



**Indian Institute of Technology Kharagpur  
Kharagpur 721302, India  
INTERNSHIP COMPLETION CERTIFICATE**

1. Name : .....
2. Roll No. : .....
3. Academic year of internship : .....
4. Name of the Dept/ School/ Centre : .....
5. Name and Address of Organization :  
.....  
.....
6. Place of Training : .....
7. Date of Commencement of Training : .....
8. Date of Completion of Training : .....
9. Number of Working Days Attended : .....
10. Days of Leave Availed, if any : .....

11. Overall Performance of the Student during Training:

Excellent  Good  Satisfactory  Unsatisfactory

12. The work carried out here contain confidential data YES  NO

If YES, please fill the additional confidentiality disclaimer

13. Internship topic / project title:

.....

14. Remarks on the conduct of the Student, Punctuality and Interest etc.:

.....

Date:  
Officer.....

Signature of the Authorized

Name & Designation of the Officer (with Seal) .....

Note: A signed scanned copy of this certificate should be uploaded on ERP. Student may obtain 2 copies of this, one for self-record and another one to be included in the final report to be submitted to the department.

## **CONFIDENTIALITY DISCLAIMER**

### **Data Confidentiality Statement:**

The work carried out at \_\_\_\_\_ contain confidential data that cannot be used for the report purposes of the student. However, the process and methodology details can be included in the report.

**Company Official Signature**

**Student Signature**