



|               |                         |              |                     |
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## Standard Operating Procedure

### Internship/Dissertation Reports

#### 1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide practical experience, skill development and career exploration at the Undergraduate level, enhancing employability. Dissertations at the postgraduate level foster research skills, contribute to knowledge and prepare for advanced studies or careers. Both serve to integrate theory with real-world application, preparing students for professional success and academic advancement.

#### 2. Scope

Internships in undergraduate programs offer hands-on learning, career insights, and networking opportunities, crucial for future employment. Postgraduate dissertations deepen research skills, contribute to academic knowledge, and prepare for advanced academic or professional roles. Both enhance practical expertise, academic development, and personal growth, providing a competitive edge in the job market and academic pursuits.

#### 3. Learning Objectives

- To apply the knowledge acquired in the classroom in an actual work environment.
- To acquire the skills and competencies demanded by industry/employers.
- To gain practical and professional experience in a specific field of study.
- To increase employability and prospects for a smooth transition to regular employment.

#### 4. Course Outcomes

On successful completion of the course, students will be able to:

- Apply knowledge and skills relevant to the study area through co-worker interaction, group work and task assigned.
- Explain industrial training experiences using oral and written presentation skills.
- Demonstrate a professional attitude towards work and responsibility.
- Follow instructions to accomplish tasks by using proper tools and techniques.





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## 5. Roles and Responsibilities

### 5.1 Student

The role of the student is to manage and complete the Internship/Dissertation within the period under the guidelines provided by the University/College. The responsibilities of the student are:

#### 5.1.1 For Dissertation

- A student will brainstorm and discuss the concepts/ideas of the Dissertation with the allocated Mentor/Supervisor.
- A student will carry out the literature survey and collect the required material for carrying out the Dissertation.
- A student will prepare a Dissertation proposal and discuss it with the supervisor. After incorporating these suggestions, the final proposal would be submitted to the Dissertation coordinator.
- The assessment of the performance of student should be made at least in three phases in the semester as per the curriculum. **Annexures 4, 5 & 6** are attached herewith for continuous evaluation of student's phase-wise.
- A student will prepare a Dissertation not exceeding 60 pages at the end of the semester.
- At least one research paper should be published in a reputed index journal (Journals indexed in Scopus/WoS/PubMed/ UGC-Care, SCI, ABCD and other reputed ones) to submit the dissertation.
- Submit three spiral/hardbound copies of the Dissertation as per the guidelines given by the College/University after getting approval from HoD/Supervisor by the specified deadline.

#### 5.1.2 For Internship

- A student will register/join the Industry/Centre/Institute for 4-6 weeks or any special duration during the winter/summer vacations for the training experience as per the curriculum/industry needs after getting due approval from the competent authority of the University. Students will work under the supervision of a person in the concerned Industry/Research Lab.
- Students will share weekly progress reports of the work to the supervisor of the College/University through mail in the format decided by the university from time to time. **(Annexure-8).**





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- c) After the completion of the Internship, the Student will submit his/her completion certificate to the Internship coordinator.
- d) A student will prepare an internship report and discuss it with the Mentor/Supervisor. After incorporating these suggestions, final report would be submitted to Internship/Dissertation coordinator.
- e) The assessment of the performance of student should be made at least in three phases in the semester as per the curriculum. **Annexures 1, 2** are attached herewith for continuous evaluation of student phase-wise.
- f) A student will prepare a report not exceeding 40 pages at the end of the semester.
- g) Submit three spiral/hardbound copies of the Internship Report as per the guidelines given by the College/University after getting the approval from HoD/Supervisor by the specified deadline.

