



Internship Report Guidelines – 2024

BCA, Seventh Semester

Course title: Internship (3 Cr.)

Course Code: CAIN403

Year/Semester: IV / VII

Compiled by
Research & Extension Committee
United College
Kumaripati, Lalitpur, Nepal

December 2024

Outlines

Course description	1
Course objectives	1
Nature of internship	1
Phases of internship	1
Provision of supervision	1
Provision of mentorship	2
Evaluation scheme	2
Evaluation committee	3
Focus of the evaluation	3
Teaching methods	3
Final report submission	3
Technical guidelines	4
Outlines of proposal	4
Outlines of internship report	4
Annex: 1 - 5	6

Course description

The internship course is practical industry experiencing course. This course is expected to provide opportunity for career exploration and development in industry. It includes applying theoretical and practical knowledge for solving real world problems while working in industry.

Course objectives

The objectives of this course is to expose and penetrate final year students into market space industry so as to acquire experience. It gives students the opportunity to enter the real world industry so that students will be pragmatic and able to start their professional career.

Course details

Nature of internship

- The internship work should be related to computer applications and information technologies.
- The nature of work during internship should impart practical knowledge in computer system and its applications development, administration and management.
- The internship period should be minimum of 8 (Eight) weeks.
- Students should start their internship within 3 to 4 weeks of start of seventh semester.
- The internship can be practiced at government, non-government organizations having appropriate computer system applications and information technology usage.
- Generally, the internship is an individual activity however can be practiced together in groups in the host organization. However, each student must prepare and submit individual internship report on the basis of his/her work done during the internship period.
- Students working in group at the same organization should be able to distinguish their nature of work.
- Each student should be facilitated with a mentor and supervisor.
- Mentor from the intern providing company is assigned to guide each student during internship in the company.
- Supervisor from college/campus is assigned to supervise each student during internship.

Phases of internship

The following are the phases of internship

Phase-1	Proposal submission	Students must submit and present project proposal after 2 nd week of start of the internship.
Phase-2	Mid-term	Students must submit progress report and defend mid-term progress of their internship work in the 12 th week of the seventh semester.
Phase-3	Final submission	<ul style="list-style-type: none"> ▪ Students must submit and orally defend the

internship work during last week of the seventh semester but before final board examination.

- Students must have to submit the internship final report to their respective department before at least ten days of final defense date.
- The report should be submitted in standard format as prescribed.
- The hard/soft copy of report should be made available to the external expert before a week of presentation date.
- A viva voice will be conducted by evaluation committee.

Provision of supervision

There should be a regular faculty of campus/college assigned as a supervisor. The role of supervisor is to guide the student throughout the internship and provide constructive suggestions. A supervisor can supervise at most five internship students in a class section.

Provision of mentorship

There should be a regular employee in the internship providing organization assigned as a mentor. The role of mentor is to guide the students throughout the internship period at the organization.

Evaluation scheme

1	Proposal defense	Proposal defense of 5% of total marks based on internship proposal and its presentation. <ul style="list-style-type: none"> ▪ The 5 marks of the proposal defense will be evaluated by the research committee formed by HOD/ Coordinator/ Supervisor as a part of proposal defense.
2	Midterm	Midterm of 75% of total marks based on the progress of the work of internship. <ul style="list-style-type: none"> ▪ The 75 marks of the midterm will be evaluated by the HOD / Coordinator, Supervisor and Mentor as a part of midterm defense. ▪ Out of 75 marks; <ul style="list-style-type: none"> ➤ The HOD/Coordinator will evaluate 5 marks, ➤ The supervisor will evaluate for 35 marks, ➤ The mentor examiner will evaluate for 35 marks. The

		marks from the mentor should be provided to the corresponding campus/college in confidential manner.
3	Final defense	Final defense of 20% of total marks based on presentation of internship work and viva-voice. <ul style="list-style-type: none"> The remaining 20 marks of final defense will be evaluated by the external examiner from the university.

Out of 100 marks, the 80 marks (Proposal + Midterm evaluation) will be considered as internal assessment while the 20 marks (final defense) will be considered as external assessment. Each student in the internship should get passed in each of the internal and external assessments individually. Any student failing to pass each of the assessments will be considered as fail.

Examination scheme			
Internal assessment		External assessment	Total
Proposal defense	Midterm defense	Final defense	100 marks
5	75	20	

Evaluation committee

- Internship supervisor
- Mentor from intern company
- HOD/Coordinator
- External examiner

Focus of the evaluation

- Presentation skills
- Level of work done during internship
- Understanding of internship activities
- Internship report
- Viva/question answer

Teaching methods

The major teaching methods that can be followed for this course include industry practice, class lecture, group discussions, presentations, and demonstrations.

Final report submission

- Number of copies: 3 (College library + Self + Dean office)
- Cover page: Golden embracing with black binding

Technical guidelines

S/N	Particular	Descriptions			
1	Chapter heading	Font: Times New Roman	Size: 16	Align: Center	
2	Sub-heading	Font: Times New Roman	Size: 14	Align: Left	
3	Body part	Font: Times New Roman	Size: 12	Align: Justification	
4	Margin	Left: 1.25	Right: 1	Top: 1	Bottom: 1
5	Spacing:	1.5			
6	Alignment	Justification			
7	Page number	Font: Roman numeral for preliminary Arabic number for main body	Size: 12	Align: Lower center of the page	
8	Figures and tables	Position of figures and tables should be aligned center. The figure should be centered below the figure and table should be centered above the table. All the captions should be bold face with 12 font size.			

