



MANAGED BY PATEL KELAVANI MANDAL

# M.M. Ghodasara Mahila Arts & Commerce College

Opp. Motibaugh, Junagadh - 362 001. (0285) : 2670523, 99099 70523

www.mmgcollegejnd.edu.in, mmg\_college@yahoo.co.in

## INTERNSHIP REPORT

ON

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By

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Major Subject \_\_\_\_\_ Program Name \_\_\_\_\_

Roll No. \_\_\_\_\_ Semester \_\_\_\_\_

**M. M. Ghodasara Mahila Arts & Commerce College – Junagadh**

**(Affiliated to Bhakta Kavi Narsinh Mehta University)**

**Year Of Submission : 202 - 202**

**Name & Sign**

**of the Internship Supervisor**

**Name & Sign**

**of the Internship Mentor**



Managed by Patel Kelavani Mandal - Junagadh

## M.M. Ghodasara Mahila Arts & Commerce College

Opp. Motibaug, JUNAGADH-362001.

Affiliated to Bhakta Kavi Narsinh Mehta University-Junagadh

Phone No. : (0285) 2670523, 99099 70523, Email:mmg\_college@yahoo.co.in www.mmgcollegejnd.edu.in

Certificate Issue Date: / /202

Name of SKP / IPO \_\_\_\_\_

Institution Address \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **INTERNSHIP COMPLETION CERTIFICATE**

This is to certify that Ms. \_\_\_\_\_, Daughter of \_\_\_\_\_, pursuing Semester-VI, in Program B.A./B.Com./B.C.A., and her Major discipline is \_\_\_\_\_, Roll No. \_\_\_\_\_, of **M.M. Ghodasara Mahila Arts & Commerce College**, has successfully completed an internship and obtained \_\_\_\_\_ marks out of 60 and obtained \_\_\_\_\_ marks out of 40. The total marks obtained are \_\_\_\_\_ with grade \_\_\_\_\_ in \_\_\_\_\_ from \_\_\_\_\_ / \_\_\_\_\_ /202 to \_\_\_\_\_ / \_\_\_\_\_ /202 .

Based on **internal evaluation rubrics and external evaluation rubrics prescribed by the Bhakta Kavi Narsinh Mehta University**, the student has been evaluated and completed the internship of four credits (120 Hours) successfully.

Signature of the Internship Supervisor

Seal of the Institution

Signature of the Internship Mentor

Seal of the SKP / IPO

**Grading for performance are as follows :**

<b>Letter Grade</b>	<b>Marks (In %)</b>
O (Outstanding)	97.0– 100
A+ (Excellent)	87.0- 96.99
A(Very Good)	77.0- 86.99
B+ (Good)	67.0- 76.99

**Organization Name & Seal** \_\_\_\_\_

**To, Principal**

**M.M.Ghodasara Mahila Arts & Commerce College, Junagadh**

I, \_\_\_\_\_ holding the designation \_\_\_\_\_ in the organization \_\_\_\_\_ hereby extend my consent to allow the following students of Semester-6, M.M.Ghodasara Mahila Arts & Commerce College , Junagadh to undertake their internship in this organization during the period from \_\_\_\_\_to \_\_\_\_\_. I shall act as the Internship Mentor for these students.

**List of Students Covered:**  
*(Attach separate sheet if required)*

S. No.	Student Name	Roll Number	Stipend, if any	Remarks (if any)
1				
2				
3				
4				

Signature of Internship Mentor: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

Email ID: \_\_\_\_\_

Seal of the Organization:

**Authorized by the Head of the Company**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of the Company



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**Intern's Evaluation Report**  
**Bhakta Kavi Narsinh Mehta University, Junagadh.**

Sr. No.	Item	Intern Details
1	Full Name of Student	
2	Semester	
3	Programme of Admission (B.A./B.Com./B.C.A.)	
4	Major Subject	
5	College Roll No	
6	SPU ID	
7	BatchNo.	
8	Period of Internship (fromto _____)	
9	Total Hours assigned for internship	
10	Name of the SKP/IPO	
11	Core-Area of Internship (For students of English Literature, Content Creation, Translation are core areas)	

**A: Internal Evaluation(50 Marks)****(Supervisor and Mentor in the ratio of 60% and 40% respectively)**

Sr. No.	Criteria	Maximum Marks	Marks Obtained		
			Mentor (Out of 6)	Supervisor (Out of 4)	Total (Out of 10)
1	Attendance & Regularity	10			
2	Discipline & Professional Attitude	10			
3	Daily Diary Maintenance to record activities and learning experiences, which may include tasks,activities, and suggestions provided by their supervisor/Mentor	10			
4	Learning Attitude	10			
5	Mid-Term Review/Interaction	10			
	<b>Total</b>	50			

## **B.External Evaluation (50 Marks)**

**(Supervisor and Mentor in the ratio of 60% and 40% respectively)**

Evaluation Component	Sr. No	Sub-Components	Marks	Marks Obtained		
				Mentor (Out of 3)	Supervisor (Out of 2)	Total (Out of 5)
<b>A. Internship Report (25 Marks)</b>	1	Introduction & Objectives	5			
	2	Description of Work/ Activities	5			
	3	Analysis & Observations	5			
	4	Learning Outcomes/Skill Development	5			
	5	Presentation, Organization & References	5			
<b>B. Final Presentation &amp; Viva-Voce (25 Marks)</b>	1	Understanding of Work	5			
	2	Communication Skills	5			
	3	Presentation Aids/Visuals	5			
	4	Responses to Questions	5			
	5	Contents/Research Findings	5			
		Total	50			
		<b>Total(A+B)(50+50=100)</b>	100			

**Signature of the Internship Supervisor**

**(College – Institute Name)**

**Signature of the Internship Mentor**

**(Industries / SKP Name)**