



JHARKHAND
Rai University
RANCHI

Internship Report

*A report submitted in partial fulfillment of the requirements for the Award of
Degree of.....*

Submitted By:

Name:

Enrolment No.:

Program:

Year:

Semester:

Submitted To:

Prof.

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Acknowledgement

I would like to express my sincere gratitude to all those who supported and guided me throughout my internship journey.

First and foremost, I am deeply thankful to [Name of Organization/Company/Advocate], for providing me the opportunity to undertake this internship. I extend my special thanks to my supervisor, [Name and Designation], for their constant support, encouragement, and insightful guidance during the internship period. Their mentorship played a vital role in helping me understand practical aspects of the field and enriched my learning experience.

I would also like to thank the Department of Legal Studies, whose cooperation and professionalism made my internship both productive and enjoyable. Their willingness to share knowledge and include me in important tasks was greatly appreciated.

I am also grateful to my academic supervisor, [Name], at Jharkhand Rai University, for their valuable feedback and for helping me align my internship experience with academic expectations.

Lastly, I wish to thank my family and friends for their continued support and encouragement throughout this phase.

This internship has been an immensely enriching experience and a significant step in my academic and professional journey.

Name:

Enrolment No.:

Program:

Year/Sem:

Executive Summary

This report presents a comprehensive overview of my internship experience at **[Name of Organization]**, undertaken from **[Start Date]** to **[End Date]** as part of the academic requirements for the **[Program Name]** at **Jharkhand Rai University**. The internship provided a valuable opportunity to bridge theoretical knowledge with real-world application in a professional setting.

During the internship, I was assigned to the **[Department/Unit Name]**, where I was involved in a variety of tasks including **[list key responsibilities briefly, e.g., legal research, drafting documents, data analysis, project coordination, client interaction, etc.]**. These assignments helped me develop practical skills, gain industry insights, and understand workplace dynamics.

The report outlines the organization's background, structure, and core functions, followed by a detailed account of my responsibilities, key projects, and the learning outcomes achieved. It also highlights the challenges faced, solutions implemented, and the professional growth experienced during the internship period.

This internship has significantly contributed to my personal and professional development by enhancing my **[mention a few skills: communication, analytical, problem-solving, teamwork, time management, etc.]** skills and providing clarity on future career aspirations.

The report concludes with reflections on the overall experience and suggestions for improving the internship program for future participants.

Declaration

I hereby declare that the Internship Report titled "[**Title of the Report**]" submitted by me to **Department of Legal Studies**, Jharkhand Rai University, in partial fulfillment of the requirements for the award of the degree of [**Name of the Program, e.g., B.A. LL.B / LL.B**], is my original work and has not been submitted earlier to any other institution or university for any academic or professional purpose.

This report is a result of my own experience, research, and findings during my internship at [**Name of the Organization**], carried out from [**Start Date**] to [**End Date**] under the guidance of [**Name of Supervisor**].

I have duly acknowledged all the sources of information, data, and guidance that have been used in the preparation of this report.

Signature

[**Your Full Name**]
[**Enrollment Number**]
Department of Legal Studies
[**Date**]



JHARKHAND Rai University RANCHI

DEPARTMENT OF LEGAL STUDIES

CERTIFICATE

This is to certify that **[Your Full Name]**, a student of **[B.A. LL.B /LL.B]**, at **Jharkhand Rai University**, has successfully completed her/his internship at **[Name of Organization]** from **[Start Date]** to **[End Date]**.

During the internship period, [he/she/they] was assigned to the **[Department/Unit]** and was involved in various tasks such as **[brief mention of key responsibilities or projects, e.g., legal research, drafting, case analysis, project coordination, data entry, etc.]**. [His/Her/Their] performance was found to be **[mention remarks – satisfactory / good / excellent]**.

We found [him/her/them] to be sincere, dedicated, and willing to learn. We wish [him/her/them] success in all future academic and professional endeavors.

[Signature]

[Name of Supervisor / Reporting Officer]

[Designation]

[Name of Organization]

Official Seal/Stamp

Date: [Insert Date]

Introduction of the Internship

Overview (Sample)

The internship task was divided into four parts. The first part involved updating the script and the slides for the spoken tutorial about Textbook Companion Project in Scilab, which were already created by the FOSSEE team. After updating the script and the slides, the recording of the spoken tutorial was to be done. The second part of the internship involved creating the scripts and the slides for two spoken tutorials from scratch as part of a new spoken tutorial series by FOSSEE on Graphical User Interface (GUI). The third part of the internship involved creating the scripts and the slides for two spoken tutorials from scratch as part of the ongoing spoken tutorial series by FOSSEE on Xcos. The fourth part involved performing Novice Checks..... (Sample)

Internship Objectives (Sample)

Internships are generally thought of to be reserved for college students looking to gain experience in a particular field. However, a wide array of people can benefit from Training Internships in order to receive real world experience and develop their skills.

