

**APPENDIX 1**

(A typical specimen of Completion of Internship Certificate with date)

**Company Letter Head**

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**INTERNSHIP COMPLETION CERTIFICATE**

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We hereby certify that Mr/Ms.....s/d/o Mr/Mrs.....,bearing Roll No.....under B. Tech. (.....) program of Himachal Pradesh Technical University Hamirpur (H.P.) presently studying at Rajiv Gandhi Government Engineering College Kangra at Nagrota Bagwan (H.P.) was attached with .....(name of unit inside manufacturing site/software development company/construction company/PSU). He/She had contributed in .....(design/research/ development/analysis/change of design/drafting and designing/any other contribution) by his/her .....(specific type of analytic/software/working/other types of technical/non-technical skills).

The candidate has acquired appropriate/significant skills required for working in.....&.....& ... (three main types/classes of industries/companies). Based upon 4-months internship period spent by him/her at the company, his/her skills are rated as below :

Sr. No.	Type of Skills	Rating (Out of 10)
1.	Written communication skills*	
2.	Oral communication skills	
3.	Technical skills*	
4.	Problem solving capability*	
5.	Social skills*	
6.	Discipline and punctuality*	

\*The student is required to attach specific proofs in form of excellent report without errors, software code (partly) developed (for specific use in company), drawings (part drafts, without any confidential parts) created, proof of team work and related contribution to company. Attendance sheet to be attached within report, duly signed by competent authorities when rating is 6 or higher. The final report should be clear and explicit in terms of proof of contribution by student for company when rating in 1<sup>st</sup>, and 3<sup>rd</sup> to 6<sup>th</sup> skill is more than 6 out of 10, so that evaluation is objective and traceable.

We believe that he/she will be an asset to the organization he/she serves, provided he/she learns and works with same enthusiasm and zeal as shown here during his/her internship. We wish him/her great success in his career and life.

Sign. ....

Name.....

**Manager-HR/Training/Plant Head (Designation)  
(competent authority with seal/stamp)**