



Dr. Homi Bhabha State University

DR. HOMI BHABHA STATE UNIVERSITY, MUMBAI

(Established by the Government of Maharashtra)
M.G. Road, Fort, Mumbai – 400 032



INTERNSHIP POLICY GUIDELINES & PROCEDURE

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From the Vice-Chancellor's Desk

In February 2023, Dr. Homi Bhabha State University proudly launched the Internship Cell, a strategic initiative aligned with the visionary framework of the National Education Policy (NEP) 2020. Recognizing the pivotal role that internships play within the NEP, we are deeply committed to ensuring that our students gain not just theoretical knowledge but also hands-on experience that bridges the gap between academia and the professional world. Internships serve as a cornerstone in our students' holistic development. They provide invaluable real-world exposure, enhance their employability, and equip them with the skills needed to navigate and thrive in an increasingly complex and dynamic global landscape.



The establishment of the Internship Cell is a commitment to our university's dedication to building meaningful connections between all stakeholders—students, faculty, alumni, industry partners, and MoUs. By integrating these diverse perspectives and resources, we are cultivating a collaborative ecosystem that not only enhances learning outcomes but also empowers our students to become leaders, innovators, and change-makers.

Dr. Shubhangi Prakash Patil, the Nodal Officer of the Internship Cell at Dr. Homi Bhabha State University, has been instrumental in steering the cell with visionary leadership and unwavering dedication. Under her guidance, the Internship Cell has successfully facilitated the completion of internships for its first batch of postgraduate students, marking a significant achievement. We take immense pride in this collective achievement, which marks a significant milestone in our journey towards creating brighter, more promising futures for our students. As we move forward, we remain steadfast in our commitment to providing our students with opportunities that will shape their careers and contribute to their overall growth as responsible global citizens.

Prof. Rajanish Kamat

Vice-Chancellor

Dr. Homi Bhabha State University

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Chapter 1

Internship & its significance

1.1 Introduction

Internships play a pivotal role in the development and success of college students by offering them a unique opportunity to bridge the gap between theoretical knowledge gained in classrooms and practical application in the professional world. These experiences expose students to real-world challenges, industry practices and professional expectations, allowing them to acquire hands-on skills, that are often not attainable through academic coursework alone. Internships also provide a platform for students to explore their chosen career paths, helping them make informed decisions about their future endeavours. Moreover, internships contribute significantly to the development of crucial soft skills such as communication, teamwork, time management and problem-solving, which are essential for success in any professional setting. The exposure gained during internships not only enhances a student's resume but also builds a valuable professional network, opening doors for potential job opportunities post-graduation. Overall, internships are a key component of a college education, fostering practical skills, industry awareness and personal growth.

In light of this, NEP-2020 incorporates internships as a crucial component of the curriculum for both graduate and postgraduate students. For the purpose of planning internships at the graduate and postgraduate levels, HBSU has created these Model-Internship-Guidelines. The steps for creating, sustaining and promoting internships are included in these recommendations. Enhancing the learning process through an internship can help students develop a variety of qualities that align with the NEP-2020

1.2 Objectives

A college student's internship experience is crucial to their academic path because it provides the vital link between classroom theory and practical application in the workplace. Students may learn vital skills, get real-world experience, and investigate the dynamics of their chosen profession through these supervised practical activities. The several aims of internship programs are outlined in the following objectives, which are intended to support college students' holistic and well-rounded growth and equip them for the demands and obstacles of the working world.

1. **Real-world Exposure:** Provide students with practical experience to expose them to the authentic working environment of their chosen field, enhancing their understanding beyond theoretical knowledge gained in the classroom.
2. **Skill Development:** Offer opportunities for students to learn, understand, and refine technical and managerial skills essential for their future careers, ensuring they are well-prepared for the demands of the job market.
3. **Technological Relevance:** Keep students abreast of current technological developments relevant to their subject area, ensuring they stay updated on industry trends and advancements.
4. **Integration of Classroom and Industry Knowledge:** Encourage the application of experiences gained during the internship in classroom discussions, fostering a dynamic connection between academic learning and practical application.
5. **Knowledge Quest:** Create an environment that stimulates a quest for knowledge, motivating students to seek and apply information relevant to their job roles, enhancing their problem-solving abilities.
6. **Practical Application of Technical Knowledge:** Teach students how to apply their technical knowledge in real industrial situations, bridging the gap between theoretical learning and practical implementation.
7. **Report and Project Writing Skills:** Hone students' abilities to articulate their experiences and findings through the preparation of technical reports and projects, enhancing their communication and documentation skills.

