

# Internship Completion Certificate

This is to certify that .....  
a student of M.N.C. Balika Mahavidyalaya, has successfully completed the internship programme at .....  
in ..... from .....  
..... to .....

During this period, he/she has gained valuable experience in the programme.

We appreciate his/her dedication and contribution as an intern.

Internship Supervisor

Head of the IPO  
(Internship Providing Organisation)

  
Internship Programme Officer  
M.N.C. Balika Mahavidyalaya  
Nalbari, Assam

# Evaluation Report

Name of the Internee:

Name of the Department:

Name of the College:

Name of the Internship Providing Organisation:

Name of the Supervisor:

Designation:

Duration of Internship: From ....., 2025 To ....., 2025

Total Days:

Mode of Internship: 1)Offline 2)Online 3)Offline and Online

Details of Working Hours:

| Sl No. | Offline/Online | Hours | Days | Total Hours |
|--------|----------------|-------|------|-------------|
| 1      | Offline        | 5     | 24   | 120         |
| 2      |                |       |      |             |
| 3      |                |       |      |             |

Tasks assigned to the Internee:

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.....

.....

Please evaluate the Internee in a grading scale from A to E, A being Very Good and E being Very Poor

| Sl No. | Offline/Online            | E<br>Very Poor | D<br>Poor | C<br>Satisfactory | B<br>Good | A<br>Very Good |
|--------|---------------------------|----------------|-----------|-------------------|-----------|----------------|
| 1      | Sincerity                 |                |           |                   |           |                |
| 2      | Punctuality               |                |           |                   |           |                |
| 3      | Performance/Demonstration |                |           |                   |           |                |
| 4      | Skill Acquired            |                |           |                   |           |                |

Remarks: (If Any)

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Internship Supervisor

Head of the IPO

(Internship Providing Organisation)

*[Signature]*  
09/09/25  
Internship Programme Officer  
M.N.C. Balika Mahavidyalaya  
Nalbari, Assam