



KKM College, Jamui

(A Constituent Unit of Munger University, Munger)

Mobile: 7717781845

Ref No.:
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15/06/26
Date.....

Notice

The students of **UG CBCS Semester V (2023-27)** are asked to submit their **Internship Reports** for Evaluation of their internship programme. The internship report shall contain the following aspects:

- 1) Cover Page as per Annexure V
- 2) Internship Completion Certificate issued by the Internship Agency as per Annexure III
- 3) Copy of Acceptance letter as per Annexure II
- 4) Copy of consent letter as per Annexure I
- 5) Internship Report (needs to include the following) as per Annexure V
 - a) Cover Page of the Report as per Annexure VI
 - b) Acknowledgement
 - c) Table of Content
 - d) Executive Summary of the Internship programme (2 pages)
 - e) About the Internship agency (1 page)
 - f) Plan and Execution- how the programme was organized (1 page)
 - g) Learning Outcome (1 page- Knowledge Acquired, Skills Learned, Observed Attitude, gained values, Challenges faced)
 - h) Conclusion (1 Page)
 - i) Attendance Sheet as per Annexure VII
 - j) Geo tagged Photographs

The internship report (full marks 70) will be evaluated by College Internship Evaluation Committee and all the students have to appear for Viva Voce (full marks 30). The marks obtained by the student for internship report and viva voce will be sent to the university for Internship Marks (Out of 100).

Students are asked to contact their Internship Agency to prepare their internship report as the earliest. **The date of the viva voce will be notified soon. Students need to submit their internship report on the day of their Viva Voce.**

Deepa
15/06/2026

Principal

KKM College Jamui

Principal
KKM College, Jamui

ANNEXURE I**CONSENT LETTER****TO WHOME IT MAY CONCERN**

As part of the curriculum of -----(name of programme/course), the students are required to undertake internship of minimum credits (..... hours) in an organization. In this regard, I am introducing the above-mentioned student with the following details for the purpose of the internship: -

Name of the Student	
Gender	
Father's Name	
University Registration Number	
College Roll Number	
Class with Semester	
Mobile Number	
Email Id.	

The organization satisfying the requirement of the Internship as provided in the guidelines of the University are requested to consider the candidature of the above-mentioned student for internship in your organization.

Signature of the Head of the Department of College/Internship Nodal Officer/Principal with Seal

ANNEXURE II

INTERNSHIP ACCEPTANCE LETTER

(on the letter head of the organization)

Letter No.

Date:

To

_____ (Student Name)

_____ (Institution)

Dear Candidate,

We are pleased to accept your application and offer you internship at our organization. Our organizations satisfy all the requirements as provided in the Internship Guidelines of University for Undergraduate Programmes.

We appreciate your interest in our organization.

Thank you.

Supervisor/Head IPO

(Signature and seal)

Annexure III

INTERNSHIP COMPLETION CERTIFICATE

(To be issued by the IPO on its letterhead)

This is to certify that **Mr./Ms. [Name of Student]**, S/o or D/o **[Father's/Guardian's Name]**, bearing University Registration/Enrolment No. **[Registration Number]** of **[Name of the Institution]**, Session **[Year]**, with Major in **[Subject]**, has successfully completed his/her internship with our organisation.

Internship Duration: From **[Start Date]** to **[End Date]**

Total Hours Completed: **[Total Hours]**

Internship Performance Assessment

During the internship, the student worked on **[Briefly mention project/tasks]**. Based on our observation and mentorship, we assess the student's performance as follows:

S. No.	Assessment Criteria	Rating (Outstanding / Good / Satisfactory / Needs Improvement)
1.	Technical Knowledge & Application	[Select Rating]
2.	Quality of Work & Task Completion	[Select Rating]
3.	Initiative & Problem-Solving Ability	[Select Rating]
4.	Communication & Interpersonal Skills	[Select Rating]
5.	Punctuality, Discipline & Professional Conduct	[Select Rating]

Supervisor's Remarks:

[Optional: Add brief qualitative comments on the student's overall performance, strengths, or areas for growth.]

Signature of IPO Supervisor/Head

Name:

Designation:

Organization Seal:

Date:

Place:

Annexure IV

FORMAT OF CERTIFICATE TO BE ISSUED BY THE DEPARTMENT

This is to certify that (Student Name) s/o or d/o..... bearing university roll no. of programme, session..... has successfully completed his/her internship for a duration ofhours from(name of the organization).

He/She has also submitted the report of the internship after successful completion of the internship.

Head of the Department of the College

ANNEXURE V

SUGGESTIVE FORMAT/TEMPLATE OF 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 of the college. 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:
 - i. Cover Page
 - ii. Acknowledgement
 - iii. Internship Completion Certificate
 - iv. Certificate from College Mentor
 - v. Contents Page with page number
 - vi. Preface (optional)
 - vii. Executive summary (one or two page)
 - viii. About the Department/Agency/Institute/ NGO etc (where internship was carried out)
 - ix. Plan and execution
 - x. Learning Outcome:
 - a. Knowledge acquired
 - b. Skills learned
 - c. Observed attitude and gained values
 - d. Challenges faced
 - xi. Conclusion
 - xii. Attendance sheet
 - xiii. Photographs (G.I Tagged)

ANNEXURE VI

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
..... University**

University Logo

Submitted to

The Department of,College

College Logo

Submitted by

Name:

Semester 5th, Programme FYUGP BA/B.Sc./B.Com

University's Registration No.

College Roll No.

Year:

