

Points/Guidelines for the SBSI final report:

The SBSI Report submission activity at the end of the internship is an excellent opportunity for the interns to showcase their creativity by using their imagination to present the work carried out and further enhance their writing and presentation skills under guidance from their Mentors and Coordinators.

SBSI Report Sample Layout

Title Page

Acknowledgements

Quotes on Swachhata

Declaration

Certificate

Table of Contents

Contents

(Details from next page ...)

(Title Page)

SBSI 2020 FINAL PROJECT REPORT

Institute/College Logo

Submitted by

Team members, with team leader name first and indicated by [L]

Under guidance of

Mentor Name

Designation of Mentor

Affiliation of Mentor

2020-21

DECLARATION

I / We have carried out the SBSI 2020 Internship under the guidance of –

(Mentor Name),

(Designation),

(Affiliation).

The contents of this report are original and are reporting the 100 hours of work carried out by me / us during this internship.

Roll No, Name and Signature of SBSI 2020 Interns:

CERTIFICATE

This is to certify that the following SBSI 2020 Intern/Interns -

1. *Details of Interns (Roll No and Name)*
- 2.

have satisfactorily completed 100 hours of activities related to Swachhata.

During this internship period, it was noticed that the interns acquired and enhanced the following skills –

1. *(list all skills that the interns developed during their internship)*.....
- 2.
3. ...

This report is being submitted to SBSI 2020 University Nodal Officer, in partial fulfilment for the completion of the SBSI Course during the academic year 2020-2021.

Name and Signature of SBSI Mentor

Name and Signature of SBSI Co-ordinator

Name and Signature of Head of Department (for University On-Campus Interns)

OR

Name and Signature of College Principal (for Colleges Off-Campus Interns)

ACKNOWLEDGEMENTS

(similar to dissertation theses)

CONTENTS

1. Introduction - Swachhata and Motivation for registering for SBSI Course, Themes / Activities selected for work

For each activity carried out, you may include a separate chapter and focus on the following -

- A. A brief introduction highlighting why you opted for the theme / activity:
- B. Details of work done: Planning, preparation, discussion, execution, etc. Pictures, videos, feedback from panchayat authorities or others, stats from social media (Facebook, Instagram) should be added here, break-up of the 100 hours (can be given in a Table).
- C. Outcome and Impact of the work done should be highlighted, preferably with evidence in terms of photos and videos. Also, provide links to YouTube channels, Facebook accounts and Instagram handles where necessary.
- D. Impact / Takeaways of the SBSI 2020 course: This section should contain the views/feedback of the interns on the SBSI course experience and how it helped them in improving their overall skills. The interns may also discuss the impact of the Internship on their overall strengths and weaknesses.