



KINNAIRD COLLEGE FOR WOMEN
93, Jail Road Lahore-54000 Pakistan

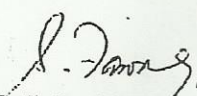
NOTICE

GENERAL GUIDELINES FOR PREPARATION OF INTERNSHIP REPORT

1. Title Page
2. Executive Summary
3. Preface and Acknowledgement
4. Copy Of College Permission Letter For Internship
5. Internship Certificate Issued By Organization
6. Contents With Page Number
7. Introduction Of Report (Objectivity)
8. History of the Organization
9. Management Of the Organization
10. Field Of Activities
11. Work Done By The Student
12. Departments Description And Analysis
13. Concluding Remarks For Analysis
14. Observations About Any Dilemmas Faced By Organization
15. Brief Recommendations For Improvement
16. Conclusion (At Least Two Pages)
17. References If Any
18. Necessary Annexure And Documents

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