



S.P. JAIN COLLEGE

Mirza Pur, Old G.T. Road, Sasaram Rohtas (821115)
(A Constituent Unit of Veer Kunwar Singh University, Ara)

NAAC ACCREDITED GRADE- 'B'

Office of the Principal

Email:- spjainsasaram@gmail.com

Website:- www.spjainsasaram.co.in

Ref: _____

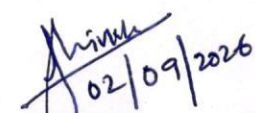
Date: 02/09/2026

Important Notice

All the students of **B.A., B.Sc. and B.Com. Semester-V, Session 2024-2028** are hereby informed to follow the prescribed guidelines issued by Governors Secretariat vide Letter No. BSU (UGC) 02/2023 (Part)-1104/GS(I), dated 06.06.2026. for the preparation of Internship Project Report after successful completion of their internship.

The general guidelines for the internship report are as follows

1. The report should be either hand written or typed on one side of A4 paper
2. The components of the report are as follows:
 - i. Cover Page
 - ii. Acknowledgement
 - iii. Internship Completion Certificate
 - iv. Contents Page with page number
 - v. Preface (optional)
 - vi. Executive summary (one or two page)
 - vii. About the Department/Agency/Institute/ NGO etc (where Internship was carried out)
 - viii. Plan and execution
 - ix. Learning Outcome:
 - a. Knowledge acquired
 - b. Skills learned
 - c. Observed attitude and gained values
 - d. Challenges faced
 - x. Conclusion
 - xi. Attendance Sheet
 - xii. Photographs (G.I Tagged)
 - x. Conclusion
 - xi. Attendance Sheet
 - xii. Photographs (G.j Tagged)


02/09/2026
Nodal Officer (Internship)

- CC: (i) All HODs/ Faculty Members**
(ii) Internship Faculty Mentors
(iii) Notice Board
(iv) College Website
(v) Internship Providing Organizations (IPOs)