



SHRI VILEPARLE KELAVANI MANDAL'S
DWARKADAS J. SANGHVI COLLEGE OF ENGINEERING
(Autonomous College Affiliated to the University of Mumbai)
NAAC ACCREDITED with "A" GRADE (CGPA : 3.18)



DJSCE – Internship Policy

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Introduction:

Shri Vile Parle Kelavani Mandal's (SVKM) Dwarkadas J. Sanghvi College of Engineering (DJSCE), has developed an internship policy as per the guidelines of AICTE and National Education Policy (NEP-2020). DJSCE's internship policy aims to inculcate professionalism among its students through systematic industry interactions.

DJSCE was established in the year 1994. In a short span of 27 plus years, DJSCE has made its impact felt not only in the country, but also abroad. DJSCE is an Autonomous Institution, granted autonomy by the University Grants Commission (UGC) for a period of 10 years, starting from the A.Y. 2019-20 till 2028-29. Students of DJSCE, continue to bag top positions on the merit list - retaining the status of the college amongst premier colleges. The College has always been able to attract various reputed recruiters for campus placements.

DJSCE's internship policy is henceforth addressed as "The internship policy" or as "Internship policy" or as "DJSCE's internship policy". The internship policy aims to develop a sustainable ecosystem that is beneficial to all stakeholders. The objective is to facilitate well-organized communication between students, industry, and the Institute.

Vision

To create a career development eco-system for inculcating professional values and skills for sustainable development of stakeholders (student, industry and institute).

Mission

1. To provide a forum for active interaction between academia & industry for nurturing professionalism & entrepreneurship in Engineers.
2. To foster technical competence, research aptitude and professional/industrial environment awareness amongst aspiring technocrats to develop sustainable engineering solutions.
3. To recognize and appreciate the efforts of students in professional/industrial activity.



Objectives:

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused on particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. Following are the intended objectives of internship training:

- ❖ Expose students to the industrial environment, which is challenging to be simulated in the classroom and hence create competent professionals for the industry.
- ❖ Provide possible opportunities to learn, understand and sharpen the real-time technical/managerial skills required at the job.
- ❖ Ensure exposure to the current technological developments relevant to the subject area of training.
- ❖ Help the students use the “Industrial Internship” concepts in their classroom discussions.
- ❖ Create conditions conducive to the quest for knowledge and its applicability in the field.
- ❖ Help students learn to apply the technical knowledge in real-time situations.
- ❖ Help gain experience in writing technical reports/projects.
- ❖ Help expose students to the responsibilities and ethical standards.
- ❖ Familiarize the students with various materials, processes, products and their applications along with relevant aspects of quality control.
- ❖ Promote academic, professional, and/or personal development.
- ❖ Channelize the students to future employment opportunities.
- ❖ Help understand the social, economic, and administrative considerations that influence the working environment of industrial organizations.
- ❖ Help understand the psychology, habits, attitudes, and approach of the sub-ordinates, super-ordinated and colleagues towards problem-solving.

Benefits of Internship:

Benefits to Students:

- ❖ Opportunity to get hired by high quality industry/organizations.
- ❖ Practical experience in an organizational setting.
- ❖ Platform to apply the knowledge gained on the campus to the real-world scenario with the guidance of professionals, who have experience and expertise in handling such scenarios.
- ❖ Opportunity to evaluate the organization and thus channelize to appropriate industry and the profession.
- ❖ Opportunity to learn/enhance skills and expand knowledge.
- ❖ Opportunity to develop personality by improving communication skills, teamwork, time management, multi-tasking etc. in a professional /industrial setup.
- ❖ Opportunity to create professional and social groups of special/similar interests.
- ❖ Makes a valuable addition to their resume for employment and higher education.



Benefits to Industry:

- ❖ Pre-professional's availability for temporary or seasonal positions and projects, which may further lead to evaluated resources for employment.
- ❖ Students bring in a new perspectives to problem solving.
- ❖ Enhanced visibility of the organization on campus.
- ❖ Freedom for industrial staff to pursue more creative projects.
- ❖ Availability of cost-effective resource, not requiring a long-term employer commitment.
- ❖ Enhancement of employer's image in the community by contributing to the educational enterprise.

