

**REPORT ON THE INTERNSHIP TRAINING PROGRAMME**

A Report on the Internship Training Programme

submitted to the Department of \_\_\_\_\_,

St. Joseph's College (Autonomous)

(Affiliated to Bharathidasan University), Tiruchirappalli – 620 002

in partial fulfillment of the requirements for the award of the degree of

**BACHELOR OF \_\_\_\_\_ IN \_\_\_\_\_**

by

\_\_\_\_\_

\_\_\_\_\_

Under the guidance of

\_\_\_\_\_



**DEPARTMENT OF \_\_\_\_\_**

**ST. JOSEPH'S COLLEGE (AUTONOMOUS)**

Accredited at A<sup>++</sup> (Cycle IV) by NAAC

Special Heritage Status Awarded by UGC

25<sup>th</sup> Position in NIRF -2024

**TIRUCHIRAPPALLI – 620 002**

**June 2025**

**DEPARTMENT OF \_\_\_\_\_**  
**ST. JOSEPH'S COLLEGE (AUTONOMOUS)**  
Accredited at A<sup>++</sup> (Cycle IV) by NAAC  
Special Heritage Status Awarded by UGC  
25<sup>th</sup> Position in NIRF -2024  
**TIRUCHIRAPPALLI – 620 002**

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DATE:

**CERTIFICATE**

This is to certify that the Report on the Internship Training Programme submitted to the Department \_\_\_\_\_, St. Joseph's College (Autonomous), Tiruchirappalli, in partial fulfillment for the award of the Degree of BACHELOR OF \_\_\_\_\_ in \_\_\_\_\_, is a bonafide record of the work done by \_\_\_\_\_ (D.No. \_\_\_\_\_) under my guidance during the academic year 2024-2025.

\_\_\_\_\_  
**Head of the Department**

\_\_\_\_\_  
**Staff In-charge**

submitted for the viva-voce examination held on -----

**INTERNAL EXAMINER**

**EXTERNAL EXAMINER**

(Signed after the *viva-voce*)

## DECLARATION

I, hereby, declare that the Report on the Internship Training Programme is an independent work done by me, \_\_\_\_\_ (D.No. \_\_\_\_\_) under the guidance of \_\_\_\_\_, Assistant Professor of \_\_\_\_\_, St. Joseph's College(Autonomous), Tiruchirappalli- 620 002, in partial fulfillment for the award of the Degree of BACHELOR OF \_\_\_\_\_ in \_\_\_\_\_, during the academic year 2024-2025, and that the work has not formed the basis for the recognition of any other Degree at any other College or University.

Place: Tiruchirappalli

Date:

Signature of the Student

\_\_\_\_\_  
(D. No. \_\_\_\_\_)

Date:

From

Name:

Reg. No.:

Department of \_\_\_\_\_

St. Joseph's College (Autonomous)

Tiruchirappalli - 620002

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Respected Sir/Madam,

SUB: Application for Internship Training – Reg.

I am writing to you to consider me for the Internship Programme with your esteemed institution/organization. I am pursuing B.A. \_\_\_\_\_ / B.Sc. \_\_\_\_\_ / B. Com/B.Com CA/ BBA/ BCA in St. Joseph's College (Autonomous), Tiruchirappalli. I will be available from \_\_\_\_\_ to \_\_\_\_\_.

I strongly feel that the training with you would provide me with the best exposure in teaching /industry, and it would give me an opportunity to prove my mettle, and help me to connect my training in the classroom to teaching/industry.

I assure you that I would work through the Internship Programme with utmost care and commitment and would try to be an asset to your Institution/Company. I also assure you that I shall not, in any way, cause any inconvenience to you and to the Institution/Company.

I herewith attach my Curriculum Vitae for your kind reference, and I hope to receive a positive reply from you.

Thanking you

Yours truly

(Name)

Forwarded by the Head of the Department

Signature

Seal

**St. Joseph's College (Autonomous)**  
**Tiruchirappalli**  
**INTERNSHIP DAY REPORT SHEET**

**Name of the Student:** \_\_\_\_\_ **D. No.** \_\_\_\_\_ **Class** \_\_\_\_\_

**Name & Address of the Organization:**

**Name of the Owner/Manager/Supervisor:**

<b>Day</b>	<b>Date</b>	<b>Time in</b>	<b>Time out</b>	<b>Work Assigned</b>	<b>Signature of Supervisor</b>	<b>Remarks</b>
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**Signature of Supervisor**

**Seal**