



Chittagong BGMEA Institute of Fashion & Technology (CBIFT)



Internship Report
Guidelines for Students

Internship Report
On
....research topic
An overview of Where internship done

[This report has been prepared for the partial fulfillment of the degree of Bachelor of Science (Hon's) in department.....]

Submitted By:

Name:.....

ID No:.....

Program: B.SC (Hon's)

Course Code:

Department:.....

Chattogram BGMEA Institute of Fashion & Technology (CBIFT)



Under the Supervision of

Name: Faculty Name

Designation:.....

Department:.....

Chattogram BGMEA Institute of Fashion & Technology (CBIFT)

Date of Submission:.....,2019

Content belong before table of content:

- Title Page
- Letter of Submission / Transmittal
- Student Declaration
- Supervisor Declaration/ Letter of Acceptance
- Acknowledgement
- Executive Summary

Note: Only heading will be bold 16. Sub heading will be 14. All other body part will be font Times New Roman word size 12. The page before the table of content will be numbered by lower case Roman numeral.

Table of content

Note:

- Table must be made by APA formula
- Table of content does not have page number.
- It must be maintain font Times New Roman word size 12.

Content of main text body:

Chapter 1: Introduction

Chapter one will be named introduction and it will be consist of the following sub section.

- Introduction (It maintain single page and no other subsection will share page with it)
- Objective (It maintain single page and no other subsection will share page with it)
- Methodology
- Scopes of study
- Limitation

Note: Chapters should be followed according to their objectives.

Chapter 2: Company profile

Chapter two will be named company profile and here a short description of the industry where the student completes their internship is given.

Chapter 3: Describe all department of the factory

Chapter three will consisted of short description of all departments which are visited by student in their internship period.

Chapter 4: Own creation

Here students describe their own work like own research, development by the supervision of supervisor.

Chapter 5: SWOT Analysis

Chapter 6: Problem and findings

Recommendations

Conclusion

References

Appendix

How to format the main text of Internship report

Page Margins: left side will be 1.25" and top, bottom, right will be 1"

Spacing: 1.50

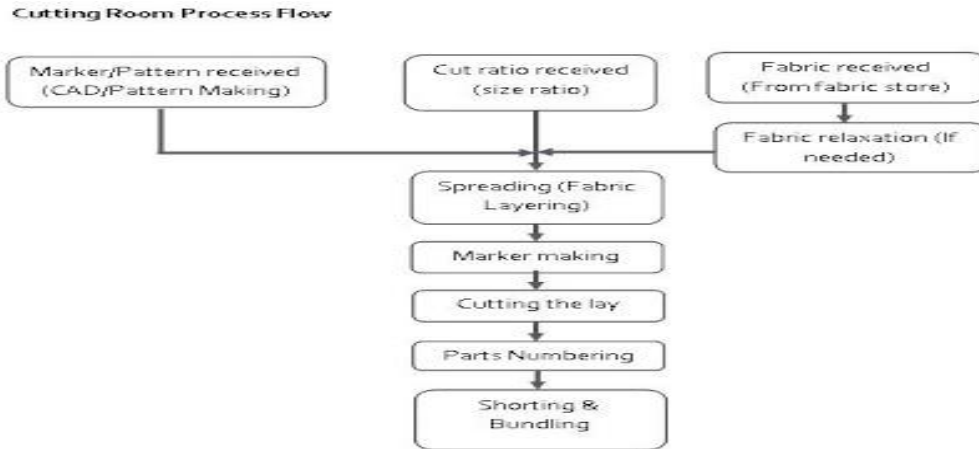
Font: For heading font will be 12 pt Times New Roman font size 16 bold, for subsection font will be 12 pt Times New Roman size 14 without bold, for body passage font will be 12 pt Times New Roman size 12 without bold.

Page size: A4

Table and figure:

Keep margins. Figures, tables, and photos should be explained in main text as Fig.1, Table 1, Photo 1.

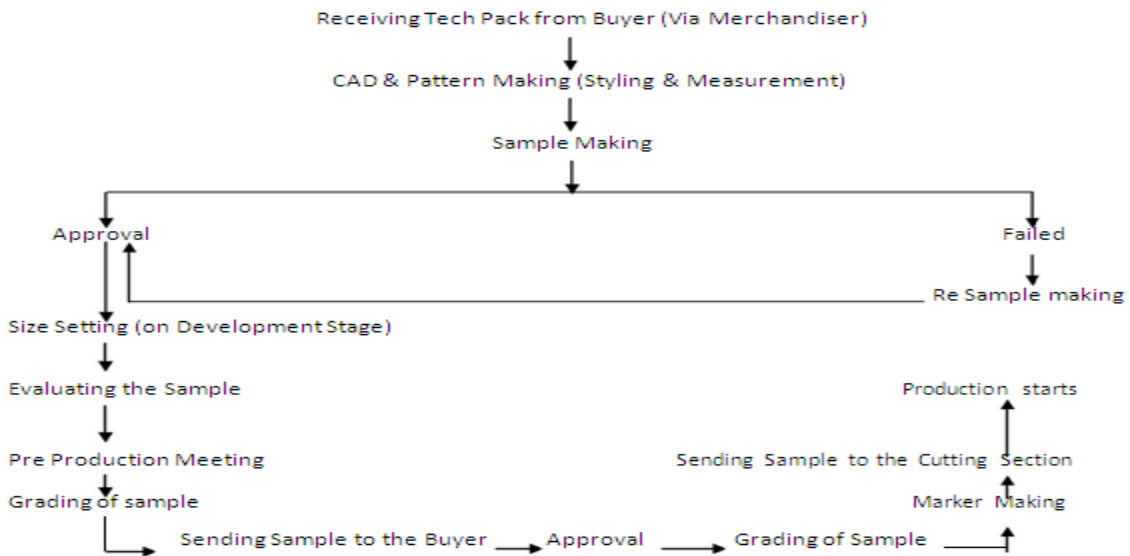
(A 12pt line space)



(A 12pt line space)

Fig.1 Cutting Room Process Flow

(A 12pt line space)



(A 12pt line space)

Fig.2 Sampling Process Flow Chart

(A 12pt line space)

Table 1 Daily Production Cost Sheet

Daily Production Cost Sheet								
Line No.		5A		Date: 03/04/2011				
Style		TT12977		Output: 250 units				
Production day no.		11						
Sl. No.	Employee Designation	Number of employee used (A)	Daily rate (B)	Today salary (C=AxB)	OT rate (E)	OT hours (F)	OT amount (G=ExF)	Net salary (H=C+G)
1	General manager	0	4000	0.00				0.00
2	Production manager	0.2	1000	200.00				200.00
3	Floor-in-charge	0.25	600	150.00				150.00
4	Line supervisor	1	410	410.00				410.00
5	Q.A. manager	0	410	0.00				0.00
6	Quality checkers	2	200	400.00	50	2	100	500.00
7	Pressman	0	200	0.00	50			0.00
8	Handworker	0	215	0.00	50			0.00
9	Machine mechanic	0	180	0.00				0.00
10	Helpers	1	172	172.00	40	2	80	252.00
11	Sewing operators	15	200	3000.00	50	30	1500	4500.00
12	production writer	1	200	200.00	50	2	100	300.00
Total		20.45		4532.00	290.00	36.00	1780.00	6312.00
Previous Cumulative wages (P)	Today's Wages (Q=H)	Total wages till date (R=P+Q)	Previous Cumulative production (S)	Today's output (T)	Total output till date (U)	Average cost till previous days (V=P/S)	Today Cost (W=Q/T)	Average cost till date (X=R/U)
61000	6312.00	67312.00	2100	250	2350	29.05	25.25	28.64

(A 12pt line space)

- Page number: The pages prior to the main body of the chapters, which are referred to as preliminary pages, must be numbered in lower case Roman numerals, e.g., i, ii, iii,.....
- Beginning with the first page of the main body or chapter 1, all pages of the report including the references must be numbered sequentially in numerals e.g. 1, 2, 3...
- Without main heading and sub heading numeral listing can't apply. All the pages have to be arranged according to the table of content
- Report Size: Report size will be 100 to 120 pages but not more than 120 pages.
- All pages should be justified.

Reference: Reference should maintain APA format.

Appendix:

Guideline for Power Point Presentation

Slide should be followed according the below topics.

1. Front Page
2. Acknowledgement
3. RMG Introduction shortly
4. Objectives
5. Methodology
6. Main focused department
7. SWOT Analysis
8. Finding & Problems
9. Recommendation
10. Conclusion