8. **Exposure to Professional Responsibilities and Ethics:** Familiarize students with the responsibilities and ethical considerations inherent in their chosen profession, cultivating a sense of professional integrity and accountability.
9. **Material and Process Familiarization:** Introduce students to various materials, processes, products, and their applications, along with relevant aspects of quality control, broadening their understanding of industry practices.
10. **Holistic Development:** Promote academic, professional, and personal development, ensuring that students not only gain technical skills, but also develop a well-rounded set of attributes that will contribute to their success in the workplace and society at large.

1.3 Advantages

1.3.1 Advantages to the Students

- **Real-world experience:** Internships provide hands-on exposure to the actual work environment, allowing students to apply theoretical knowledge in practical situations and gain a deeper understanding of their field.
- **Skill Development:** Students acquire and enhance a range of skills, including technical, managerial, communication and problem-solving skills, making them more well-rounded and marketable in their future careers.
- **Industry Insights:** Internships offer a firsthand look into the day-to-day operations of a specific industry, providing valuable insights into organizational structures, industry norms and professional expectations.
- **Networking Opportunities:** Internships facilitate the creation of professional networks, allowing students to connect with experienced professionals, mentors, and potential future employers, which can be beneficial for their career advancement.
- **Resume Enhancement:** Practical experience gained during internships adds significant value to a student's resume, making them stand out to potential employers and demonstrating their commitment to the field.

- **Career Clarity:** Internships help students clarify their career goals by exposing them to different aspects of their chosen field, enabling them to make informed decisions about their future career paths.
- **Professional Confidence:** Through successful completion of internship tasks and projects, students gain confidence in their abilities, providing a sense of accomplishment and preparing them for the challenges of the professional world.
- **Application of Classroom Knowledge:** Internships allow students to apply theoretical knowledge acquired in the classroom to real-world scenarios, reinforcing their academic learning and demonstrating the practical relevance of their education.
- **Feedback and Evaluation:** Students receive feedback and evaluations from professionals in the industry, providing constructive criticism and insights that contribute to their personal and professional growth.
- **Job Opportunities:** Internships often serve as a pathway to employment, with many companies hiring interns who have demonstrated their skills, work ethic, and compatibility with the organization during their internship period.

1.3.2 Advantages to the Industry

- **Talent Pipeline:** Internships serve as a talent pipeline, allowing industries to identify and nurture potential future employees.
- **Fresh Perspectives:** College interns bring fresh perspectives and innovative ideas to the industry, contributing to creative problem-solving.
- **Knowledge Transfer:** Interns transfer the latest theoretical knowledge, keeping the industry abreast of academic advancements.
- **Increased Productivity:** Interns contribute to increased productivity, offering flexible support during peak work periods.
- **Diversity and Inclusion:** Hosting interns promotes diversity, enriching the workplace with varied perspectives and ideas.
- **Community Engagement:** Internship participation demonstrates industry commitment to community engagement and educational development.

- **Brand Building:** Positive internship experiences contribute to building a favorable brand image, making the industry an attractive destination for future talent.

1.3.3 Advantages to the Institute

- **Industrial Relations:** Internships build crucial relationships with industries, fostering collaborations that benefit the institute.
- **Streamlined Placement Process:** Student internships make the placement process smoother, as students gain practical skills and industry exposure.
- **Enhanced Credibility and Branding:** Successful internships improve the institute's credibility and branding, attracting more opportunities for collaboration.
- **Student Retention:** Internship experiences contribute to student satisfaction and retention within the institute.
- **Curriculum Enhancement:** Feedback from industry and students during internships aids in curriculum revision, ensuring alignment with industry needs.
- **Teaching-Learning-Improvement:** Internship-insights contribute to the enhancement of the teaching-learning-process, ensuring relevance and effectiveness.