- An objective for this position should emphasize the skills you already possess in the area and your interest in learning more.
- Internships are utilized in a number of different career fields, including architecture, engineering, healthcare, economics, advertising and many more.
- Some internship is used to allow individuals to perform scientific research while others are specifically designed to allow people to gain first-hand experience working.
- Utilizing internships is a great way to build your resume and develop skills that can be emphasized in your resume for future jobs. When you are applying for a Training Internship, make sure to highlight any special skills or talents that can make you stand apart from the rest of the applicants so that you have an improved chance of landing the position.

Aim of this Internship (Sample)

I participated in this internship so that I can gain work experience, working in a professional environment and inculcate professional etiquettes inside myself. This internship also helped me to learn about the Scilab software and its various extent of uses. (Sample)

Summary of Internship Report 1

Introduction

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Introduction of the Organization.....

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Overview

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Summary of Internship Report.....

.....

Conclusion

Outcome of learning and observation

It is not possible to estimate the practical situations while studying in a classroom, an internship is a platform where one can get huge stuff to learn and the best chance to handle the professional situation. People are more than happy to give you work and teach you how it is done. If you wait for work to be given to you, you'll end up sitting idle and learn nothing. The law is not what we learn from our books, it is much beyond that. Internships are an opportunity to apply the knowledge of the law practically. During the course of my internship I attended court proceedings of Bombay High Court and lower courts and I also attended client conferences and conducted research work and drafting, filing work. One must learn during the internship how to work with the team to bring productive results to the organization and how to Co-ordinate with the team and maintain communication with other departments for smooth flow of work. You will be influenced by a good work culture and to operate as a team. College life is quite different world from professional life. Here you will try to learn discipline like what happens if you do not attend the workplace on time, they may mark you absent which will effect at the end of your project report leading to poor attendance. Work environment really matters a lot. If you have cooperative and helpful people around you, it gets easier to get the job done. Most of the work was given to me by Mr. Hamza himself. He used to make sure that I always have some or the other work to do and was always happy to teach us something new. In conclusion the internship program has been very enlightening to be I have managed to learn a lot and to put into practice what I have studied During my internship this has also helped me to choose the path in law.....(Sample)

Internship Objectives developed at the start of internship

The main objective of internship was, I wanted to work on throughout the 1 months of my internship that would benefit my future career path. The skills, knowledge, development, opportunity, practice and goal these were the plan objectives on obtaining during my internship.

Skills like drafting skills, active listening, communication skill, legal research, Personality development, boosting confidence level, and way of presentation.(Sample)

Constraints and challenges felt by internee

The new and unexpected challenges, difficulties, and problems came but somehow I handled them. Such as the long working hour 9.30 am to 7 pm. The time management between professional life, and personal life are paramount. As internship is our first step in our professional life it becomes hard to manage at beginning but slowly it get easy. Though the problem can be solved by getting habitual of adopting a well- organized life. As there is not the only intern to work in a company. Your co-intern is also giving everything in the internship and more experienced than you. Hence, you will experience a competitive environment and might feel less important. Many other difficulties faced during the internship like not having the total knowledge of MS word, legal drafting rules, filing and arranging the documents, As this was my first internship in corporate field so faced many problems relating to new commercial matters, non-litigation work etc.(Sample)

Knowledge Acquired

I acquired knowledge in various laws such as Real estate laws (testamentary laws), Corporate laws, Taxation Laws, Arbitration laws, Insolvency and bankruptcy laws, IPR , Several writ petitions , drafting work, research work, filing work etc. After an internship one will start being responsible at your work since you are not individually affected by the result. Many other etiquettes get developed in a student.(Sample)

Culture and Working environment of the employing institution

Office environment was so comfortable for every intern seniors were always ready to help us either legal paper work or any research work. Strict environment let interns to work serious and hard

whereas friendly environment made interns comfortable and can put their thoughts easily.
.....(Sample)

Measure taken by internee to improve his/her professional skill

I kept asking for work from the associates as I reached the office. I started working harder and read books in free time. I utilized my time efficiently and gained success. I became punctual and worked calmly. I assisted the associates in clerical work and remained disciplined.(Sample)

Effect of internship on your professional skill

The change of life stages from a student to a professional is not always very simple. Students have to face many challenges when they enter into professional life. They have to adjust themselves according to the professional environment by implementing their conceptual knowledge in the new world of work. As we know one may have a state of confusion or dilemma to choose a appropriate career, during internship one will understand the Professional environment, if one feel interested or excited with the work during that period then he/she can choose the same path in future. However, completing a law firm internship is not a guarantee of a job but it gives an edge to a student over another. Employers recognize the advantage of an internship, but even more importantly, the experience and confidence a student gets from it are vital.(Sample)

Annexure (Images of Occasion)

----- Photos (if any) -----

Reference

-----Content-----