Benefits to the Institute:

- ❖ Builds good and sustainable industrial relations.
- ❖ Makes the placement process easier.
- ❖ Improves institutional credibility & branding.
- ❖ Helps in the retention of the students.
- ❖ Curriculum revision can be made based on the feedback from Industry/students.
- ❖ Helps to further improve the teaching-learning process.
- ❖ Creates a sustainable knowledge eco-system.

Organizational Structure at DJSCE for Internship:

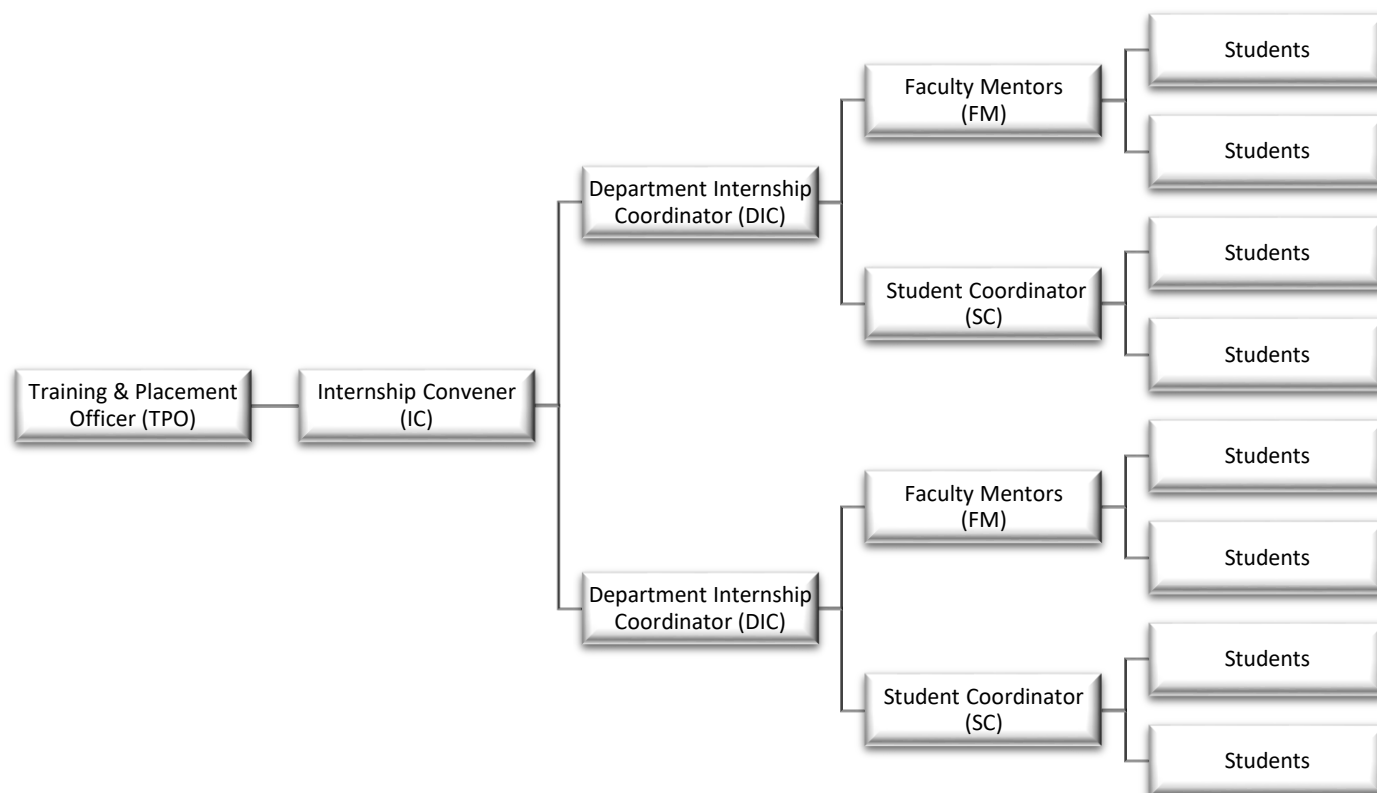


Fig. 1 Internship cell structure

Role of Position holders:

Training and Placement Officer (TPO):

- ❖ Works in close liaison with industries/ corporates of repute and avails internship opportunities for the students.
- ❖ Informs students about the available internship opportunities.
- ❖ Facilitates campus / off-campus / online recruitment process for internship.
- ❖ Arranges webinar / technical talks / soft skills development sessions using institutional and external expertise.
- ❖ Coordinates with IC and DIC to maintain internship records and statistics.
- ❖ Collects feedback from the companies.
- ❖ Monitors internships and issues related to Internship Completion Certificate for in-house internships.
- ❖ Issues Bonafide Certificates to the students, if needed for internships.

Internship Convener (IC):

- ❖ Works in close coordination of TPO / DIC / Companies to identify internship opportunities at in-house / start-ups / government organization / NGO / industry.
- ❖ Helps TPO to facilitate campus / off-campus / online trainee recruitment process.
- ❖ Coordinates with TPO and DIC to maintain college level internship records and statistics.
- ❖ Overlooks the smooth functioning of the internship cell.



Department Internship Coordinator (DIC):

- ❖ Identifies in-house internship opportunities by self and/or given by TPO / IC.
- ❖ Coordinates with TPO / IC / FC / SC for smooth execution of the internship related assignments of one's concerned department.
- ❖ Ensures that all the internship opportunity details are shared with the students on time.
- ❖ Records and monitors departmental students' internship progress.
- ❖ Maintains departmental statistics of both in-house and external internship programs.

Faculty Mentor (FM):

- ❖ Tracks and monitors students' internship progress.
- ❖ Helps the students in resolving issues, if any, relating to the internship.
- ❖ Works in close coordination with the DIC / mentees and ensures timely submission of any internship related documents of the students.

Student Coordinator (SC):

- ❖ Assists DIC in informing, monitoring, tracking and recording internship information of all students of that department.
- ❖ Assists in all onsite/online selection process of internship.
- ❖ Assists in organizing/conducting internship related training / workshops / seminars.
- ❖ Assists DIC in preparing department statistics on in-house/external internships.
- ❖ Assists in preparing a list of potential and past recruiters.

Student:

- ❖ Submits the required data, as and when asked by the DIC/Mentor, on time.
- ❖ Intimates the mentor about the internship in a timely fashion.
- ❖ Demonstrates the internship work/task to the committee.
- ❖ Submits Internship Completion Certificate to DIC/FM.
- ❖ Submits CVs as and when asked only, in PDF format with the file name as: Student Name-Year of Study-Branch.pdf.



Internship duration and academic credits:

The following framework is proposed to ensure the award of academic credit for the internship undergone as part of the program.

A minimum of 10-14 credits of Internship / Entrepreneurial activities / Project work / Seminar and Inter/Intra Institutional Training may be counted towards completion of the B. Tech. degree program.

- ❖ Minimum of 14 credits for students enrolled from First Year.
- ❖ Minimum of 10 credits for students enrolled from directly in the Second Year, as part of lateral entry.

Here, 1 credit is equivalent to minimum 45 hours of work. This will result in about 600 to 700 hours of total internship duration for B. Tech program.

Internships may be full-time or part-time; they are full-time in the summer vacation and part-time during the academic session. The full-time internship must be scheduled only during Summer/Winter break.

However, minimum requirement regarding the Internship duration and credits is as follows:

Table 1: Credit Framework for Internship

Sr. No.	Schedule	Duration	Activities	Credits
1	Summer vacation after 2nd Semester	3-4 weeks	In-house / External	3-4
2	Summer vacation after 4th Semester	4-6 weeks	In-house / External	4-6
3	Summer vacation after 6th Semester	4-6 weeks	In-house / External	4-6
4	Winter vacation after 7th Semester and 8 th Semester	3-4 weeks	In-house / External	3-4

Types of Internships (In-house and External):

In-house Internships:

- Official position in the department student chapter proposed by the HoD and approved by the Principal.
- Work done in a Team participating in State/National/International competitions.
- Internship/project work offered by the faculty member (Inter/Intra-department).
- Entrepreneurship Cell (EC) activities.
- Participation in National Service Scheme (NSS) and activities.
- Conferences/ Workshops / Training Programs organized by the College / Departments / Student's Council/chapters.
- Library / Department / Institute / Campus administration.
- Any other internship approved by the concerned authorities.