Chapter 2

HBSU guidelines for organizing internship

2.1 Internship duration and academic credentials

Program	Duration (min.)	Total Hours (min.)	Evaluated By	Proposed Document as Evidence	Credits
UG Final Year: Sem VIII (Mandatory)	4 weeks Sem VIII	120	Subject Guide from Institute/college	Certificate from HBSU-Internship Cell	4
UG First Year, Second Year, Third Year for Exit option: Sem II, Sem IV, Sem VI (Optional)	4 weeks Sem II, Sem IV, and Sem VI	120	Subject Guide from Institute/college	Certificate from HBSU-Internship Cell	4
PG First Year: Sem II (Mandatory)	4 weeks Sem-II	120	Subject Guide from Institute/college	Certificate from HBSU-Internship Cell	4

2.2 Role of HBSU Internship Cell

The Internship Cell plays a pivotal role in facilitating a seamless and effective internship process for students. Here is a breakdown of its key responsibilities and contributions:

- **Data Collection and Management:** The Internship Cell collects comprehensive information from various stakeholders, including students, teachers, alumni, MOUs, officers, dignitaries, and friends. This Data is organized in a centralized database known as Data Balloon, capturing diverse information about industries and organizations.
- **Allocation of Internship-Opportunities:** Utilizing the data balloon, the Internship Cell shares valuable information with the college coordinator. Guides leverage this

data to allocate suitable industry or organizational placements to individual students based on their interests, skills, and academic requirements.

- **Industry Engagement:** The Internship Cell takes the initiative to send formal request letters to industries, fostering collaboration for student internships. This involves establishing and maintaining effective communication with potential internship providers, ensuring a fruitful partnership.
- **Documentation and Certification:** Based on the evaluated reports, the Internship Cell generates certificates for students, acknowledging their successful completion of the internship program. Appreciation letters are issued to the respective industries or organizations, recognizing their valuable contribution to student development.
- **Credit Score Generation:** The Internship Cell collaborates with the Exam Cell to generate credit scores based on the internship performance. These credit scores contribute to the academic assessment and progression of students, reflecting the practical skills gained during the internship.
- **Quality Assurance and Improvement:** The Internship Cell continuously assesses and refines its processes, ensuring the quality and relevance of internship opportunities for students. Regular feedback from students, industry/organization and guide is considered for the ongoing enhancement of the internship program.

2.3 Role of College Co-ordinator

- **Equal Student Distribution:** The College Coordinator ensures each department distributes students equally, promoting fairness in internship opportunities across disciplines.
- **Teacher Involvement in Guideship:** Allocates subject guides to students, emphasizing the participation of all teachers in the guideship process, fostering a collaborative and inclusive environment.
- **Orientation Program Organization:** Coordinates with the HBSU-Internship Cell to arrange an orientation program, providing students with essential information and procedures related to their internships.
- **Stakeholder Engagement:** Elicit the stakeholders including guides, teachers, students, and alumni to actively collect information on industries or organizations, contributing to the data balloon maintained by the Internship cell.
- **Communication facilitation:** Act as an intermediary between Guides and the Internship Cell, ensuring effective communication and information flow and addressing any concerns or queries.
- **Data Distribution to Guides:** Provides relevant information from the data balloon to guides, enabling them to make informed decisions during student allotment for internships.

