



HBSU

Dr. Homi Bhabha State University



Internship Cell,
HBSU - Mumbai

Internship Cell

GUIDELINES & PROCEDURES

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From the Honourable Vice-Chancellor's Desk

In February 2023, Dr. Homi Bhabha State University proudly launched the Internship Cell, a strategic initiative aligned with the vision of the National Education Policy (NEP) 2020. Recognising the vital role of internships within the NEP framework, we are committed to ensuring our students gain not only theoretical knowledge but also hands-on experience that bridges academia and the professional world.



Internships serve as a cornerstone in the holistic development of our students. They provide invaluable real-world exposure, enhance employability, and equip students with the skills needed to navigate and succeed in an increasingly complex and dynamic global landscape. The establishment of the Internship Cell reflects our university's commitment to building meaningful connections among all stakeholders: students, faculty, alumni, industry partners, and MoUs. By integrating these diverse perspectives and resources, we aim to cultivate a collaborative ecosystem that enhances learning outcomes and empowers our students to become leaders, innovators, and change-makers.

Dr. Shubhangi Prakash Patil, Nodal Officer of the Internship Cell at Dr. Homi Bhabha State University, has provided visionary leadership and dedicated guidance in strengthening the activities of the Internship Cell. Under her guidance, the Internship Cell successfully facilitated internships for two batches of postgraduate students the first batch during the academic year 2023-24 and the second batch in 2024-25. This achievement marks an important milestone for the university and reflects the collective efforts of faculty members, industry partners, and students. We take pride in this accomplishment and remain committed to providing valuable internship opportunities that help students gain practical experience and grow into responsible global citizens.

March 2026

Mumbai

Prof. Rajanish Kamat

Vice-Chancellor

Dr. Homi Bhabha State University

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Chapter 1

Internship and Its Significance

1.1 Introduction

Internships play a vital role in the development and success of college students by providing them with a valuable opportunity to bridge the gap between theoretical knowledge learned in classrooms and its practical application in the professional world. These experiences expose students to real-world challenges, industry practices, and professional expectations, allowing them to develop hands-on skills that are often not fully acquired through academic coursework alone.

Internships also provide students with a platform to explore their chosen career paths and help them make informed decisions about their future endeavors. Moreover, internships contribute significantly to the development of essential skills such as communication, teamwork, time management, and problem-solving, all of which are crucial for success in any professional environment.

The exposure gained during internships not only improves students' practical knowledge and abilities but also helps them build a valuable professional network. This network can open doors to potential job opportunities after graduation. Overall, internships are an important component of college education, as they promote practical learning, industry awareness, and personal growth.

In this context, the National Education Policy (NEP) 2020 recognizes internships as a crucial part of the curriculum for both undergraduate and postgraduate students. To support the planning and implementation of internships at these levels, HBSU has developed Model Internship Guidelines. These guidelines outline the steps for creating, sustaining, and promoting internship programs. By enhancing the learning process through internships, students can develop a range of qualities and competencies that align with the objectives of NEP 2020.

1.2 Objectives

An internship is an important part of a college student's academic journey because it connects classroom learning with real workplace experience. Through internships, students gain practical skills, understand how their chosen profession works, and learn about real-world work environments. The main objectives of internships are to support students' overall development and prepare them for future careers.

1. **Real-world Exposure:**

Provide students with practical experience so they can understand the real working environment of their chosen field, beyond what they learn in class.

2. **Skill Development:**

Help students learn and improve technical and managerial skills that are necessary for their future careers.

3. **Technological Relevance:**

Keep students updated with the latest technologies and developments related to their field so they stay aware of industry trends.

4. **Integration of Classroom and Industry Knowledge:**

Encourage students to apply what they learn in the classroom to real work situations, connecting theory with practice.

5. **Knowledge Quest:**

Motivate students to explore new ideas, seek information, and improve their problem-solving abilities.

