

REPORT PREPARATION GUIDELINES

(For student reference — REMOVE this page before final submission)

Read the following formatting rules before preparing your summer internship report. All reports must follow these standards for uniformity across the department.

- **Paper & margins:** A4 size. Margins: Left 1.5" (binding), Right/Top/Bottom 1" each.
- **Body font:** Times New Roman, 12 pt, justified, 1.5 line spacing.
- **Headings:** Chapter titles 15 pt bold; sub-headings 13 pt bold. Use the built-in styles already set in this template.
- **Page numbers:** Front matter (certificate to abbreviations) in roman numerals (i, ii, iii...). Main body in Arabic numerals (1, 2, 3...). Already configured.
- **Figures & tables:** Number per chapter (e.g., Fig. 5.1, Table 4.2) with a caption below figures and above tables. List them in the List of Figures / Tables.
- **References:** Follow IEEE style, numbered [1], [2]... in order of citation. Avoid generic links such as google.com.
- **Length:** Typically 25–40 pages including annexures. Quality over quantity.
- **Submission:** One soft copy (PDF) and one hard copy (spiral/hard bound) to the Internship Coordinator by the notified date.

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A SUMMER INTERNSHIP REPORT

on

“ TITLE OF THE INTERNSHIP / PROJECT ”

Submitted in partial fulfillment of the requirements for the award of the degree of

BACHELOR OF TECHNOLOGY

in

ARTIFICIAL INTELLIGENCE AND DATA SCIENCE

Submitted by

STUDENT NAME (ROLL NUMBER)

Under the guidance of

Mr.B.Ravindra Chanti Babu Assistant Professor

Internship Coordinator, Department of CS and IT

[INSERT COLLEGE LOGO HERE]

DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

LAKIREDDY BALI REDDY COLLEGE OF ENGINEERING

(AUTONOMOUS)

Accredited by NAAC with ‘A’ Grade, ISO 9001:2015 Certified Institution

Approved by AICTE, New Delhi and Affiliated to JNTUK, Kakinada

L.B. Reddy Nagar, Mylavaram, NTR District, A.P. – 521 230

MONTH & YEAR

CERTIFICATE

This is to certify that the summer internship work entitled “TITLE OF THE INTERNSHIP / PROJECT” is a bonafide record of work carried out during the 5th semester by STUDENT NAME (ROLL NUMBER), in partial fulfillment for the award of the degree of Bachelor of Technology in Artificial Intelligence and Data Science, Lakireddy Bali Reddy College of Engineering (Autonomous), affiliated to Jawaharlal Nehru Technological University Kakinada, during the academic year 20XX–20XX.

The internship was carried out at [NAME OF THE ORGANIZATION] from [START DATE] to [END DATE], and the report has not been submitted earlier for the award of any other degree.

Mr.B.Ravindra Chanti Babu

Assistant Professor
Internship Coordinator

Dr. D. Ratna Kishore

Professor & Head
Department of CS and IT

External Examiner

DECLARATION BY THE STUDENT

I, STUDENT NAME (ROLL NUMBER), hereby declare that the summer internship report entitled “TITLE OF THE INTERNSHIP / PROJECT” submitted to the Department of Artificial Intelligence and Data Science, Lakireddy Bali Reddy College of Engineering (Autonomous), is a result of my own work carried out during the internship period at [NAME OF ORGANIZATION].

I further declare that this report, or any part of it, has not been submitted previously for the award of any degree, diploma, or other similar title, and that all sources of information and assistance have been duly acknowledged.

Place:

Signature of the Student

Date:

STUDENT NAME (ROLL NUMBER)

ACKNOWLEDGEMENT

I am incredibly grateful for the opportunity to have completed my summer internship. This experience greatly enhanced my understanding and practical skills, largely due to the unwavering support of several individuals.

I sincerely thank **Mr.B.Ravindra Chanti Babu** Assistant Professor, Department of CS and IT, for his excellent coordination and mentorship throughout the internship. My sincere appreciation also goes to Dr. D. Ratna Kishore, Professor and Head of the Department of CS and IT, and Dr. K. Appa Rao, Principal, for their leadership and for making this enriching learning journey possible.

I also extend my gratitude to [MENTOR / SUPERVISOR NAME, DESIGNATION] of [ORGANIZATION NAME] for the valuable guidance provided during the internship.

This acknowledgement would remain incomplete without expressing my deep sense of gratitude to my parents and the Almighty for their consistent blessings and encouragement.

STUDENT NAME

ROLL NUMBER

INTERNSHIP COMPLETION CERTIFICATE

*[PASTE THE INTERNSHIP COMPLETION CERTIFICATE ISSUED BY THE
ORGANIZATION HERE]*

(A scanned copy / offer letter issued by the host organization on its letterhead)

ABSTRACT

» *In 200–300 words, summarize the internship: the organization, the domain/problem you worked on, the tools and methods used, what you implemented, the key results, and what you learned. Write it last, after the report is complete. Avoid citations and figures here.*

Keywords: *[4–6 keywords separated by commas]*

TABLE OF CONTENTS

(Right-click → Update Field, or press Ctrl+A then F9, to refresh page numbers after editing.)