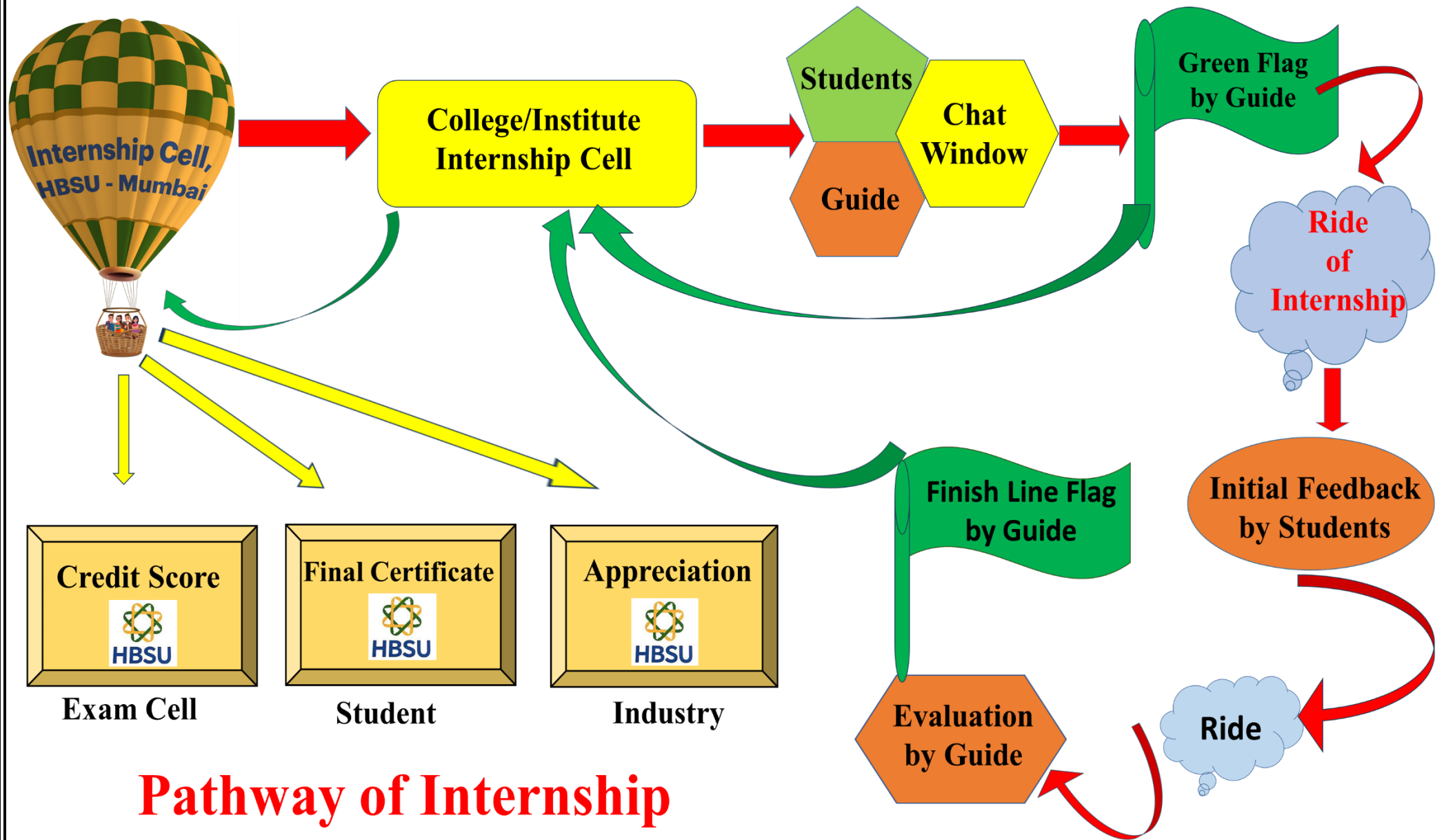
- **Collaboration with Internship Cell:** Works closely with the Internship Cell to facilitate a seamless internship process, aligning efforts to enhance the overall experience for students, guides, and stakeholders.
- **Quality Assurance:** Monitors and ensures the quality of the guideship process, promoting equal opportunities and active teacher involvement to enhance the overall internship experience.
- **Problem Resolution:** Addresses any challenges or issues that arise during the internship process, collaborating with guides and the Internship Cell to find effective solutions.
- **Continuous Improvement:** Actively seeks feedback from guides, students, and industry/organization to identify areas for improvement, contributing to the ongoing enhancement of the internship program.

2.3 Role of College Subject Guide

1. **Industry Exploration Assistance:** Assist students in identifying suitable industries and organizations aligned with their career goals.
2. **Collaboration with the College Coordinator:** Maintain regular communication with the college coordinator for streamlined internship data exchange.
3. **Guidance and monitoring:** Provide clear instructions and ongoing guidance to students throughout their internship. Monitor student progress, addressing challenges and offering support, when needed.
4. **Feedback Collection:** Facilitate the collection of feedback from industry supervisors and students. Use feedback to enhance the internship experience and guide professional development.
5. **Final Reporting and Evaluation:** Ensure students compile comprehensive final reports and presentations. Conduct a final evaluation, incorporating industry and self-assessment. Submit all necessary data, including reports and evaluations, to the college coordinator in a timely manner.

2.5 Structure of Internship Cell and Working Strategy





2.6 Steps Involved in Internship Program

Beginning of Internship, Step 1: Establish Intern-Guide Groups through equitable student and teacher distribution, ensuring the active involvement of every teacher and eligible student.

Step 2: Begin with an orientation session for students and guides to acquaint them with the internship program by the college coordinator.