6. **Practical Application of Technical Knowledge:**

Help students apply their technical knowledge in real industrial situations and understand how theory works in practice.

7. **Report and Project Writing Skills:**

Improve students' ability to prepare reports and projects, which helps develop their communication and documentation skills.

8. **Exposure to Professional Responsibilities and Ethics:**

Help students understand the responsibilities and ethical values required in their profession and encourage professionalism and accountability.

9. **Material and Process Familiarization:**

Introduce students to different materials, processes, products, and applications used in the industry.

10. **Holistic Development:**

Support the overall development of students so they gain not only technical skills but also personal and professional qualities.

1.3 Advantages

1.3.1 Advantages to Students

- **Real-world Experience:**
Internships give students practical exposure to real work environments and help them apply theoretical knowledge in real situations.
- **Skill Development:**
Students develop technical, managerial, communication, and problem-solving skills, which make them better prepared for their careers.
- **Industry Insights:**
Internships help students understand how industries operate, including workplace structures, professional expectations, and industry practices.
- **Networking Opportunities:**
Students can connect with professionals, mentors, and potential employers, which may help them find future job opportunities.
- **Resume Enhancement:**
Internship experience strengthens a student's resume and shows employers that the student has practical knowledge and commitment to the field.

Additional Advantages to Students

- **Career Clarity:**
Internships help students understand their career goals by exposing them to different aspects of their chosen field. This helps them make better decisions about their future career paths.
- **Professional Confidence:**
Completing internship tasks and projects helps students gain confidence in their abilities and prepares them to face real workplace challenges.
- **Application of Classroom Knowledge:**
Internships allow students to apply the theoretical knowledge learned in the classroom to real-life situations, showing the practical importance of their education.
- **Feedback and Evaluation:**
Students receive feedback and evaluations from industry professionals, which helps them improve their skills and grow professionally.
- **Job Opportunities:**
Internships can lead to job opportunities, as many companies hire interns who perform well and fit well with the organization.

1.3.2 Advantages to the Industry

- **Talent Pipeline:**
Internships help industries identify and recruit talented students who may become future employees.
- **Fresh Perspectives:**
Interns bring new ideas, creativity, and innovative thinking that can help solve problems.
- **Knowledge Transfer:**
Interns share the latest academic knowledge and new learning methods with the industry.
- **Increased Productivity:**
Interns support organizations by helping with work during busy periods and improving overall productivity.
- **Diversity and Inclusion:**
Having interns from different backgrounds brings diverse ideas and viewpoints to the workplace.
- **Community Engagement:**
Internship programs show the industry's commitment to supporting education and community development.
- **Brand Building:**
Positive internship experiences improve the organization's reputation and make the industry more attractive to future talent.

1.3.3 Advantages to the Institute

Internships play an important role in strengthening the relationship between the institute and industries by encouraging collaboration and mutual support. They help students gain practical skills and real industry exposure, which makes the placement process smoother and more effective. Successful internship programs also enhance the institute's credibility and reputation, attracting more opportunities for partnerships with industries. In addition, the availability of internship opportunities increases student satisfaction and encourages them to stay engaged with the institute. Feedback received from both industries and students helps improve the curriculum and ensures that it remains aligned with current industry requirements. Moreover, the insights gained from internship experiences contribute to improving teaching methods, making the teaching-learning process more practical, relevant, and effective.

Chapter 2

HSB University Guidelines for Organising Internship

HBSU provides clear guidelines for internship programs, including duration, total hours, evaluation methods, and academic credits earned.

2.1 Internship Duration and Academic Credits

The table below outlines the requirements for mandatory internship programs across undergraduate levels.

