of Management Studies conducted an insightful session titled "How to Prepare an Internship Project Report" organized by the Department of Commerce. To enhance the professional and academic writing skills of students, the Department of Commerce organized a session for the B. Com (H) fifth semester students. Since the internship project forms an integral part of the curriculum and contributes to the students' overall evaluation, the session aimed to guide them in preparing a well-structured, comprehensive, and scholarly report of their internship experience.

The session was conducted at the 9th floor seminar hall and featured **Dr. Rachna Jain**, Associate Professor, Maharaja Agrasen Institute of Management Studies as the keynote speaker. She was awarded a doctorate in finance from the University of Delhi. She possesses a rich academic experience of over 17 years. Her area of interest includes financial markets, mentoring, and behavioural studies. She is a resource person in faculty development programmes and student training programmes.

The resource person highlighted that the report is not only a record of tasks completed but also a critical reflection of learning outcomes, skills developed, and insights gained during the internship. Students were introduced to the standard format of an internship project report, which generally includes:

**Preliminary Pages** (Title page, Certificate, Acknowledgement, Table of Contents)

**Chapter 1:** Introduction to the Company

**Chapter 2:** Introduction to the Industry

**Chapter 3:** Research Methodology/Approach (if applicable)

**Chapter 4:** Learning Outcomes, Data Presentation, Analysis, and Findings

**Chapter 5:** Conclusions, Recommendations, and Learning Outcomes

References and Annexures

The speaker emphasized clarity, conciseness, proper grammar, and an academic tone. Tips on using tables, charts, and graphs for effective presentation of data were also shared. Students were reminded to follow referencing guidelines and avoid plagiarism. The parameters for

assessment—including adherence to format, quality of content, analytical depth, and presentation—were explained to enable students to align their reports with the university’s expectations.

The event concluded with an **interactive Q&A session** where students clarified doubts regarding word limits, confidentiality of organizational data, and balancing descriptive and analytical sections. Practical examples and model templates were shared to illustrate key points.

### **Conclusion**

The session was highly informative and beneficial. It equipped the students with the necessary knowledge and skills to prepare their internship project reports professionally and in accordance with academic standards. Students expressed confidence and clarity about the reporting process after attending the session.

### ***GLIMPSES OF THE SESSION***



*Resource person explaining the value of internship project to students.*



*Students understanding the importance of preparation of internship project report.*