

Guideline of Writing Internship / Project Report

Overall Guidelines:

- Page: A4 Size Offset Paper, Single side Print
- Line Spacing: 1.5 line Space for all text
- Font: Times New Roman, 12 size. Font size of heading & sub-heading as you like fine. You can use bold and italic also.
- Margin: 1.5” in Left Side and 1” in Right, Top and Bottom side
- Alignment: All text should be justified
- Binding: Book Binding
- Report volume: 40 – 80 pages
- **Three copy of report should be submitted** (Two Copy to the Controller of Examination, one copy to the Head of the Department)
- Page Number:
 - ✓ Every page should be numbered except the first page of each chapter.
 - ✓ The front matters of the report should be given Roman Numbers (I,II,III, IV) except the Title Fly & Title Page
 - ✓ The appended part of the report should be continuously numbered following the body part.
- Mention source of secondary data or information in the bottom of the table or figure.
- Mention Title of the table and figure on the top.
- Students have to produce unique report. (In a group or same report of two students are not allowed.)

Internship/Project Report Format

Introductory Part:

- Title Fly: Title of the report, your particulars and Date of Submission should appear in this page. You have to print title, your name and Exam. Roll in the shelf side of the report.
- Title Page: (Specimen Given Below)

Topic: Internship Report/Report on Financial Performance Analysis
- A study on National Bank Ltd.

Submitted To:

Controller of Examinations
National University
Gazipur – 1704

Supervised By: (Specimen)

Par Mosiur Rahman
Asso. Professor & Head
Department of Business Administration
Institute of Science, Trade & Technology (ISTT)

Submitted By:

Students Name: _____
Roll: _____ Registration: _____ Session: _____
Program: _____ Major: _____
Institute of Science, Trade & Technology (ISTT)
National University

Date of Submission:

- **Letter of Transmittal**
- **Acknowledgement**
- **Executive Summary:** This is the summary of the whole report and should contain paragraphs illustrating the brief outcome of every chapter of the report i.e. it summarizes the objectives, scopes, methodologies, findings, conclusions, and recommendations.
- **Table of Contents**
- **Acronyms** (i.e. Elaborations of Abbreviated words)
- **List of Tables and illustrations**

Body Part:

Chapter Number	Chapter Name	Chapter Contents
Chapter-1	Introduction	Origin, Objectives, Methodologies, Scope, and Limitations of the report.
Chapter-2	Company Overview (In case of Internship Report) / Literature Review, Detail of Topic (In case of Project Report)	(Contents depend on the topic)
Chapter-3	Analysis & Evaluation	<p>Student have to analyze the data using the methods mention in the methodology of the report, the results should be analyzed and evaluated in accordance with the research problems and issues.</p> <p>Example: (For Finance & Accounting Students) A student doing internship or working with a project can conduct an analysis or evaluation of financial performance using following types of study; Comparative Study; like Horizontal (time series/trend analysis), vertical/common size analysis/Cross section analysis (compare your organization with other companies in the industry of the same sector using bench mark or industry average)</p>
Chapter-4	Findings, Recommendations and Conclusions	You should write the findings as per objectives you have sited earlier. Write specific Findings & Recommendations in the statement form using bullet.

Appended Part:

- **Bibliography:** It should be written sequentially (maintaining Alphabetic Order) (Specimen: Given at the end)
- **Appendices:** Detail Calculations, Questionnaire (if primary data is used), Tables, Photocopies of related pages from the data of secondary sources etc.

Bibliography (Specimen)

Books & Articles:

1. Camerdella and Watson – Introduction to International Business, Insurance and Risk Management, in The Global Environment of Insurance (GEI 203); McGraw Hill Higher Education 1999.
2. Pedoe, Arthur, and Colin E. Jack, Life Insurance, Annuities and Pensions, 3d ed., Toronto: University of Toronto Press, 1978.

Web References:

www.economic-observerbd.net

www.reportlinker.com

www.sbc.gov.bd

www.crab.com.bd

www.crislbd.com

www.tradefinancemagazine.com