



Govt. of Assam

OFFICE OF THE PRINCIPAL,
KOKRAJHAR GOVT. COLLEGE
P.O.& T.O.: KOKRAJHAR.
Dist.: KOKRAJHAR, BTC (ASSAM)

From: **Dr. Dimacha D. Mwchahary**
Principal
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Phone: 03661-270245(O)
M. No. 8638471995 (O)

No. KGC/Princ/2023/

Date: 17-05-2025

NOTICE

(Revised formats for Preparation of Internship Report)

It is hereby notified for information to all concerned that, in partial modification of the *Internship Evaluation Guidelines* circulated on **09-05-2025**, the formats for the various certificates to be prefixed in the internship reports have been **revised**.

All students and faculty mentors are hereby instructed to strictly adhere to the **revised formats** while preparing and submitting the internship reports.

Principal
Kokrajhar Govt. College

Structure of the Internship Report

The final report must adhere to the following structure:

- i. Cover Page (**As per the standard format provided**)
- ii. Declaration of Originality (Duly signed by the student)
- iii. Plagiarism Certificate (*if available*)
- iv. Internship Completion Certificate from the Host Organization / Approval of Entrepreneurial Activity Report
- v. Certificate from the Principal or Head of Department (Institutional approval)
- vi. Faculty Mentor's Certificate
- vii. Acknowledgment
- viii. Table of Contents
- ix. Introduction
- x. Profile of the Company/Organization (For internship-based reports)
- xi. Internship/Startup Activities & Learning Outcomes.
- xii. Challenges & Solutions Encountered.
- xiii. Practical Applications of Course Concepts
- xiv. Conclusion & Recommendations
- xv. References (*if applicable*)
- xvi. Annexure

Note: Report may be prepared in Assamese, Bengali, Bodo, English and Hindi languages.

“Write the Title of the Internship”

INTERNSHIP REPORT

Submitted to Kokrajhar Government College in partial fulfillment of the requirements for the award of the Bachelor's Degree under the Four-Year Undergraduate Programme (FYUGP) of Bodoland University.



Year :: 2025

Submitted by

WRITE THE NAME OF THE STUDENT HERE

Department of _____

FYUGP SEMESTER IV (Arts/Science)

Kokrajhar Govt. College, Kokrajhar

University Roll No: _____ Class Roll No. _____

Under the Mentorship of

WRITE THE NAME OF FACULTY MENTOR HERE

Designation of Faculty Mentor

Department of _____

Kokrajhar Govt. College, Kokrajhar

DECLARATION

I hereby declare that the internship report entitled “[*Write the Title of the Internship*]” is a record of my original work, carried out under the guidance of [**Name of Faculty Mentor**], [**Designation**], Kokrajhar Government College, Kokrajhar. This report has not been submitted, either wholly or in part, for the award of any other degree or diploma of any other university or institution.

The internship was undertaken at the [**Central Institute of Petrochemicals Engineering & Technology (CIPET), Guwahati**], from [**21st April 2025 to 26th April 2025**].

This report is submitted in partial fulfillment of the academic requirements for the award of the **Bachelor’s Degree under the Four-Year Undergraduate Programme (FYUGP)** of **Bodoland University**, during the academic year **2024–2025**, as part of **Semester IV**.

-Write the Name of the Student

Department of _____

FYUGP Semester IV (Arts/Science)

Kokrajhar Govt. College, Kokrajhar

Class Roll No.:

University Roll No: _____

(Paste Plagiarism Report in this page) (if available)

(Paste Internship completion Certificate from the Host Organization in this page)



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From: **Dr. Dimacha D. Mwchahary**
Principal
Email: principalkokgc@gmail.com

Phone: 03661-270245(O)
M. No. 8638471995 (O)

No. KGC/Princ/2023/

Date:

INTERNSHIP CERTIFICATE

This is to certify that the internship report titled “**Direct Techniques for Plastic Product Manufacturing**” is a bona fide record of work carried out by **Ms. Sabnam Khatun**, a student of FYUGP Semester IV (Arts/Science), Kokrajhar Government College, Kokrajhar, bearing **Class Roll No.: [Write University Roll No.]** and **University Roll No. 555012311101**.

The internship was undertaken at the [**Central Institute of Petrochemicals Engineering & Technology (CIPET), Guwahati**], from [**21st April 2025 to 26th April 2025**].

This report is submitted in partial fulfillment of the academic requirements for the Bachelor’s Degree under the Four-Year Undergraduate Programme (FYUGP) of Bodoland University, during the academic year 2024–2025, as part of Semester IV.

I appreciate her effort and diligence during the internship period.

(Signature)
Principal
Kokrajhar Government College



DEPARTMENT OF _____
KOKRAJHAR GOVT. COLLEGE
P.O.& T.O.: KOKRAJHAR.
Dist.: KOKRAJHAR, BTC (ASSAM)

From: **Name of Faculty Mentor**
Designation of Faculty Mentor
Email: **Email of faculty mentor**

Contact No.
M. No. **Faculty mentor Mobile No**

No.

Date:

CERTIFICATE

This is to certify that the internship report entitled “[*Write the Title of the Internship*]” is a bona fide record of work carried out by [**Name of the Student**], a student of **FYUGP Semester IV (Arts/Science)** of **Kokrajhar Government College, Kokrajhar**, bearing **Class Roll No.: [Write University Roll No.]** and **University Roll No.: [Write University Roll No.]**.

The internship was undertaken at the **Central Institute of Petrochemicals Engineering & Technology (CIPET), Guwahati**, during the period from **21st April 2025 to 26th April 2025**.

This report is submitted in **partial fulfillment of the academic requirements** for the **Bachelor’s Degree under the Four-Year Undergraduate Programme (FYUGP)** of **Bodoland University**, for the academic year **2024–2025**, as part of **Semester IV**.

I appreciate her/his sincere effort and active participation during the internship period.

[Name of Faculty Mentor]
Department of [Subject]
Kokrajhar Government College

ACKNOWLEDGMENT

(This is just only a Sample, Please Do not write as it is)

First and foremost, I express my deepest gratitude to the Almighty for giving me the strength, patience, and perseverance to complete this dissertation.

I extend my sincere thanks to _____ for his invaluable guidance, constructive criticism, and constant encouragement throughout the course His expertise and insights were instrumental in shaping this study.

A special thanks to all the respondents and local residents of the _____ who willingly shared their experiences and insights, making this study possible. Their cooperation and warmth during field visits were truly inspiring.

I am indebted to my family and friends for their unwavering support, motivation, and understanding during this entire journey. Without their constant encouragement, this work would not have been possible.

Lastly, I express my appreciation to all those who directly or indirectly contributed to the successful completion of this dissertation.

-Write the name of Student