Program	Duration	Total Hours	Evaluated By	Documented By	Credits
UG Final Year, Sem V (Mandatory)	4 weeks	120	Subject Guide from Institute/College	HSB University Internship Cell	4
UG First Year, Second Year, Third Year (Optional)	4 weeks Sem IV	120	Subject Guide from Institute/College	HSB University Internship Cell	4
PG First Year, Sem I (Mandatory)	4 weeks Sem I	120	Subject Guide from Institute/College	HSB University Internship Cell	4

2.2 Role of HBSU Internship Cell

The Internship Cell plays a pivotal role in facilitating a smooth and effective internship process for students. Below 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, MoU officers, dignitaries, and friends. This data is

organized in a centralized database called the **Data Balloon**, which captures diverse information about industries and organizations.

Allocation of Internship Opportunities

Using the data balloon, the Internship Cell shares valuable information with college coordinators. Guides use this data to allocate suitable industries or organizations 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, encouraging collaboration for student internships. This involves establishing and maintaining effective communication with potential internship providers to ensure fruitful partnerships.

Documentation and Certification

Based on evaluated reports, the Internship Cell generates certificates for students after the successful completion of their internship programs. Appreciation letters are also issued to the respective industries or organizations in recognition of their valuable contribution to student development.

Credit Score Generation

The Internship Cell collaborates with the Exam Cell to generate credit scores based on internship performance. These credit scores contribute to students' academic assessments, reflecting the practical skills gained during the internship.

Quality Assurance and Improvement

The Internship Cell continuously assesses and improves the internship process to ensure quality and relevance. Regular feedback from students, industries, organizations, and guides is considered for the ongoing enhancement of the internship program.

2.3 Role of College/Institute Internship Cell

Equal Student Distribution

The College Coordinator ensures that students are distributed equally across departments, promoting fairness in internship opportunities across disciplines.

Teacher Involvement in Guideship

The coordinator allocates subject guides to students and ensures the active involvement of teachers in the guideship process, fostering a collaborative and inclusive learning environment.

Orientation Program Organization

The College Coordinator works with the HBSU Internship Cell to organize orientation programs that provide students with essential information and procedures related to their internships.

Stakeholder Engagement

The coordinator works with stakeholders, including guides, teachers, students, and alumni, to collect and maintain updated information about industries and organizations in the Internship Cell database.

Communication Facilitation

The coordinator acts as an intermediary between guides and the Internship Cell, ensuring smooth communication and information flow and addressing any concerns or queries.

Data Distribution to Guides

The coordinator provides relevant information from the data balloon to guides so they can make informed decisions during the allocation of student internships.

Collaboration with Internship Cell

The College Coordinator works closely with the Internship Cell to facilitate a smooth internship process, aligning efforts to improve the overall experience for students, guides, and stakeholders.

Quality Assurance

The coordinator monitors and ensures the quality of the guideship process, promoting equal opportunities and active teacher involvement to enhance the overall internship experience.

Problem Resolution

The coordinator addresses challenges or issues that arise during the internship process, collaborating with guides and the Internship Cell to find effective solutions.

Continuous Improvement

The coordinator actively seeks feedback from guides, students, and industries/organizations to identify areas for improvement and contribute to the continuous development of the internship program.

2.4 Role of College Subject Guide

Industry Exploration Assistance

Assist students in identifying suitable industries and organizations aligned with their career goals.

Collaboration with the College Coordinator

Maintain regular communication with the college coordinator for streamlined internship data exchange.

Guidance and Monitoring

Provide clear instructions and continuous guidance to students throughout their internship. Monitor student progress and offer support whenever necessary.

Feedback Collection

Facilitate the collection of feedback from industry supervisors and students. Use this feedback to enhance the internship experience and guide professional development.

