

Title of the Internship Program (e.g GST Internship)

Internship Report

Submitted to the Department of.....

West Guwahati Commerce College



Submitted by-

Name of the student

GU Roll No.

Semester V

Contents of Project Report

1. Acknowledgement (towards the College and the organization from where Internship has been done)
2. Activity Logbook
3. Completion Certificate
4. Evaluation Report
5. Project Report :-
 - Introduction
 - Objective of Internship
 - Internship Details (Duration of Internship, Department of Posting, Nature of work assigned, skills learned, etc.)
 - Learning Outcome
 - Conclusion

Rules to be followed

1. The entire project report along with the mentioned documents must be properly stapled vertically and the stapled portion must be tapped.
2. Two copies of the Internship report must be submitted.
3. The project report must be typed within 5 pages. (font style: Times New Roman, font size: 12, spacing:1.5)
4. The College logo should be in the cover page, which can be downloaded from college website.