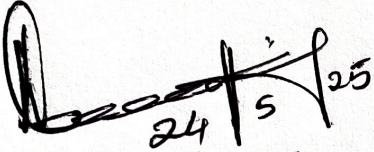


BAPTIST COLLEGE: KOHIMA

C I R C U L A R

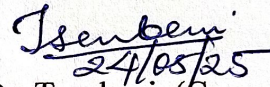
May 24, 2025

This is for the information all the B.A/B.Com 5th semester students of Baptist College that it is mandatory to write a report of the Internship carried out, in partial fulfillment of the requirements for award of Bachelor's Degree under NEP, 2020. Students are to follow the given format for writing the report. Report should be submitted on or before 4th July 2025 to the respective teachers in charge of Internship. It is also mandatory for the organization/institute/instructor to evaluate your performance and award marks as well as provide certificate of completion. The mark sheet format and certificate samples are forwarded here.



24/5/25

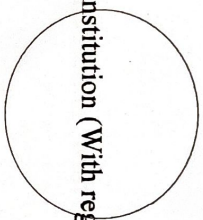
Dr. Kewepfuzu Lohe
Principal



24/05/25
Dr. Tsenbeni (Convener)
NEP Implementation Committee

Sample 1

LOGO of the institution (With registration details)



EXCEL COMPUTER INSTITUTE
KOHIMA, NAGALAND

CERTIFICATE OF INTERNSHIP

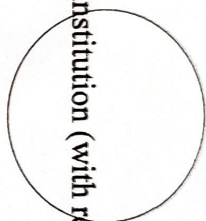
This is to certify that Ms. Alice of B.A 5th Semester, Department of History, Baptist College, Kohima has successfully completed one month summer internship in Basics of Computer Application from Excel Computer Institute in the month of June, 2025 in partial fulfillment of the requirement for award of Bachelor's Degree under the New Education Policy (NEP), 2020.

During the period of her internship, she demonstrated discipline, sincerity and enthusiasm. We wish her success in her future endeavours.

Director/ Principal/ Proprietor etc (whichever is applicable)
Name & Signature with seal of the institute

Sample 2 (If it is a singularly owned private undertaking)

LOGO of the institution (with registration details)



EXCEL COMPUTER INSTITUTE
KOHIMA, NAGALAND

CERTIFICATE OF INTERNSHIP

This is to certify that Ms. Alice of B.A 5th Semester, Department of History, Baptist College, Kohima has successfully completed one month summer internship in Basics of Computer Application from Excel Computer Institute in the month of June, 2025 in partial fulfillment of the requirement for award of Bachelor's Degree under the New Education Policy (NEP), 2020.

During the period of her internship, she demonstrated discipline, sincerity and enthusiasm. I wish her success in her future endeavours.

Director/ Principal/ Proprietor etc (whichever is applicable)
(Name & Signature with seal of the institute)

Format of the Internship Report

Cover Page

SUMMER INTERNSHIP REPORT

ON

BASICS OF COMPUTER

EXCEL COMPUTER INSTITUTE

**June 2025 or May-June 2025
(choose whichever is applicable)**

**Submitted in Partial fulfillment of the requirements for award of
Bachelor's Degree under NEP 2020**

**Submitted by
Ms. Alice
B.A 5th Semester
Roll No. H 27
Department of History
Baptist College, Kohima**

Date of submission: 4th July, 2025

Content Page

List all sections mentioning the page numbers.

Acknowledgments

Briefly acknowledge those who helped you during your internship (e.g., mentors, and faculty advisors from Baptist College/any other).

Content of the Internship Report

1. Introduction

- Mention the purpose of the Internship including what you aimed to learn or achieve.
- Give a brief description of the institute/organization/school etc.
- Describe the Role played by you and the responsibilities that were assigned to you.
- Briefly describe the subjects/areas you worked on.

2. Description of Internship Activities

- Provide a detailed description of the tasks and projects you worked on during the internship. Include specific examples of the tasks you participated in and the contributions you made.
- Explain the new skills you acquired from your learning experience, both technical (e.g. pattern making/stitching, entrepreneurship development skills, sewing techniques etc and soft skills (e.g., communication, teamwork,).
- Mention the difficulties or challenges you faced during the internship and how you overcame them.

3.

Skills Developed/learned/Improved

- Describe any technical skills you developed or improved upon, such as proficiency in cutting, stitching, computer applications, soap making etc as per the course taken up.
- Discuss how the internship helped you improve in areas such as communication, collaboration, time management, problem-solving, and professional conduct.

4. Reflections on the Internship

- Explain how the internship experience contributed to your personal development
 - Explain how the internship has influenced your career plans or future plan in the field of work you were assigned to take up.
- Give your feedback on the internship programme including suggestions for improvement.

5. Conclusion

-Summarize your overall experience and how the internship has prepared you for your future career.

6. References (if applicable)

- Cite any sources or materials you referred to while writing your report.

Note: The following documents are to be attached.

- i) Geotagged photos
- ii) Certificate (2 photo copies)
- iii) Marksheet with record of marks awarded by the instructor/institute/organization (as per format prepared by the college, following Nagaland University's guideline)