Step 3: Students, teachers, guides, alumni, friends and officers collaborate to identify potential companies for internships. Information is entered into the HBSU-Internship Cell database using a Google form.

Step 4: Generate a request letter from the college/Institute/ subject guide to the selected company or organization. (As per given format)

Step 5: Receive confirmation of industry training slots and seat allocations via a Confirmation Letter/Email.

Step 6: Upon joining the industry, students submit a Joining Report to their guide through email.

Green flag of Internship Step 7: Green flag form (google form) submission by guide to internship cell which announces that internship started

Initial feedback Step 8: Gather initial feedback from students after one week of the internship using a Google form provided by HBSU-Internship Cell.

Evaluation of Internship Step 9: Conclude the internship with report writing and presentation by the student and evaluation by college guide (As per given format)

Finish Line Flag of Internship Step 10: Submit the finish line flag form to the internship cell (google form)

HBSU Internship Cell awards a completion certificate to the student, provides credit scores to the exam cell and extends an appreciation letter to the Industry/Organization.

2.7 Guidelines for Students

1. **Proper Application through Proper Channel:** Submit your internship application through the designated channel provided by the college or internship cell. Ensure that all required documents are included and follow the application guidelines set by the institution.
2. **Selection of Organizations from Data Balloon:** Choose an organization for your internship that is present in the Data balloon, or, if not, add your selected organization in the Data Balloon; maintained by the Internship Cell. This ensures that the selected organization aligns with the approved industry standards and guidelines.
3. **Timely Initiation:** Start your internship on time, as specified by the College Coordinator. Punctuality demonstrates Professionalism and a commitment to the Internship Program.
4. **Regular Attendance, Punctuality, and Discipline:** Students are required to work at the company for a minimum of six hours and a maximum of eight hours every day. Maintain regular attendance, arrive punctually, and adhere to the discipline and code of conduct outlined by both the college and the host organization. Professionalism is key to a successful internship.
5. **Proper Reporting to Guide:** Regularly update and communicate with your assigned guide. Provide detailed progress reports, share challenges faced, and seek guidance when needed. Open communication fosters a constructive learning environment.
6. **Adherence to Company Rules and Policies:** Follow all rules and policies established by the host organization. Familiarize yourself with their code of conduct, safety protocols, and any other guidelines to ensure a seamless integration into the workplace.
7. **Report Preparation and Submission:** Prepare comprehensive reports detailing your internship activities, learnings, and achievements. Adhere to the given format and Guidelines for Report Preparation set by the HBSU-Internship Cell. Submit your reports within the specified deadline.

Chapter 3

Guidelines for industry for providing internship

3.1 Pre-Internship Planning

1. **Identification of Organizational Needs:** Industries conduct a thorough assessment to identify specific projects or areas where interns can make meaningful contributions, aligned with organizational goals.
2. **Role Definition and Resource Allocation:** Clear roles and responsibilities for interns are defined, accompanied by the allocation of necessary resources and workspace, to facilitate efficient task performance.
3. **Supervisor Assignment and Mentorship:** Experienced mentors are assigned to guide and oversee interns, providing support and facilitating a positive learning environment.
4. **Training Programs and Orientation:** Industries develop comprehensive training programs and orientation sessions to familiarize interns with the company's culture, policies, and professional expectations.
5. **Evaluation Criteria and Feedback Mechanism:** Clear evaluation criteria (as per given formats) are established to assess interns' performance, and a structured feedback mechanism is implemented for continuous improvement and addressing challenges.

3.2 Recruitment of intern

After the allocation of internship slots by the industry to the institute, the students have to be allocated to the industry. In case the industry wants to select the students based on their requirements, the industry can conduct an interaction/ interview with the students and select the students. In case the industry leaves it to the Institute to select the students, Subject Guide may evolve transparent criteria for the allocation of students to the industry based on the requirements of industry and students' interest.

3.3 Facilitating the intern(s)

In managing and facilitating interns, the first crucial step is to provide a comprehensive orientation, tailoring it to the company's size. This may involve a traditional orientation program or a more informal walk around the office. During this process, interns should receive an overview of the organization, including talks or information about its history, vision, and services. Additionally, a clear introduction to the organizational structure and the specific duties assigned to the intern is essential. Introductions to co-workers help interns assimilate the workplace culture. Practical details such as assigning a desk, guiding them to the supply room, and introducing them to technical support personnel ensure that interns have the necessary resources to perform their tasks effectively.