1. Objectives of the Internship.....	1
2. Introduction to the Organization.....	2
2.1 About the Organization.....	2
2.2 Internship Profile.....	2
3. Concepts Learned During the Internship.....	3
3.1 Technical Skills.....	3
3.2 Professional / Soft Skills.....	3
4. Weekly Activity Log.....	4
5. Project Problem Statement.....	5
5.1 Abstract.....	5
5.2 Introduction.....	5
5.3 Problem Definition.....	5
5.4 Proposed Methodology.....	5
6. Project Work Implementation.....	6
6.1 Tools and Technologies Used.....	6
6.2 Implementation Details.....	6
7. Results and Discussion.....	7
8. Learning Outcomes and Skills Acquired.....	8
9. Conclusion and Future Scope.....	9
9.1 Conclusion.....	9
9.2 Future Scope.....	9
10. References.....	10
Appendix A. Sample Code / Screenshots.....	11

LIST OF FIGURES

Figure No.	Title	Page No.

e.g., Fig. 5.1 System Architecture

LIST OF TABLES

Table No.	Title	Page No.

LIST OF ABBREVIATIONS

Abbreviation	Expansion
AI	Artificial Intelligence
ML	Machine Learning

1. Objectives of the Internship

» State the purpose of undertaking this internship and list 4–6 specific objectives. What did you aim to learn or achieve (technical skills, domain exposure, professional experience)?

1. [Objective 1]

2. [Objective 2]

3. [Objective 3]

4. [Objective 4]

2. Introduction to the Organization

» Introduce the host organization: name, location, industry/sector, products or services, scale, and the team/department you worked with. Mention the internship mode (on-site / remote / hybrid) and duration.

2.1 About the Organization

» Describe the company background, vision, and the area of work.

2.2 Internship Profile

Organization Name	[...]
Location	[...]
Domain / Team	[...]
Mode & Duration	[On-site / Remote / Hybrid; DD/MM/YYYY – DD/MM/YYYY]
Mentor / Supervisor	[Name, Designation]

3. Concepts Learned During the Internship

» List and briefly explain the technical and professional concepts, tools, technologies, and methodologies you learned or strengthened (e.g., Python, ML algorithms, data preprocessing, version control, cloud tools, soft skills). Group them logically.

3.1 Technical Skills

» Programming languages, frameworks, libraries, tools, platforms.

3.2 Professional / Soft Skills

» Communication, teamwork, time management, documentation, etc.

4. Weekly Activity Log

» Record a week-by-week summary of the tasks performed and the outcome/learning for each week. Add or remove rows as per the duration of your internship. Get it attested by your mentor if required.

Week	Dates	Work Carried Out	Outcome / Learning
1			
2			
3			
4			
5			
6			

5. Project Problem Statement

5.1 Abstract

» *A short summary (100–150 words) of the project problem you addressed during the internship.*

5.2 Introduction

» *Background and context of the problem, its relevance, and the motivation for solving it. Include a brief literature/existing-system review if applicable.*

5.3 Problem Definition

» *State the problem precisely — inputs, expected outputs, constraints, and the gap in existing solutions.*

5.4 Proposed Methodology

» *Describe your approach: system architecture, dataset, algorithms/models, tools, and the workflow. Insert a system architecture/block diagram as Fig. 5.1.*

[Insert Fig. 5.1 System Architecture / Methodology Diagram]

6. Project Work Implementation

» Explain how the solution was implemented — modules, key steps, important code segments (formatted), configuration, and tools/environment used. Reference figures and tables where helpful. Place lengthy code in the Appendix.

6.1 Tools and Technologies Used

» List hardware/software, languages, frameworks, and platforms.

6.2 Implementation Details

» Step-by-step description of the build, with snippets/screenshots as needed.

7. Results and Discussion

» *Present your outputs with screenshots, graphs, and tables (numbered and captioned). Discuss what the results mean, compare against expectations or baselines, and note any limitations encountered.*

[Insert result screenshots / graphs as Fig. 7.1, Fig. 7.2 ...]

8. Learning Outcomes and Skills Acquired

» Summarize the outcomes of the internship and map them to the Programme Outcomes (POs) and Programme Specific Outcomes (PSOs). Tick/justify the POs/PSOs your internship work addressed.

PO / PSO	How the Internship Addressed It	Attained (✓)
PO1		
PO3		
PO5		
PO9		
PO12		
PSO1		
PSO2		

9. Conclusion and Future Scope

9.1 Conclusion

» Summarize what was accomplished during the internship and the value gained. 1–2 paragraphs.

9.2 Future Scope

» Suggest how the work could be extended or improved in future.

10. References

» List all sources in IEEE format, numbered in order of citation. Examples below — replace with your actual references.

- [1] A. Author, B. Author, “Title of the paper,” *Journal/Conference Name*, vol. X, no. Y, pp. 1–10, Year.
- [2] Organization/Tool documentation, “Title,” [Online]. Available: <https://...> [Accessed: DD-Mon-YYYY].

Appendix A. Sample Code / Screenshots

» *Include supporting material that is too lengthy for the main body — full source code listings, additional screenshots, datasets descriptions, or the day-wise diary if required.*