Final Reporting and Evaluation

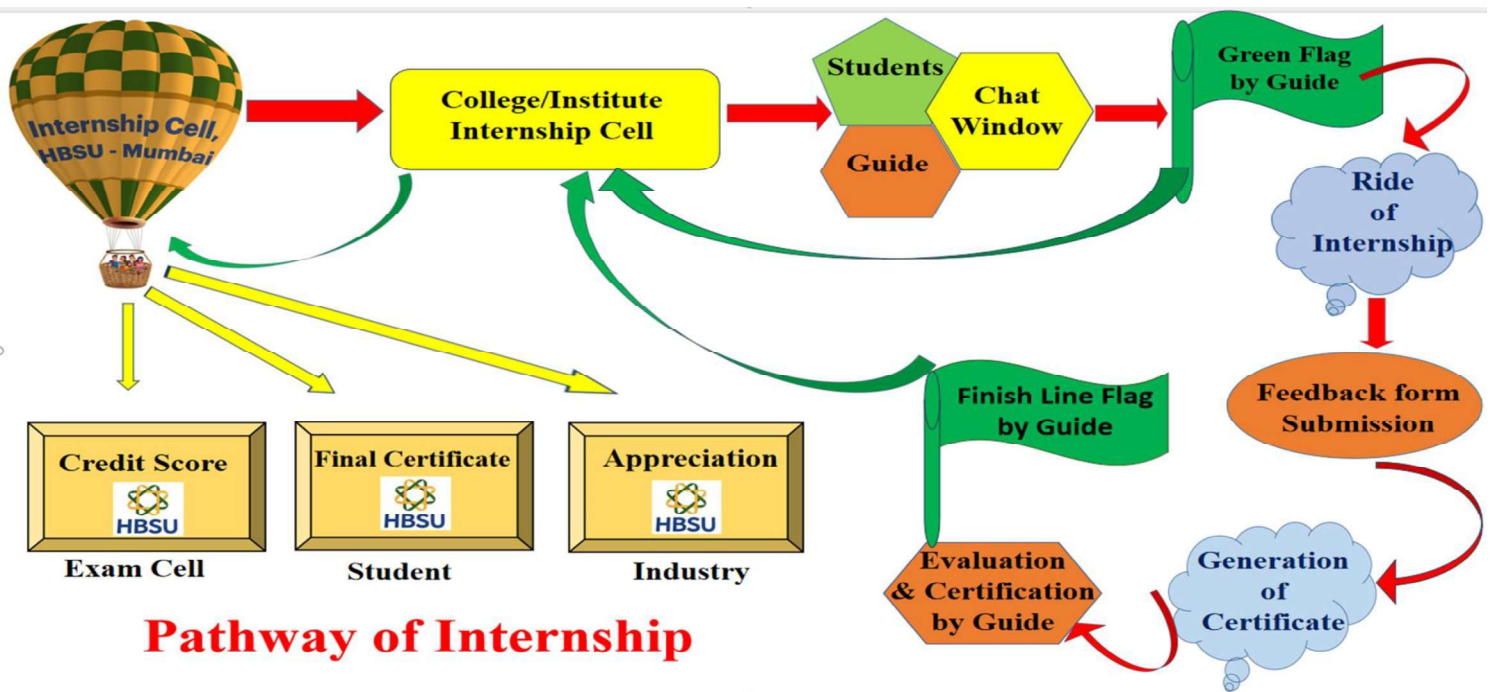
Ensure students complete comprehensive final reports and presentations. Conduct final evaluations, including industry and self-assessments, and submit all necessary reports and evaluation data to the college coordinator on time.

2.5 Structure of the Internship Cell



	Internship Cell The Institute of Science, Mumbai	1. Coordinator/Nodal Officer 2. Member of Internship Cell 3. Student coordinators
	Internship Cell The Elphinstone College , Mumbai	1. Coordinator/Nodal Officer 2. Member of Internship Cell 3. Student coordinators
	Internship Cell The Sydenham College of Commerce and Economics	1. Coordinator/Nodal Officer 2. Member of Internship Cell 3. Student coordinators
	Internship Cell Secondary Training College, Mumbai	1. Coordinator/Nodal Officer 2. Member of Internship Cell 3. Student coordinators
	Internship Cell Institute of Forensic Science, Mumbai	1. Coordinator/Nodal Officer 2. Member of Internship Cell 3. Student coordinators
	Internship Cell Institute Of Management Studies, Research And Entrepreneurship Education, Mumbai.	1. Coordinator/Nodal Officer 2. Member of Internship Cell 3. Student coordinators