## 5.2 Supervisor

The Mentor/Supervisor is normally a full-time faculty member of the Department. The primary roles of the supervisor are (a) To take the Dissertation classes of the student as per the time table & also take the experiences from the students during the internship. (b) To provide academic guidance to the student throughout the Internship/Dissertation; (c) To advise the student on the University regulations and deadlines for completion of the Internship report/Dissertation; (d) To take the phase-wise presentation as per the scheduled period; (e) To reach an independent judgment on the quality of the report and to record this assessment on the appropriate annexures. The responsibilities of the supervisor are to:

1. Ensure that every student registers/joins the Internship/Dissertation.
2. Keep a record of the attendance & also record the phase-wise presentation of individual students.
3. Inform HoD/Principal requiring serious difficulties that may affect the timely completion of the Internship/Dissertation.
4. Check the Internship report/Dissertation to ensure that it complies with the formatting requirements in these guidelines.





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5. Schedule the assessment of the project phase-wise and submit all required documents to the concerned office for further process.

#### 6. Requirements for Project Submission

Internship/Dissertation will be an integral part of UG/PG Programs at different levels. In the semester whenever Internship/Dissertation is offered as a separate course, Credits will be allotted as per the requirement of the Programme. Each faculty will Mentor/ Supervise students for an Internship/Dissertation. Faculty Mentor/Supervisor will be allotted 2 hours/week to conduct Internship/Dissertation for students for follow-up and instructions and assessment. The student will select a topic of their choice from the syllabus/Industry of any course offered in the respective semester (in-line with sustainable development goals).

#### 7. Report Preparation

A student will be required to submit an Internship Report/Dissertation at the end of the semester. The guidelines for preparing the report are mentioned below:

The report shall be arranged in the sequence as per the following format & layout plan:

- a) Top cover (**Appendix-1**)
- b) Preliminary pages.
  - (i) Title page (**Appendix-2**)
  - (ii) Declaration (**Appendix-3**)
  - (iii) Certificate (**Appendix-4**)
  - (iv) Acknowledgment (**Appendix-5**)
  - (v) Abstract (Approx 300 words with 5 keywords) (**Appendix-6**)
  - (vi) Table of Contents (**Appendix-7**)
  - (iv) List of Figures and Tables (**Appendix-8**)
- c) Chapters (Main Material)
  1. Introduction
  2. Literature Review
  3. Methodology
  4. Results & Discussion
  5. Conclusion
- d) Appendices, If any.
- e) Bibliography/References in APA style. (**Appendix-9**)





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## 8. Continuous Evaluation

### Deadline for phase-wise continuous evaluation of Internship/Dissertation

The deadline for evaluation of the Internship Report/Dissertation will be as follows.

#### a) Continuous Evaluation of Summer/Winter Internship:

Phase- I & II evaluation will be done by a panel of two internal experts which may include the Mentor/Supervisor. Evaluation of Phase-III would be done at the end of the semester by an external expert with an internal examiner.

- i) Phase-I (within 8 weeks of the start of the semester): Students will make a presentation to show the experience of the internship work.
- ii) Phase-II (within 12 weeks of the start of the semester): Students will present the final outcome in terms of finding/training work & experience along with the report.
- iii) Phase-III (within 14 weeks of the start of the semester/End of the Semester): The Mentor/Supervisor will ensure the quality of the work during industrial training including the objective, knowledge, experiential learning, discussion and conclusion. The report duly signed by the students, Supervisor/Mentor and HoD/Principal will be submitted to the Internship Coordinator.

#### b) Continuous Evaluation of Dissertation:

Phase- I, II, and III evaluation will be done by a panel of two internal experts which may include Mentor/Supervisor also. Evaluation of Phase-IV would be done at the end of the semester by an external expert with an internal examiner.

- i) Phase-I (within 4 weeks of starts of semester): Students will present their Dissertation progress to the panel.
- ii) Phase-II (within 8 weeks of starts of semester): Students will make a presentation to show the progress of the work. Such as questionnaire design, Data Collection, Data analysis etc.
- iii) Phase-III (within 12 weeks of starts of semester): Students will present the final outcome in terms of finding/idea/prototype/working model along with the report.
- iv) Phase-IV (within 14 weeks of starts of semester/End of Semester): Mentor/Supervisor will





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ensure the quality of work including the result, discussion and conclusion. The report duly signed by the students, Supervisor/Mentor and HoD/Principal will be submitted to the Dissertation Coordinator.

