#### ANEXURE -I

***Suggestive Format/ LAY OUT/ Guidelines for Report of Internship***

**Internship Report**

After the successful completion of an internship programme, students are required to submit a detailed internship report to the HOD, of the concerned Department. The general guidelines for the internship report are as follows:

1. The report should be either hand written or typed on one side of A4 paper.
2. The components of the report are as follows:
	1. Cover Page
	2. Acknowledgement
	3. Internship Completion Certificate
	4. Certificate from College Mentor
	5. Contents Page with page number
	6. Preface (optional)
	7. Executive summary (one or two page)
	8. About the Agency/Institute/ NGCo etc (where internship was carried out)
	9. Plan and execution
	10. Learning Outcome:
		1. Knowledge acquired
		2. Skills learned
		3. Observed attitude and gained values
		4. Challenges faced
	11. Conclusion
	12. Attendance sheet
	13. Photographs (G.I Tagged)

#### ANEXURE -II

***Suggestive Cover Page of Report***

# INTERNSHIP REPORT

**Submitted**

**For the Partial Fulfilment of the Requirement for the Degree of Bachelor of Arts/Science/Commerce with** **(Major and Minor Subjects) under Gauhati University**

****

**Submitted to**

**the Department of** **, Goalpara College**

****

**Submitted by Name:**

**Semester: 4th, Programme FYUGP BA (Assamese Major) College UID:**

**GU ROLL………. NO………..**

**GU REG NO…………….**

**Year: 2025**

#### ANEXURE -III

***Format of Internship Completion Certificate***

## **INTERNSHIP COMPLETION CERTIFICATE**

### (LETTER HEAD OF INSTITUION/ORGANISATION/GOVT.OFFICE)

Dated:

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr/Ms a student of

4th Semester (FYUGP) of Goalpara College (G. U Roll No…………………, GU Registration No………………. of …………….) has successfully completed internship with ……………… from ………….to ……………………… (……….. hours). During the period of internship, he/she worked on the following areas:

.

He/ She has shown special flair for and his/her

performance in preparation of report has been rated as……………

During the period of internship programme he/she was punctual and hardworking.

I wish him/her every success in his/her life and career.

### Signature of Supervisor

**Counter Signature of Nodal Officer Goalpara College**

#### ANEXURE -IV

***Format for Certificate from College Mentor***

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Name of Mentor Designation

Department

Goalpara College, Goalpara-783101, Assam

 **Certificate**

This is to certify that Mr/Mrs ……………………………. of 4th Semester FYUGP bearing College UID…………, GU Roll No…………………., GU Registration No……………………) is a bonafide student of the department of , Goalpara College completed an internship programme at …………………………….. from to

… under my mentorship.

His internship was on and through the internship he developed his

skill in He is very much hardworking, sincere and dedicated.

I wish him/her success in life.

Date: Signature

# **INTERNSHIP ATTENDANCE LOG**

**Name of the student: Department:**

**G.U. Roll No.:**

**Interns Details**

**Programme: FYUGP B.A/B.Sc/B.Com**

**G.U Registration No:**

**Details of the Agency/NGO/Institute**

**Name: Logo if any**

**Address:**

**Mobile Number (Owner/Manager/Head): Name of the Supervisor:**

**Attendance Log**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sl. No** | **Date** | **Time in** | **Time Out** | **Total Hours** | **Signature of the Supervisor** | **Remarks** |
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