

Instructions for Internship report submission

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Initial Requirements & Reference Number

1. Submit Placement Form

Fill the Allowance letter and Student Placement Form (Annex I).

Get signatures from:

Faculty Supervisor and Head of Department

Submit to the Internship Office.

The office will issue a Reference Number for your internship record.

2. Collect the Reference Number

Collect the verified copy of Annex I from the Internship Office on the next working day

Use the same Reference Number on all future reports and annexures.

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Mid-term Report

3. Prepare Required Reports (mid-term)

You must complete the following reports during mid-term of internship

- Annex II – Site Supervisor Evaluation (signed and stamped by site supervisor)
- Annex III – Student Internship Report & Activity Log (both section A and B) (signed and stamped by site supervisor)

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Submission of Final Report

4. Submit Report After Internship Completion

Submit the following documents in sequence to the Internship Office:

1. Annex II (Mid and Final)
2. Annex III (Mid and Final)
3. Annex IV
4. Annex V
5. Final Grade Sheet (filled by faculty supervisor and signed by HOD)

5. Wait for the Internship office for the Announcement of results