Outlines of internship proposal

1. Title page
2. Table of contents
3. Introduction
4. Problem statement
5. Objectives
6. Description of internship work/Project (Expected)
7. Internship plan (Expected)
8. Expected outcome of internship activities
9. References

Outlines of internship report

A. Preliminary section

1. Cover page
2. Title page
3. Declaration
4. Mentor's recommendation from company
5. Supervisor's recommendation
6. Examiners' approval letter
7. Acknowledgement
8. Abstract / Executive summary
9. Table of contents

10. List of tables
11. List of figures
12. List of abbreviations

B. Main report

Chapter 1: Introduction

- 1.1 Introduction
- 1.2 Problem statement
- 1.3 Objectives
- 1.4 Scope and limitation
- 1.5 Report organization

Chapter 2: Introduction to organization

- 2.1 Organization details
- 2.2 Organizational hierarchy
- 2.3 Working domains of organization
- 2.4 Description of intern department/unit

Chapter 3: Background study and literature review / Related works

- 3.1 Background study (Description of fundamental theories, general concepts and terminologies related to the internship project)
- 3.2 Literature review (Review of the similar projects during internship, theories and results similar the projects during internship)

Chapter 4: Internship activities

- 4.1 Roles and responsibilities
- 4.2 Weekly log (Technical details of activities)
- 4.3 Description of the project/s involved during internship
- 4.4 Tasks / Activities performed

Chapter 5: Conclusion and learning outcomes

- 5.1 Conclusion
- 5.2 Learning outcomes

References



Tribhuvan University

Faculty of Humanities and Social Sciences

Bachelors of Computer Application

Internship report on

.....

Submitted to Department of Computer Application

United College,

Kumaripati,

Lalitpur

In partial fulfillment of the requirement for the Bachelors of Computer Application

Submitted by

<Full Name>

Exam Roll No.:.....

TU Regd. No.:.....

Month, Year

Under the Supervision of

<Supervisor Name>



Tribhuvan University

Faculty of Humanities and Social Sciences

Bachelors of Computer Application

Internship report on

.....

Submitted to Department of Computer Application

United College,

Kumaripati,

Lalitpur

In partial fulfillment of the requirement for the Bachelors of Computer Application

Submitted by

<Full Name>

Exam Roll No.:.....

TU Regd. No.:.....

Month, Year

Under the Supervision of

<Supervisor Name>

Declaration

I hereby declare that the internship report titled "<title of internship>" submitted by me to the Faculty of Humanities and Social Sciences, in partial fulfillment of the requirements for the Bachelor of Computer Applications (BCA) degree, is an authentic record of my own work carried out under the supervision of <Supervisor's Name>, during the period of <Start Date> to <End Date>. This report has not been submitted previously, either in part or in full, for the award of a degree or any other similar academic qualification in any other institution or university. I affirm that all the information, data, and findings presented in this report are true to the best of my knowledge and belief.

<Name of student>

Date:



Tribhuvan University Faculty of Humanities and Social Sciences

United College

Supervisor's Recommendation

I hereby recommend that this internship report prepared under my supervision by <name of student> entitled <Title of internship> in the partial fulfillment of the requirements for the degree of Bachelor of Computer Application (BCA) is recommended for the final evaluation.

.....
<Name of Supervisor>

Supervisor

United College

Kumaripati, Lalitpur

Table of contents

<i>Cover page</i>	i
<i>Title page</i>	ii
<i>Declaration</i>	iii
<i>Mentor's recommendation from company</i>	iv
<i>Supervisor's recommendation</i>	v
<i>Examiners' approval letter</i>	vi
<i>Acknowledgement</i>	vii
<i>Abstract / Executive summary</i>	viii
<i>Table of contents</i>	ix
<i>List of tables</i>	x
<i>List of figures</i>	xi
<i>List of abbreviations</i>	xii
Chapter 1: INTRODUCTION	1 - 4
1.6 Introduction	1
1.7 Problem statement	2
1.8 Objectives	3
1.9 Scope and limitation	3
1.10 Report organization	4
Chapter 2: INTRODUCTION TO ORGANIZATION	5 - 8
2.1 Organization details	5
2.2 Organizational hierarchy	6
2.3 Working domains of organization	7
2.4 Description of intern department/unit	8
Chapter 3: BACKGROUND STUDY AND LITERATURE REVIEW / RELATED WORKS	9 - 15
3.1 Background study (Description of fundamental theories,	9

general concepts and terminologies related to the internship project)	
3.2 Literature review (Review of the similar projects during internship, theories and results similar the projects during internship)	11 16 - 22
Chapter 4: INTERNSHIP ACTIVITIES	16
4.1 Roles and responsibilities	17
4.2 Weekly log (Technical details of activities)	20
4.3 Description of the project/s involved during internship	21
4.4 Tasks / Activities performed	23 - 24
Chapter 5: CONCLUSION AND LEARNING OUTCOMES	23
5.1 Conclusion	24
5.2 Learning outcomes	25
REFERENCES	

Closing note:

While preparing the internship report, students must work closely with their concerned supervisor, who is responsible for guiding them throughout the process. Supervisor should ensure that the report follows the prescribed guidelines regarding structure, content, and formatting. Adherence to this guideline is crucial for maintaining the quality and consistency of the report, ensuring it aligns with academic and institutional requirements. This collaborative approach helps students present their work effectively and meet the expected academic standards.

Dr. Binod Lingden
Research Coordinator
United College
Kumaripati, Lalitpur