## 9. Evaluation Criteria

### a) Continuous Evaluation of Summer/Winter Internship:

Phase-I Continuous Evaluation would be done as per the parameters given in **Annexure-1**.

Phase-II Continuous Evaluation would be done as per the parameters given in **Annexure-2**.

Phase-III External Evaluation would be done as per the parameters given in **Annexure-3**.

### b) Continuous Evaluation of Dissertation:

Phase-I Continuous Evaluation would be done as per the parameters given in **Annexure-4**.

Phase-II Continuous Evaluation would be done as per the parameters given in **Annexure-5**.

Phase-III Continuous Evaluation would be done as per the parameters given in **Annexure-6**.

Phase-IV External Evaluation would be done as per the parameters given in **Annexure-7**.

## 10. Expert Committee:

The internal evaluation committee shall consist of internal faculty members constituted by the College which would be comprised of at least two expert members. The student's supervisor may be a special invitee to the presentation. The presentation session shall be an open house session. The internal marks would be the average of the marks given by each expert of the committee.

## 11. Evaluation Marks:

The Marking shall be as follows.

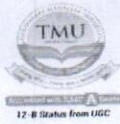
**Internal:** 50 marks

Phase-wise marks will be awarded the internal marks as per **annexures- 4, 5, and 6** for the Dissertation and **annexures- 1, and 2** for the Summer/Winter Internship.

**External:** 50 marks

An external examiner appointed by the University will give the marks as per **annexure-7** for the Dissertation and **Annexure- 3** for Summer/Winter Internship.





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This SOP will serve as a comprehensive guide for undergraduate/postgraduate students on the submission of an Internship Report/Dissertation. Students need to adhere to these guidelines to ensure the smooth and efficient handling of their academic submissions.

*for*  
*Ch C*  
*12/7/2024*

**Dr. Aditya Sharma**  
(Registrar)

- Enclosures:
- 1- Appendix (1-9)
  - 2- Annexures (1-8)





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(Appendix-1)

Top Cover- The sample top cover shall be as Under:

**TITLE OF THE INTERNSHIP/DISSERTATION**

**NAME OF THE STUDENT**

**PROGRAMME**

**STREAM, SEMESTER & SECTION**

Department of .....



Accredited with NAAC **A** Grade

12-B Status from UGC

COLLEGE.....

**TEERTHANKER MAHAVEER UNIVERSITY**

**MORADABAD-244001**

**MONTH AND YEAR**





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(Appendix-2)

**Title Page:** The Title Page cover shall be as under

**Title of the Internship/Dissertation**

Submitted in Partial fulfilment of the requirement for the degree of

**Programme Name**

by

**Name of Student in capital Letters**

**(Enrollment No.)**



Accredited with NAAC **A** Grade

12-B Status from UGC

COLLEGE.....

**TEERTHANKER MAHAVEER UNIVERSITY**

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**MONTH AND YEAR**





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(Appendix-3)

**Declaration:** This shall be as under

**DECLARATION**

I, *students Name (Enrollment No.)*, students of *Programme, Semester*, studying at *College Name, Teerthanker Mahaveer University, Moradabad (U.P.)*, hereby declare that the Internship Report/Dissertation on "*Internship/Dissertation Title*" submitted in Partial fulfilment of *Programme Name* is the innovative exertion showed thru us.

The evidence in addition information specified in the description is faithful to the superlative of our knowledge.

The Description of Internship Report/Dissertation is not presence succumbed to any other University for award of any other Degree, Diploma and Fellowship.

Date: .....

Place: Moradabad

**Submitted By:**

Students Name (Enrolment No.)





