JSS LAW COLLEGE

Autonomous

*INTERNSHIP REPORT AND DIARY*

2021

**INTERNSHIP**

**Report and Diary**

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| **Name of the Student: …………………………………………………………………...** |
| **Year : ……………………...……………………………………………………….……** |
| **Register No.: …………………………………………………………………....................** |
| **Period of Internship:…………….………………………………………………………..** |
| **Name of the Organization:………………………………………………………………..** |
| **Address:……………………………………………………………………………………….………………………………………………………………………………………… ..…..……………………………………………………………………………………………….……………………………………………………………………………………..** |

**DECLARATION**

**CERTIFICATE**

**ACKNOWLEDGMENT**

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|  | Institution Objectives |  |
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|  | The main task completed |  |
|  | Details of areas sectors, branches and fields of work |  |
|  | Content of the work such as office management training, counseling, survey etc. |  |
|  | Skills accomplished – Research activities conducted eg: Articles written/published |  |
|  | Personal learning from internship |  |
|  | Constraints encountered in the internship programme |  |
|  | Memorable experiences |  |
|  | Main outcomes |  |
|  | Conclusion with opinions, suggestions and improvements |  |
|  | Photographs |  |
|  | **Diary** |  |
|  | **Forms:** Forms shall be filled by the Head of the Organisation1. Confidential internship feedback form
2. Confidential evaluation form
 |  |
|  | **Guidelines for Internship** |  |

**INTERNSHIP REPORT**

**INTRODUCTION**

**OBJECTIVES**

**INSTITUTION PROFILE**

**INSTITUTION OBJECTIVES**

**INSTITUTIONAL CHART/ORGANOGRAM**

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**THE MAIN TASK COMPLETED**

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**DETAILS OF AREAS SECTORS, BRANCHES AND FIELDS OF WORK**

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**CONTENT OF THE WORK SUCH AS OFFICE MANAGEMENT TRAINING, COUNSELING, SURVEY ETC**

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**PERSONAL LEARNING FROM INTERNSHIP**

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**CONSTRAINTS ENCOUNTERED IN THE INTERNSHIP PROGRAMME**

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**MEMORABLE EXPERIENCES**

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**MAIN OUTCOMES**

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**CONCLUSIONS WITH OPINIONS, SUGGESTIONS AND IMPROVEMENTS**

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**PHOTOGRAPHS/APPENDIX (if any)**

**INTERNSHIP DIARY**