**Institute of Technology, Nirma University**

**Community Services Intenship - 2023**

**Format of Report**

**General instructions:**

1. This is the format of the report that must be submitted as part of the Community Services internship. The report has to be submitted as per the following format only. Reports in any other format will not be accepted.

2. The report must include photographs. Any other attachments (videos, etc) can be handed over to your division coordinator. The certificate of completion (in hard copy) is also to be handed over to your division coordinator. The certificate shall be signed by the competent authority of the concerned NGOs

4. Preferred font size for the report would be Times New Roman 12.

5. Each student must upload their own report individually in a folder shared by concern faculty coordinator. Faculty coordinator can segregate 2-3 good reports for accreditation purpose.

6. Report format has been given in following page for ready reference.

**Report Format:**

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| **1. Title:** |
| **2. Student Details**  **Name of the Student:**  **Roll no.:**  **Semester:** |
| **3 Organization Details**  **Name of Organization where Community Services undertaken:**  **Name of Contact Person:**  **Address:**  **Telephone/Fax:**  **E-mail:**  **Website:**  **Details (in bulleted points) of Major Activities carried out by the Organization:**  **Contact Details of Immediate Supervisor under whose guidance the activity was**  **carried out:**  **Major activities/themes (in bulleted points only) on which organization works:**  **Time Duration of Community Service Activity: Date/s (including no. of hours)** |
| **4.0 Details of Community Services Activity**  **Location of Activity:**  **Area, City/Village, Taluka, District, State, Country.**  **Aim of Activity:**  **Specific Task/s carried out:**  **Photos (with title) of Activity:**    **Beneficiaries of Activity from Community/City/Village:**  **Identification of the problems associated with the concern community/NGO:**    **Technical Solution proposed:**    **Impact of Activity for Societal Benefit:**    **Concluding Remarks:** |
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