

[INTERNSHIP PROJECT TITLE]

INTERNSHIP PROJECT REPORT

Submitted to



**DIRECTORATE OF DISTANCE & CONTINUING EDUCATIONS
OPEN AND DISTANCE LEARNING(ODL) PROGRAMMES
(FOR THOSE WHO JOINED THE PROGRAMMES FROM THE ACADEMIC YEAR 2023 – 2024)
MANONMANIAM SUNDARANAR UNIVERSITY
TIRUNELVELI – 627012**

Submitted By

Name

Reg.No

Name of course and Degree

Affiliation and Address

CERTIFICATE

This is to certify that **[Your Full Name]**, a student of **[Your Institution/Department Name]**, has successfully completed their internship at **[Company Name]**, located at **[Company Address]**, from **[Start Date]** to **[End Date]**.

During this period, the student worked on the project titled "**[Project Title]**" under the guidance of **[Supervisor's Name]**, and demonstrated commendable skills, dedication, and professionalism.

This certificate is issued in recognition of the completion of the internship and the contributions made by the student to the organization's projects and activities.

We wish them all the best in their future endeavors.

Authorized Signatory

[Name]

[Designation]

[Company Name]

Date: [Insert Date]

Place: [Insert Place]

DECLARATION

I, **[Your Full Name]**, hereby declare that the internship project report titled "**[Project Title]**" submitted to **[Organization/Institute Name]** is a record of original work carried out by me during the period **[Start Date]** to **[End Date]** under the guidance of **[Supervisor's Name, Designation, and Institution/Organization]**.

This report has been prepared by me and has not been submitted to any other organization, institution, or journal for any academic or professional purposes. All information, data, and content presented in this report are the results of my work, except where explicitly referenced or acknowledged.

I understand that plagiarism and unethical practices in research and reporting are strictly prohibited, and I take full responsibility for ensuring the authenticity and originality of this work.

[Your Full Name with Registration number]

[Your Signature]

[Date]

ACKNOWLEDGMENTS

Thank your mentors, supervisors, and organization for guidance and the opportunity. For internships, also acknowledge access to facilities, equipment, and resources.

Example

I would like to express my sincere gratitude to all those who have supported and guided me throughout my internship at [**Company Name**].

I am extremely grateful to [**Supervisor's Name**], my internship supervisor, for their continuous guidance, valuable insights, and constant support throughout the internship period. Their expertise and mentorship helped me gain a deeper understanding of the subject matter and develop my skills.

I would also like to thank [**Other Key Person(s) or Team**] for their cooperation and assistance during the project. Their help in [**specific task or area of support**] was greatly appreciated.

I am thankful to the entire team at [**Company Name**] for providing me with a positive and supportive work environment. The opportunity to contribute to the company's projects has been a rewarding experience.

Finally, I would like to acknowledge my institution, [**Institution Name**], for providing me with the opportunity to undertake this internship and the resources to carry out my work.

Thank you all for your support, encouragement, and kindness during this internship.

TABLE OF CONTENTS

The **Table of Contents** (TOC) lists the sections and subsections of your internship report, along with their corresponding page numbers. It helps readers navigate the report easily. The TOC should be formatted in a clean, professional manner, usually with numbered headings and subheadings.

Here's a typical format:

1. Introduction.....	5
1.1 Subheading	
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2. Methodology.....	12
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3. Result and discussion.....	18
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ABSTRACT

1. Introduction/Background (1–2 sentences):

Provide a brief context or the objective of the internship project. Highlight the problem or motivation behind the work.

2. Methods/Approach (2–3 sentences):

Summarize the techniques, materials, or methods used in the project.

3. Key Results (2–3 sentences):

Highlight significant findings or outcomes of the project.

4. Conclusion/Significance (1–2 sentences):

State the impact, relevance, or future applications of the project.

5. Length:

Keep the abstract concise (150–250 words) and focused.

ABOUT THE COMPANY

The "About the Company" section provides a brief overview of the organization where the internship was conducted. This section helps readers understand the company's background, its vision, and its relevance to the internship project.

Example

XYZ Chemicals Pvt. Ltd., headquartered in Chennai, India, was established in 1998. The company specializes in the production of high-quality organic and inorganic chemicals for pharmaceutical, agrochemical, and industrial applications. As a leader in the chemical industry, XYZ Chemicals is known for its innovative research, cutting-edge technology, and commitment to sustainable practices.