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(Appendix-4)

**Certificate:** This shall be as under

**CERTIFICATE**

This is to certify that Internship Report/Dissertation entitled “*Internship/Dissertation Title*” has been succumbed in Partial fulfilment of the prerequisite for the degree of *Programme Name* is carried out by students, whose names are listed below under my supervision and guidance.

**Submitted By:**

Students Name (Enrolment No.)

**Guide Name:**

Guide Name

Date:

**Guide Signature:**





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(Appendix-5)

**Acknowledgement:** This shall be as under

### ACKNOWLEDGEMENT

I am thankful and greatly acknowledge the numerous personalities involved in lending their help to make my internship report/Dissertation "*Title*" a successful one.

First, I want to express my gratitude to my Supervisor/Guide "*Supervisor/Guide Name (Designation)*", Moradabad, who helped me from the beginning of my internship report/Dissertation. I was fully supported throughout the internship report/Dissertation duration with all the required data and related details to prepare this report.

I also take this opportunity to express my deep sense of gratitude to our Hon'ble Principal "*Principal Name*", TMU, for providing an excellent academic climate in the college that made this endeavour possible.

I give my wholehearted admiration and a deep sense of gratitude to "HOD (Name), "*Department/College Name*", TMU for his/her inspiration, valuable guidance, encouragement, suggestion and overall help throughout.

I express my sincere thanks to the Internship/Dissertation coordinator "*Coordinator of Internship/Dissertation*", TMU, for his taken interest and invaluable help throughout the project.

**Date:**

**Students Name (Enrolment No.) & Sig.**





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**Abstract**

A portion of the internship/dissertation grade will be based on the abstract. The abstract will be graded according to the adherence to accepted principles of English grammar and according to the adherence to the format described below.

The abstract is an important record of the coverage of your topic and provides a valuable source of leading references for students and faculty alike. Accordingly, the abstract must serve as an introduction to your project topic. It will include the key hypotheses, the major scientific findings and a brief conclusion. **The abstract will be limited to 300 words with 5 keywords, excluding figures, tables and references.** The abstract will include references to the research articles upon which the internship/dissertation is based as well as research articles that have served as key background material.

*Handwritten signature*





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(Appendix-7)

**Table of Contents:** This shall be as under

SAMPLE SHEET FOR TABLE OF CONTENTS

| <u>TABLE OF CONTENTS</u> |                          |          |
|--------------------------|--------------------------|----------|
| Chapter No.              | Title                    | Page No. |
|                          | Certificate              | ii       |
|                          | Abstract                 | iii      |
|                          | Acknowledgement          | iv       |
|                          | List of Figures          | v        |
|                          | List of Tables           | vi       |
| 1                        | Introduction             | I        |
|                          | 1.1                      |          |
|                          | 1.2                      |          |
|                          | 1.3                      |          |
| 2                        | .....                    |          |
| 3                        | .....                    |          |
| 4                        | References/ Bibliography |          |
| 52                       | Evaluation Sheets        | .....    |





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(Appendix-8)

**List of Figures and Tables:** This will be as under

List of Figures and Tables - sample entries are given below:

**List of Figures**

| Figure No. | Caption / Title                                      | Page No. |
|------------|--|----------|
| 2.1        | Schematic representation of a double layered droplet | .. 21    |
| .....      |  |          |
| 3.2        | Variation in rate versus concentration               | .. 32    |

List of Tables - sample entries are given below:

**List of Tables**

| Table No. | Caption / Title                        | Page No. |
|-----------|--|----------|
| 2.1       | Thickness of a double layered droplet  | ... 22   |
| .....     |  |          |
| 3.2       | Variation in rate versus concentration | ... 34   |





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**Bibliography/References in APA Style:**

**Referencing style-** wherever a reference is given in the main pages it should have the following format.

The values of thermal conductivities for a variety of substances have been reported by Varma (1982). For polymers, however, the information is more limited and some recent reviews have attempted to fill the gaps (Batchelor and Shah, 1985).