Another critical aspect of managing interns involves providing regular guidance and feedback. This is particularly relevant if interns are engaging in tasks they haven't done before, helping them gauge, how well their work aligns with organizational expectations. Monitoring progress daily is crucial, with the industry supervisor evaluating the intern's daily progress report. To maximize the benefits of short-term internships for both the intern and the industry, periodic examinations of the interns output, coupled with constructive suggestions, should be conducted. Weekly Supervision Meetings provide a structured platform to monitor the interns work, address any challenges, and ensure the internship experience is mutually beneficial. This ongoing feedback loop contributes to the intern's professional development and ensures alignment with organizational goals.

3.4 Health, safety and welfare of interns

Ensuring the health, safety, and welfare of interns is paramount to creating a secure and conducive learning environment. Organizations should implement comprehensive safety protocols, providing proper orientation sessions to familiarize interns with emergency procedures and workplace hazards. Access to first aid facilities and clear information on their locations should be readily available. Regular safety checks and feedback mechanisms should be in place to promptly address any concerns or incidents. Additionally, promoting mental well-being and creating an inclusive environment contribute to the overall health and welfare of interns. This commitment to their safety not only safeguards interns during their tenure, but also fosters a positive and supportive atmosphere conducive to their professional growth.

Chapter 4

Internship Report

4.1 Importance of Report making

The writing and submission of the internship report hold paramount importance in assessing and documenting the comprehensive learning experiences of the intern. The student diary captures daily reflections, providing insights into the practical application of knowledge. The attendance report ensures accountability and punctuality throughout the internship period. Evaluations from both the industry/organization guide and college/institute guide offer a holistic assessment of the intern's performance and growth. The final report submission serves as a tangible culmination of the internship, presenting a structured compilation of acquired skills, challenges overcome, and contributions made. This process not only validates the intern's dedication and accomplishments but also serves as a valuable documentation of professional development for future reference and continuous improvement.

Requirement for Evaluation

- 1. Report as per given format (2 hard copies, spiral binding)**
- 2. Report as per given format (soft copy pdf)**
- 3. Presentation (PowerPoint soft copy)**

(Cover Page of Report)



Dr. Homi Bhabha State University, Mumbai

College Logo

College Name

Internship Report

By

Name of the Student

Program Name

Year

Under the Guidance of

Guide Name

At

Name of the internship organization/Company

CERTIFICATE OF AUTHENTICITY

I,

hereby certify that the contents of this internship report are true and accurate, reflecting my work and experiences during my internship at.....

I confirm that the information presented is based on my own observations, efforts, and tasks assigned to me by my supervisors. I have adhered to the guidelines provided by Internship Cell, Dr Homi Bhabha State University Mumbai throughout the internship period. This report is submitted as part of the requirements for the.....[Name Program, Semester and subject] at..... [College/University Name].

I declare that all information presented is truthful, and I have not engaged in any form of plagiarism or misrepresentation.

Name of the Student :

Program, Semester, Subject:

Internship Period:

Company Name:

Date:

Signature of the student:

ACKNOWLEDGMENT

1. Name of the Student :

2. E-mail ID and Phone No. :

3. Name of Institution/College :

4. Program, Semester :

5. Subject :

**6. Name, Address and Phone No. of
the organization/Company where
the student enrolled for the
internship :**

7. Period of Internship :

8. Name and Signature of Guide :

9. Signature of Student :

10. Date of Submission :

- 11 **Department or division in which you worked** :
- 12 **Roles and Responsibilities** :
- 13 **Skills Acquired** :
- 14 **Challenges Faced** :
- 15 **Learning Outcomes** :
- 16 **Any other information regarding the internship** :
- 17 **Conclusion** :
- 18 **Initial feedback report** (Google form by HBSU-Internship cell)
- 19 **Weekly work Report** (As per given format) :
- 20 **Attendance Report** (As per given format) :
- 21 **Internship Evaluation Report from Company** (As per given format) :
- 22 **Student Feedback** (As per given format) :
- 23 **Gallery (Geo-tagging Photos minimum 4 with geotagging)**

*****End*****

Chapter 5

Formats

5.1 Application for internship (For Guide)

College/Institute letter Head

Date:

To

.....

