



Centre for Media and Mass Communication Studies

Jamia Hamdard, New Delhi

Date: 21-02-2022

All the students are hereby inform that they need to submit their 'On Job Training (OJT)/ Internship Report' at mediaschool@jamiahamdard.ac.in by 5th March 2022 positively.

Students preparing to present the internship report are required to adhere to the following guidelines:

Internship Report Format

✚ **Format of the file and its content:**

- Cover page
- Declaration from the student
- Acknowledgement
- Certificate from the organization
- Index

Chapter 1: Introduction to the Organization

- History, Structure and Establishment
- Brief Profile of Owners and Key Personnel
- Area of Operations
- Work Culture
- Employee Profile
- Major projects and Clients (in case of Advertising Agency, PR agency, Event Management Company, Photography)
- SWOT Analysis of the Organization
- Future Projects/Plans

Chapter 2: Internship Work

- Initial days in the organization
- My Industry Mentor
- Major Assignments allotted
- Accomplishments

Chapter 3: Internship Experience

- Challenges and Problems
- Learning Outcome
- Overall Experience

Chapter 4: Conclusion

Appendix (Copies of the work done by the student during internship)

Format of the Report

- File should be hard bind in black color with text printed in golden color
- Text would be printed on one side of the page. Main title should be printed on the separate sheet.
- Font: Times New Roman
- Font Size: 14 (Heading)
12 (Body)
- Line Spacing: 1.5
- Margin: 1 Inch (Top and bottom)
1.5 Inch (Left and right)
- Page number: Right corner on the top of the page.
- Referencing and Citation: On the same page following APA style 6th edition.
- Bibliography: In alphabetical order following APA style 6th edition.