**For two authors -** (Batchelor and Kapur, 1985)

**For more than two authors -** (Batchelor et al., 1986)

**By the same author/combination of authors in the same year -**

(Batchelor, 1978a; Batchelor, 1978b; Batchelor et al., 1978)

**Bibliography/References-** In the bibliography/ references list standard formats must be used. The typical formats are given blow-

**Journal articles: -**

David, A.B., Pandit, M.M. and Sinha, B.K., 1991, "Measurement of surface viscosity by tensiometric methods", Chem. Engng Sci.47, 931-945.

**Books: -**

Doraiswamy, L.K. and Sharma, M.M., 1984, "Heterogeneous Reactions- Vol 1", Wiley, New York, pp 89-90.

**Edited books/Compilations/Handbooks: -**

Patel, A.B., 1989, "Liquid -liquid dispersions", in Dispersed Systems Handbook, Hardy, L.C. and Jameson, P.B. (Eds.), McGraw Hill, Tokyo, pp 165-178.

Lynch, A.B. (Ed.), 1972, "Technical Writing", Prentice Hall, London.

**Theses/Dissertations: -**

Pradhan, S.S., 1992, "Hydrodynamic and mass transfer characteristics of packed extraction columns", Ph.D. Thesis, University of Manchester, Manchester, U.K.

**Citations from abstracts: -**

Lee, S. and Demlow, B.X., 1985, US Patent 5,657,543, Cf C.A. 56, 845674.

**Personal Communications: -**

Reddy, A.R., 1993, personal communication at a private meeting on 22 October 1992 at Physics Department, Indian Institute of Technology, Delhi.





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**Electronic sources (web material and the like)-**

For citing web pages and electronic documents, use the APA style given at:

<http://www.apastyle.org/elecsource.htm>

A handwritten signature in blue ink is located in the middle right section of the page. The signature is stylized and appears to be the name of the Registrar or Vice Chancellor.





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(Established under Govt. of U.P. Act. No.30, 2008))

Delhi Road, Moradabad- 244001(U.P.) India

Tel:- +91-0591-2360222, 2476801, E- Mail: [university@tmu.ac.in](mailto:university@tmu.ac.in)

## INTERNSHIP

### CONTINUOUS EVALUATION SHEET (PHASE 1): INTERNSHIP PROGRESS REVIEW

College:

Department:

Program Name:

Semester:

Date:

Course Name:

Course Code:

| Sr. No. | Enrollment No. | Name of Students | Topic Name | Questionnaire/ Data Source (4 Marks) | Data Relevance (4 Marks) | Data Analysis (4 Marks) | Presentation (4 Marks) | Q/A Handling (4 Marks) | Total (20 Marks) |
|---------|----------------|------------------|------------|--------------------------------------|--------------------------|-------------------------|------------------------|------------------------|------------------|
| 1       |                |                  |            |                                      |                          |                         |                        |                        |                  |
| 2       |                |                  |            |                                      |                          |                         |                        |                        |                  |
| 3       |                |                  |            |                                      |                          |                         |                        |                        |                  |
| 4       |                |                  |            |                                      |                          |                         |                        |                        |                  |

No of Present Students :.....

No of Absent Students :.....