.....

.....

Subject: Request for Internship Opportunities for Students

Dear Sir/Madam

I am writing on behalf of [College Name], Dr. Homi Bhabha State University Mumbai to request internship opportunities for our students in [Program and Department Name] for the Period to..... We believe that [Company Name] would provide an excellent environment for our students to gain practical experience.

We have the following students seeking internships

Sr.No.	Name of the Students	Subject	Program	Phone No.

We would greatly appreciate it if you could consider offering internship placements to our students. We are confident that their skills and dedication will be an asset to your company. Additionally, our faculty will provide continuous support and monitoring throughout the internship period to ensure a successful and productive experience.

Thank you for considering our request.

Warm regards,

Name and signature of the Internship Guide

5.2 Green flag format (For Guide)

DR.HOMI BHABHA STATE UNIVERSITY, MUMBAI

INTERNSHIP CELL

Name of the College:

Subject:

Name of the college Guide:

Date:

Program:

Semester:

Sr. No.	Name of the Internship Student	Internship Company/Organization	Joining Date	Sign of Student

Signature of Internship Guide with Date

5.3 Weekly work Report (For Student)

Name of the Student:

Week	Dates From - To	Allotted work	Completed Wok	Outcome
1				
2				
3				
4				

Name and Signature of Industry Supervisor

5.4 Attendance Report (For Student)

Name of the Student:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total work hours in a week	Sign of Company Supervisor
Week 1	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:		
Week 2	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:		
Week 3	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:		
Week 4	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:		
Week 5	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:		
Week 6	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:	Date: Sign:		
						Total Hours of Internship		

5.5 Feedback from Student (For Student)

Feedback form

Student Name:

Date:

Name and Address of Industry/Organization:

Dates of Internship: From

To

Make a ✓ mark and give your inputs

Sr.No.	Rating Parameters	Unsatisfactory *	Average **	Good ***	Excellent ****
1	Relevance to your subject				
2	Guidance from College Guide				
3	Guidance from Company Guide				
4	New Learning				
5	Skill development				
6	Communication Improvement				
7	Professionalism/ Networking Improvement				
8	Does the internship play a key role in your curriculum?				

Any additional remarks regarding your internship experience:

Name and Signature of the Student

5.6 Evaluation Rubrics (Evaluation reference)

Internship Evaluation Rubrics (Evaluation Reference)

A Rating scale/mark (e.g., 0 to 4)

Sr. No.	Evaluation Rubric Criteria		(0 to 4)
A		Professionalism and learning experience (PAAAS)	20
	1	Punctuality: Is the intern consistently on time for work and meetings?	
	2	Attendance: Does the intern adhere to the internship schedule without frequent absences?	
	3	Adaptability: Did the student demonstrate a willingness to learn and adapt to new challenges?	
	4	Applicability: How effectively did the student apply classroom knowledge to real-world scenarios?	
	5	Sincerity: How genuinely does the intern approach their tasks and interactions	
B		Communication and Project Management (RCRCD)	20
	1	Responsiveness: How promptly does the intern respond to emails, messages, and requests?	
	2	Communication: How effectively does the intern communicate ideas and ask questions?	
	3	Resilience: How does the intern respond to challenges and obstacles encountered during the project?	
	4	Collaboration: Does the intern work well with colleagues, contributing positively to team?	
	5	Decision Making: How decisively does the intern handle project decisions	
C		Depth of Knowledge and Learning Outcome(CDGOG)	20
	1	Creativity: How creatively the student approach tasks and projects during the internship?	
	2	Demonstrated Skills: What skills or concepts did the student demonstrate during the internship?	
	3	Goal Articulation: Can the student explain how the internship contributed to their goals?	
	4	Openness to Learning: How did the student show a willingness to learn newconcepts	
	5	Growth: Did the intern show personal and professional development during the internship?	
D		Report Writing (RAFEA)	20
	1	Responsibility: Was the internship report submitted on time and in the correct format with all required documents?	
	2	Authenticity: Does the report accurately reflect the intern's experiences during the internship?	
	3	Feedback: How effective y did the intern incorporate feedback and suggestions to enhance the quality of their internship report?	
	4	Expressiveness: Did the intern communicate their internship experiences through well-written andcomprehensive documentation?	
	5	Articulation: How well does the report demonstrate the intern's learning outcomes from theinternship?	
E		Presentation (OUEOC)	20
	1	Organization: How effectively did the intern structure their presentation to ensure a logical flow of information and coherence in their message delivery?	
	2	Use of Visual Aids: How well did the intern use visuals and data to support their points ?	
	3	Effectiveness in Sharing Information: Did the intern effectively share their internship experience?	
	4	Oratory Skills: How was the intern's presentation clarity, confidence, and audience engagement?	
	5	Critical Thinking: How did the intern provide valuable perspectives on their internship experienceand future opportunities?	
		Total	100

