



OFFICE OF THE PRINCIPAL

B.H. COLLEGE, HOWLY

REGD. NO. 150/72-73

P.O : HOWLY , DIST- BARPETA (ASSAM) PIN- 781316

Phone No: 9435513261 (M)

Date:

TO WHOM IT MAY CONCERN

It is certified that Mr/Miss _____ is a bonafide student of BA/B.Sc/B.Com/BBA 4th semester student of B.H.College, Howly who fulfills the required criterion of undertaking summer internship as academic accomplishment with a 120 hours work load in your institution.

I wish him/her a successful completion of the same.

Principal

B.H.College, Howly

CERTIFICATE OF INTERNSHIP

This is to certify that Mr./Miss..... student of B.H.College has successfully completed a summer internship in the field offrom 1st July to 31st July under guidance of

During the period of his/her internship program with us, he/she has acquired adequate skills in the concerned field.

Name of Supervisor:

Date of Issue:

Signature:

EVALUATION REPORT

Date:

Name of Student:

	Total Marks	Marks Obtained
Sincerity	20	
Attendance	20	
Team Work	20	
Performance	20	
Communication Skill	20	
Total		

Name of Supervisor:

Signature of Supervisor:

LOG BOOK

Internship Program

Name of Student:

Period:[illegible]

Name of Supervisor:

Signature of Supervisor

Report:

Steps of Preparing Report

- **1st Page: Cover page**
- **Photocopy of Internship Certificate**
- **Acknowledgement**
- **Index**
- **Executive Summary**
- **Organisational Profile**
 - Name of Employer:**
 - Address:**
 - E.Mail:**
- **Brief Description about Nature of Work**
- **Importance of Work**
- **Brief Description of Work Performed**
- **Learning Outcome**
- **Conclusion**

(Sample of Cover Page is attached in next Page)

B.H.College,Howly
INTERNSHIP REPORT



Submitted for the fulfillment of the requirement for the Degree of BA/B.Sc/B.Com/BBA

**Internship Report Submitted To
Gauhati University**

**Internship Report Submitted By
(Name of Student)**

Suggestive Sectors for Internship as per Gauhati University Guideline

(Student can pursue on any one of the field)

- 1. Trade and Agriculture**
- 2. Financial Institution**
- 3. Logistic and Automobile**
- 4. Retail**
- 5. Fast Moving Consumer Goods**
- 6. Information Technology**
- 7. Handcraft, Art, Design, Music**
- 8. Health Care**
- 9. Sports, Wellness and Physical Education**
- 10. Tourism and Hospitality**
- 11. Public Policy and Legal Service**
- 12. Communication**
- 13. Education**
- 14. Agriculture sector-for internship in rural areas**
- 15. Any other rural and community oriented sectors including NGOs, SHGs etc.**