Expert-1

Name:  
Designation:  
Signature:

Expert-2

Name:  
Designation:  
Signature:





# TEERTHANKER MAHAVEER UNIVERSITY

(Established under Govt. of U.P. Act. No.30, 2008))  
Delhi Road, Moradabad- 244001(U.P.) India  
Tel:- +91-0591-2360222, 2476801, E- Mail: [university@tmu.ac.in](mailto:university@tmu.ac.in)

## INTERNSHIP CONTINUOUS EVALUATION SHEET (PHASE 2)

College:  
Department:  
Program Name:  
Semester:  
Date:

Course Name:

Course Code:

| Sr. No. | Enrollment No. | Name of Students | Topic Name | Result (4 Marks) | Relevance of Result/ Outcomes (Idea/ Prototype /Working Model) (4 Marks) | Presentation (4 Marks) | Report (6 Marks) | Q/A Handling (2 Marks) | Total (20 Marks) |
|---------|----------------|------------------|------------|------------------|--|------------------------|------------------|------------------------|------------------|
| 1       |                |                  |            |                  |  |                        |                  |                        |                  |
| 2       |                |                  |            |                  |  |                        |                  |                        |                  |
| 3       |                |                  |            |                  |  |                        |                  |                        |                  |
| 4       |                |                  |            |                  |  |                        |                  |                        |                  |

No of Present Students :.....

No of Absent Students :.....

Expert-1

Name:  
Designation:  
Signature:

Expert-2

Name:  
Designation:  
Signature:





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## INTERNSHIP EXTERNAL EVALUATION (Phase III)

College:

Department:

Program Name:

Semester:

Date:

Course Name:

Course Code:

| Sr. No | Enrollment No. | Name of Students | Topic | Objectives (3 Marks) | Literature Review (3 Marks) | Result/ Discussion (8 Marks) | Outcome of Internship (Prototype/ Model/ Algorithm) (10 Marks) | References (4 Marks) | Internship Report (10 Marks) | Viva Voce (12 Marks)                |                           |                      | Total Marks (50 Marks) |
|--------|----------------|------------------|-------|----------------------|-----------------------------|------------------------------|--|----------------------|------------------------------|-------------------------------------|---------------------------|----------------------|------------------------|
|        |                |                  |       |                      |                             |                              |  |                      |                              | Relevant Technical Skills (4 Marks) | Language Skills (4 Marks) | Confidence (4 Marks) |                        |
| 1      |                |                  |       |                      |                             |                              |  |                      |                              |                                     |                           |                      |                        |
| 2      |                |                  |       |                      |                             |                              |  |                      |                              |                                     |                           |                      |                        |
| 3      |                |                  |       |                      |                             |                              |  |                      |                              |                                     |                           |                      |                        |
| 4      |                |                  |       |                      |                             |                              |  |                      |                              |                                     |                           |                      |                        |

Signature  
Internal Examiner  
Name & Signature:

Signature  
External Examiner  
Name & Signature





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## DISSERTATION CONTINUOUS EVALUATION SHEET (PHASE 1): DISSERTATION PROPOSAL

College:  
Department:  
Program Name:  
Semester:  
Date:

Course Name:

Course Code:

| Sr. No. | Enrollment No. | Name of Students | Topic Name | Relevance of Topic (3 Marks) | Objective (2 Marks) | Tools & Technology (3 Marks) | Presentation (2 Marks) | Total (10 Marks) |
|---------|----------------|------------------|------------|------------------------------|---------------------|------------------------------|------------------------|------------------|
| 1       |                |                  |            |                              |                     |                              |                        |                  |
| 2       |                |                  |            |                              |                     |                              |                        |                  |
| 3       |                |                  |            |                              |                     |                              |                        |                  |
| 4       |                |                  |            |                              |                     |                              |                        |                  |

No of Present Student:.....

No of Absent Student:.....

Expert-1

Name:  
Designation:  
Signature:

Expert-2

Name:  
Designation:  
Signature:





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## DISSERTATION CONTINUOUS EVALUATION SHEET (PHASE 2): DISSERTATION PROGRESS REVIEW

College:

Department:

Program Name:

Semester:

Date:

Course Name:

Course Code:

| Sr. No. | Enrollment No. | Name of Students | Topic Name | Questionnaire/ Data Source (4 Marks) | Data Relevance (4 Marks) | Data Analysis (4 Marks) | Presentation (4 Marks) | Q/A Handling (4 Marks) | Total (20 Marks) |
|---------|----------------|------------------|------------|--------------------------------------|--------------------------|-------------------------|------------------------|------------------------|------------------|
| 1       |                |                  |            |                                      |                          |                         |                        |                        |                  |
| 2       |                |                  |            |                                      |                          |                         |                        |                        |                  |
| 3       |                |                  |            |                                      |                          |                         |                        |                        |                  |
| 4       |                |                  |            |                                      |                          |                         |                        |                        |                  |

No of Present Student:.....

No of Absent Student:.....

Expert-1

Name:  
Designation:  
Signature:

Expert-2

Name:  
Designation:  
Signature:





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## DISSERTATION CONTINUOUS EVALUATION SHEET (PHASE 3)

College:

Department:

Program Name:

Semester:

Date:

Course Name:

Course Code:

| Sr. No. | Enrollment No. | Name of Students | Topic Name | Result (4 Marks) | Relevance of Result/ Outcomes (Idea/ Prototype /Working Model) (4 Marks) | Presentation (4 Marks) | Report (6 Marks) | Q/A Handling (2 Marks) | Total (20 Marks) |
|---------|----------------|------------------|------------|------------------|--|------------------------|------------------|------------------------|------------------|
| 1       |                |                  |            |                  |  |                        |                  |                        |                  |
| 2       |                |                  |            |                  |  |                        |                  |                        |                  |
| 3       |                |                  |            |                  |  |                        |                  |                        |                  |
| 4       |                |                  |            |                  |  |                        |                  |                        |                  |

No of Present Students :.....

No of Absent Students :.....

Expert-1

Name:  
Designation:  
Signature:

Expert-2

Name:  
Designation:  
Signature:





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## DISSERTATION EXTERNAL EVALUATION (Phase IV)

College:

Department:

Program Name:

Semester:

Date:

Course Name:

Course Code:

| Sr. No | Enrollment No. | Name of Students | Topic | Objectives (3 Marks) | Literature Review (3 Marks) | Results & Discussion (8 Marks) | Outcome of Dissertation (Prototype/ Model/ Algorithm) (10 Marks) | References (4 Marks) | Dissertation Report (10 Marks) | Viva Voce (12 Marks)                |                           |                      | Total Marks (50 Marks) |
|--------|----------------|------------------|-------|----------------------|-----------------------------|--------------------------------|--|----------------------|--------------------------------|-------------------------------------|---------------------------|----------------------|------------------------|
|        |                |                  |       |                      |                             |                                |  |                      |                                | Relevant Technical Skills (4 Marks) | Language Skills (4 Marks) | Confidence (4 Marks) |                        |
| 1      |                |                  |       |                      |                             |                                |  |                      |                                |                                     |                           |                      |                        |
| 2      |                |                  |       |                      |                             |                                |  |                      |                                |                                     |                           |                      |                        |
| 3      |                |                  |       |                      |                             |                                |  |                      |                                |                                     |                           |                      |                        |
| 4      |                |                  |       |                      |                             |                                |  |                      |                                |                                     |                           |                      |                        |

Signature  
Internal Examiner  
Name & Signature:

Signature  
External Examiner  
Name & Signature





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## INTERNSHIP

### WEEKLY PROGRESS REPORT

[From (date) ..... to (date) .....]

Name of Student: .....

Enrollment No.: .....

Name of Industry Supervisor: .....

Name of Industry: .....

Name of College/University Supervisor: .....

Program/Semester: .....

Department: .....

Date: .....

Title of Internship: .....

Duration of Internship: .....

| S. No. | Date | Description of the work done | Signature of Industry Supervisor |
|--------|------|------------------------------|----------------------------------|
| 1      |      |                              |                                  |
| 2      |      |                              |                                  |
| 3      |      |                              |                                  |
| 4      |      |                              |                                  |
| 5      |      |                              |                                  |

*Handwritten signature in blue ink.*