5.7 Evaluation from company Guide (For Company Guide)

INTERNSHIP EVALUATION REPORT BY COMPANY/ORGANIZATION SUPERVISOR

Student Name:
Name of the Supervisor:
Name and Address of Industry/Organization:

Date:

Dates of Internship: From

To

Please evaluate the intern by indicating the frequency with which you observed the following behaviours'
(Make a ✓ mark)

Sr.No.	Rating Parameters	Not Fit	Unsatisfactory *	Average **	Good ***	Excellent ****
		Professionalism and learning experience				
1	Punctuality					
2	Attendance					
3	Adaptability					
4	Applicability					
5	Sincerity					
		Communication and Project Management				
6	Responsiveness					
7	Communication					
8	Resilience					
9	Collaboration					
10	Decision Making					
		Depth of Knowledge and Learning Outcome				
11	Creativity					
12	Demonstrated Skills					
13	Goal Articulation					
14	Openness to Learning					
15	Growth					

Note: 4. Refer Evaluation Rubrics during evaluation process

Name and Signature of the

Industry/Organization Supervisor Evaluation

5.8 Evaluation Report by College Guide (For Guide)

DR. HOMI BHABHA STATE UNIVERSITY, MUMBAI

Internship Evaluation Report

Name of the College:

Program:

Name of the Guide:

Subject:

Semester:

Date:

Seat No.	Name of the Student	A Professionalism and learning experience 20	B Communication and Project Management 20	C Depth of Knowledge and Learning Outcome 20	D Report Writing 20	E Presentation 20	Total Marks 100

Note: 1. The internship report should only be submitted to the guide in the format specified (spiral bound report hard copy and soft copy, PPT soft copy).

2. An evaluation will not be possible for students whose internship attendance is less than 75%.

3. For Evaluation of Section A, B and C refer internship evaluation report by company/organization supervisor

4. Refer Evaluation Rubrics during evaluation process

Name and Signature of Guide with Date

5.9 Finish Line flag format (For Guide)

DR. HOMI BHABHA STATE UNIVERSITY, MUMBAI

INTERNSHIP CELL

Name of the College:

Subject:

Name of the College Guide:

Date:

Program:

Semester:

Sr. No.	Name Of the Internship Student	Name of the Internship Company/Organization	Joining Date	Last date	Free/Paid/ Stipend with the amount	Date of Evaluation	Sign of Student

Signature of Internship Guide with Date

From The Nodal Officer of The Internship Cell

It is my privilege to introduce the Internship Cell of Dr. Homi Bhabha State University, Mumbai, an initiative that exemplifies our dedication to blending practical experience with academic excellence. As a Nodal officer, I am honoured to present the vision, objectives, structure, and goals of the Internship Cell. The Internship Cell was established in alignment with the National Education Policy (NEP) 2020 and as per the GR of the Department of Higher and Technical Education, Government of Maharashtra. This initiative underscores the critical role of internships in comprehensive student development. We recognize that hands-on experience is vital in bridging the gap between theoretical knowledge and its application in the real world.



Dr. Shubhangi Prakash Patil
Nodal officer, Internship cell
Dr. Homi Bhabha State University

From The Member of The Internship Cell

As a member of the Internship Cell, I am proud to be part of this transformative initiative by Dr. Homi Bhabha State University. Internships are vital to holistic education, offering students invaluable opportunities to apply their academic knowledge in real-world challenges, gain practical experience, and develop essential skills for their future careers. This initiative not only enhances employability but also nurtures personal growth, critical thinking, and professional ethics. By actively participating in internships, our students are better prepared to navigate the challenges of the modern workforce, making them well-rounded individuals ready to contribute meaningfully to society.



Mrs. Roshani Yeola
Member, Internship cell
Dr. Homi Bhabha State University