



**ARKA JAIN  
University**  
Jharkhand

**SCHOOL OF HUMANITIES**

**DEPARTMENT OF JOURNALISM AND MASS COMMUNICATION**

**Ref: JMC/Intern/179**

**Circular**

**Date: 27-9-2023**

It is being notified for information to all the **5<sup>th</sup> semester** students of the **batch 2021** of the department that the last date of submission of your Internship report is **7<sup>th</sup> Oct 2023**. Hence, students are advised to submit the same to Mr. Amit Kr Singh on or before due date without fail.

**Note that Internship report must contain the following points**

- i) Introduction
- ii) Brief profile of the organization where you have done your internship
- iii) Media segment you have selected for intern and its importance
- iv) Work experience
- v) Learning outcomes of internship
- vi) Conclusion
- vii) Minimum 2 publications, -print/video/audio/projects (attachment)
- viii) Attendance sheet (attachment)
- ix) Internship certificate (attachment)

**Report writing format**

- a) Font face-Times New Roman
- b) Font size-Text-12, Heading/sub heading bold-14
- c) Line spacing-1.5
- d) Margin-1 inch
- e) Alignment-Justified

  
**Dr. Rahul Amin (HOD)**

**Department of Journalism and Mass Communication**

**HOD**

**Department of Journalism & Mass Communication**

**Copy To:**

- PS to hon'ble Vice Chancellor
- PS to hon'ble Director
- PS hon'ble Director cum DSW
- Academic Coordinator
- All concerned Faculty/Mentor
- AJU website
- Office file
- Notice board
- ERP coordinator
- Students group (Email/WhatsApp)