

❖ The report should be typed **on one side of A4 paper**.

❖ FONT STYLE/SIZE/SPACING/Language

- Font: Times New Roman

- Size: **14 points bold for main headings**

- 13 points bold for sub-headings**

- 12 points for all other text

- Spacing: 1.5 Line Spacing

- Language: English/Assamese (as advised by the Mentor)

❖ The components of the report are as follows:

- i. Cover Page (Specimen Provided)
- ii. Acknowledgement
- iii. Declaration by the student (Specimen Provided)
- iv. Certificate from the Nodal Officer, Internship Cell (Specimen Provided)
- v. Internship Completion Certificate from the Supervisor of Internship Providing Organization (IPO) (**Must mention about the total hours of engagement of the student which must meet the minimum requirement of 120 hours for any internship course**)
- vi. Certificate from the Mentor countersigned by the Head of the Department (Specimen Provided)
- vii. Table of Contents
- viii. About the Organization/Institute/ NGO/School/IPO (where internship was carried out)
- ix. Executive summary of the work carried out during the Internship period (one or two page)
- x. Introduction
- xi. Plan and execution
- xii. Learning Outcome: Knowledge acquired /Skills acquired/values gained/Challenges faced
- xiii. Conclusion
- xiv. Attendance sheet
- xv. Photographs (GPS)

Cover Page of Report

INTERNSHIP REPORT

Submitted

for the partial fulfilment of the Requirement for the Degree of Bachelor of
Science/Arts (FYUGP) under Dibrugarh University

by

<<Name of the student>>

5th Semester

Samarth Enrolment No.:

Registration No.:

Class Roll No.:

Exam Roll No.

Name of the IPO:



to

Depart of <<Department Name>>

DHSK College (Autonomous)

K.C. Gogoi Path,

Dibrugarh, Assam
PIN-786001

<<Year>>

STUDENT DECLARATION

(To be submitted along with the Internship/Community Engagement Report)

I,(Name of the Student), with
Samarth Enrolment No., College Roll No....., a student
of B.A./B.Sc. Semester in the Department of, DHSK
College (Autonomous), do hereby declare that:

1. I have completed my Internship/Community Engagement at
.....(Name of
the IPO), located at
(Address of IPO), from(Start Date) to(End
Date), with a total engagement ofhours.
2. The internship/community engagement was undertaken with prior permission/intimation
to the Internship Cell of DHSK College (Autonomous).
3. The report submitted herewith is a true and original record of the work done by me during
the above-mentioned internship/community engagement.
4. I have adhered to all institutional, ethical, and professional guidelines during the course
of my internship/community engagement.

Date:

Signature of the Student

Place:

Name of the Student:

Internship cell

DHSK COLLEGE (AUONOMOUS)

Reaccredited Grade 'A' By NAAC

K.C. Gogoi Path, Dibrugarh-786001

Email: dhscollegeinternshipcell@gmail.com

Mobile No.: +91-7002527578



INTERNSHIP/COMMUNITY ENGAGEMENT COMPLETION **CERTIFICATE**

*This is to certify that(Name of Student),
with Samarth Enrolment No., College Roll No....., a student
of B.A./ B.Sc. Semester in the Department of(Name of
the **Department**), DHSK College (Autonomous), successfully completed the
Internship/Community Engagement at
.....(Name of the IPO),
located at(Address
of the IPO).*

*The internship/community engagement was carried out with prior permission/intimation to the
Internship Cell of DHSK College (Autonomous) and under the supervision of
.....(Name of Supervisor), from
.....(Start Date) to(End Date), with a total engagement of
.....hours.*

*The work undertaken by the student during this period was found to be satisfactory and in
alignment with the objectives of the Internship/Community Engagement guidelines of DHSK
College (Autonomous) and Dibrugarh University.*

*This certificate is issued for submission along with the internship/community engagement
report.*

Date:

Place:

*Signature with Seal
(Dr. Anisha Dutta)
Nodal Officer, Internship Cell
DHSK College (Autonomous)*

Format for Certificate from College Mentor

<<Name of Mentor>>

<<Designation>>

<<Department>>

DHSK College (Autonomous)

Dibrugarh-786001, Assam

Certificate

This is to certify that Mr/Mrs
of B.A/BSc..... Semester (FYUGP) bearing Samarth Enrolment No.
College Roll No....., is a bonafide student of the department of..... ,
DHSK College completed an internship/Community Engagement programme at.....
..... (Name of the IPO) from.....
(Start Date) to(End date) under my mentorship. His/her
internship/community engagement was on
.....(Name/Nature of the work carried out by the student)
and through the internship/community engagement he/she has developed his/her skill in the
field of(Name of the field).

He/she is very much hardworking, sincere and dedicated.

I wish him/her success in life.

Date:

Signature of the Mentor

Place:

Name of the Mentor:

Signature of the HoD with Seal

Name of the HoD:

Department of

DHSK College (Asutonomous)