The company's mission is to provide eco-friendly chemical solutions to address global challenges while maintaining high safety and quality standards. XYZ Chemicals' product portfolio includes catalysts, solvents, and specialty chemicals widely used in industrial manufacturing and research. The organization is ISO 9001 certified and has received multiple awards for excellence in chemical innovation and sustainability.

During my internship, I was fortunate to work in the Research and Development (R&D) division, focusing on the synthesis of advanced materials for water purification. The company's emphasis on innovation and sustainability provided a stimulating environment to explore practical applications of chemistry.

CHAPTER-1

INTRODUCTION

Step-1

Begin with general context about the field of chemistry relevant to your internship (e.g., organic synthesis, analytical chemistry, material science). Explain the broader importance of the topic.

Step-2

Introduce the specific focus of your project. Describe the problem, knowledge gap, or industrial/academic application it addresses.

Step-3

Explain why the project is important. Highlight its practical or theoretical significance in the context of chemistry.

Step-4

Clearly outline the main goals of your project, including what you aimed to achieve during your internship.

Step-5

Briefly mention what the report will cover.

CHAPTER-2

METHODOLOGY

Experimental Work: Provide a detailed explanation of the methods and procedures followed.

Include:

- ✓ Synthesis or preparation of materials/compounds.
- ✓ Experimental design (e.g., reaction setup, purification techniques).
- ✓ Analytical techniques used or another (e.g., UV-Vis, FTIR, TGA, GC-MS).

Chemicals and Reagents: List all key chemicals and their purity/grade.

Instrumentation: Mention instruments, software, or tools used in experiments.

CHAPTER-3

RESULTS AND DISCUSSION

Experimental Results: Present findings clearly and concisely using graphs, tables, or spectra (e.g., XRD patterns, chromatograms, NMR spectra).

Data Analysis: Interpret the results and link them to the objectives of the project.

Challenges: Highlight any unexpected results, errors, or limitations in the experiments.

Chemistry-Specific Insights: Discuss chemical mechanisms, reaction pathways, or structure-property relationships observed during the work.

Figure and Caption Format

1. **Figure Number:** Label each figure sequentially (e.g., Figure 1, Figure 2, etc.).
2. **Figure Title:** Provide a brief and descriptive title summarizing the figure's content. Place the title below the figure.
3. **Formatting Style:** Use a consistent font size and style for captions (e.g., Times New Roman, 10–12 pt). Align the figure title and caption in the center.
4. **Content of the Caption:** Start with "**Figure X.**" followed by a short description of the figure. Cite the source if the figure is adapted from literature.
5. **Figure Placement:** Position the figure as close as possible to where it is discussed in the text. Ensure the figure is clear, labelled (e.g., axes, legends), and visually professional.]

CHAPTER-4

CONCLUSION

Summarize:

- ✓ Key achievements and takeaways.
- ✓ How the internship contributed to your academic and career goals.
- ✓ Potential applications or future work related to the project.

CHAPTER-5

REFERENCES

Cite all scientific literature, protocols, or sources used during the internship. Use a consistent citation style (e.g., ACS format). Example:

Journal Article

Smith, J. R.; Johnson, A. L. Synthesis of [Compound]. *J. Org. Chem.* 2023, 58(4), 123–130. DOI: 10.xxxxx/xxxx.

Book

Brown, M. N.; Green, K. T. *Organic Synthesis in Practice*; Wiley: New York, 2020; pp 45–78.

Book Chapter

White, T. P.; Black, R. A. NMR Spectroscopy Techniques. In *Analytical Chemistry Advances*; Wilson, H., Ed.; Springer: Berlin, 2019; Vol. 5, pp 120–150.

Thesis/Dissertation

Davis, C. L. Development of Sustainable MOFs for Gas Storage. Ph.D. Thesis, University of Cambridge, Cambridge, UK, 2022.

Web Resources

National Institute of Standards and Technology (NIST). Standard Reference Data for FTIR Analysis. <https://www.nist.gov/ftir> (accessed Dec 8, 2024).

Conference Proceedings

Taylor, J. M.; Evans, D. L. Advances in Polymer Chemistry. *Proceedings of the 15th International Polymer Symposium*, Boston, MA, March 5–8, 2023; pp 45–50.