2.6 Working Strategy of HBSU Internship Cell



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 guidelines set by the institution.
2. **Selection of Organisations from Data Balloon:**
Choose an organisation for your internship that is present in the Data Balloon, or if not, add your selected organisation to the Data Balloon, maintained by the Internship Cell. This ensures that the selected organisation 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 organisation. Familiarise 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 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 contribute, aligning internship roles 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 effective 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 interview with the students and select them. In case the industry leaves it to the institute to select the students, the Subject Guide may evolve transparent criteria for the allocation of students to the industry based on the requirements of the industry and students' interest.

3.3 Facilitating the intern

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 interns is essential. Introducing interns to co-workers helps integrate them into 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, with a weekly, 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

Report as per given format (2 hard copies, spiral binding)

Report as per given format (soft copy pdf)

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

INTERNSHIP COMPLETION CERTIFICATE

"Download it during the last week of your internship."

Scan the QR code display on www.hbsu.ac.in

*(hbsu.ac.in → Academics → Internship → Internship Completion Certificate
and Feedback form)*

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 **Weekly Work Report** (As per given format) :
- 19 **Attendance Report** (As per given format) :
- 20 **Internship Evaluation Report from Company** (As per given format) :
- 21 **Student Feedback** (As per given format) :
- 22 **Gallery** (Geo-tagging Photos minimum 2 with geotagging) :

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:

Name of the college Guide:

Program:

Subject:

Date:

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

Internship Evaluation Rubrics

Each criterion can assign a rating scale/mark (e.g., 0 to 4) to quantify performance levels (Supporting Material for Evaluation Process)

Sr. No.		Evaluation Rubric Criteria
A		Professionalism and learning experience (PAAAS)
	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)
	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 dynamics?
	5	Decision Making: How decisively does the intern handle project decisions
C		Depth of Knowledge and Learning Outcome (CDGOG)
	1	Creativity: How creatively did 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 new concepts or technologies?
	5	Growth: Did the intern show personal and professional development during the internship?
D		Report Writing (RAFEA)
	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 effectively 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 and comprehensive documentation?
	5	Articulation: How well does the report demonstrate the intern's learning outcomes from the internship?
E		Presentation (OUEOC)
	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 in the presentation?
	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 experience and future opportunities?

5.7 Evaluation from company Guide (For Company Guide)

INTERNSHIP EVALUATION REPORT BY COMPANY/ORGANIZATION SUPERVISOR

Student Name:

Date:

Name of the Supervisor:

Name and Address of Industry/Organization:

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

Internship Evaluation Report

Date:

Marks: 100 marks

(Important: For an evaluation of Sections A, B and C take a reference of the Evaluation report of industry/organization supervisor)

[illegible]

Note: 1. For an evaluation of Sections A, B and C take a reference of the Evaluation report of industry/organization supervisor.

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%.

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:

Name of the College Guide:

Program:

Subject:

Date:

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

Message From Internship Cell

From the Nodal Officer of Internship cell

It is my privilege to introduce the Internship Cell of Dr. Homi Bhabha State University, an initiative dedicated to blending practical experience with academic excellence. As the 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 in accordance with the GR issued by 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. We express our sincere gratitude to our Honorable Vice Chancellor, Prof. Rajanish Kamat, for his constant guidance and strong support.



Dr. Shubhangi Patil
Nodal officer,
Internship Cell
HBSU, Mumbai

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 to real-world challenges, gain practical experience, and develop essential skills for their future careers. This initiative not only enhances employability but also nurtures emotional growth, critical thinking, and professional ethics. By actively participating in internships, our students are better prepared to navigate the challenges of the modern workforce, becoming well-rounded individuals.



Mrs. Roshani Yeola
Member,
Internship Cell,
HBSU, Mumbai