External Internships:

- Industry Internship with/without Stipend.
- Government / PSU Internship (BARC / SAMEER/ Railway / ISRO etc.).
- NGO / Social Internship and managing.
- Working at and managing Family Business.
- Internship with outside Institute / faculty member.
- Industrial Training Programs organized by external organizations.
- Any other internship approved by the concerned authorities of the college, mentioning equivalence in the work.



Training & Placement Cell:

A specialized Training and Placement Cell, led by a Training and Placement Officer, is required in all the AICTE certified institutes (TPO). TPO plays a crucial part in advancing students' careers in any institute. The Training and Placement Officer's job is to help students choose the correct career and help design programmes and activities to improve knowledge, skill, attitude, and aptitude in order to satisfy the industry's personnel needs. The Training & Placement cell's general role is that of a facilitator and counsellor for training and placement-related activities.

The industry is always on the lookout for students, who are vibrant, active and willing to take on new challenges, as well as students, who are attentive and have a strong academic foundation and are quick to learn.

Through individual counselling and group sessions, TPO is expected to support students in developing/clarifying their academic and career interests, as well as their short and long-term goals. The placement cell will serve as a point of contact and facilitator for arranging student internships and campus visits as well as conduct employer recruitment processes for the deliberate placement of students at the institute.

In addition, in order to assist students with industrial training at the end of the fourth and sixth semesters, the Training & Placement cell designs and implements an internal curriculum, take classes, arrange experts and arrange agencies for student personality development, improve communication skills and Vocabulary etc. TPO cell prepares the students for resume preparation & email writing as well as group discussion, interview skills, aptitude training & practice tests, technical report writing, presentation skills, and more.



Internship Guidelines

Full time Internship: Min 6 hrs./day

Part time Internship: Min 3 hrs./day

Students are not allowed to do full time Internships during ongoing semester

Table - 2: Institutional activities for Internship

Sr. No	Institutional Activities for an Internship	Evaluated by	Proposed document as Evidence	Maximum No. Of hours can be counted against Internship per year
1	Workshop/ Training	Faculty Mentor and Programme Head	Certificate	1 day: 6 hrs, 1 week: 36 hrs, (Note: Not more than 100 hrs and Strictly it should not be done while academic semesters are going on)
2	Research Paper writing:	Faculty Mentor and Programme Head	Certificate/Registration Mail/Final published copy	
	National Conference			10
	International Conference			15
	National Journal			15
	International Journal/Book Chapter			20 (Decision pending)
	UGC/Scopus/WoS indexed paper			30
	SCI Indexed Paper			50
3	Project Competitions (Other than Inhouse)	Faculty Mentor and Programme Head	Certificate	National Level: 50 hrs International Levels: 100 hrs
4	Consultancy Research Project (Inhouse/Outhouse) (Note: Other than IPD, major and mini projects) Contribution in Incubation/ Innovation / Entrepreneurship Cell	Cell Incharge/Faculty mentor and Programme head	Certificate/ Appreciation Letter	75 hrs/project
5	Development of a new Product/registration of start-up/Business Plan	Faculty Mentor and Programme Head	Registration Letter/ Appreciation Letter	100
6	Work Experience at Family Business	TPO and Faculty Mentor	Declaration by Parent	40/sem (Note: Considered only if done during the vacations)



7	Internship with Industry/Govt./NGO/PSU	Faculty Mentor/TPO and Industry Supervisor	Internal and External Certificates with Presentation and Work Report	As said by the company
8	Copyright Patent-Design registrations approved by Competent Authority	Faculty Mentor and Programme Head	Registration Certificate	25
9	Patent	Faculty Mentor and Programme Head	Certificate	75
10	Any other	Faculty Mentor/TPO and External Supervisor	Internal and External Certificates with Presentation and Work Report	Internship with IIT's, BARC, TIFR and Govt. Recognized Institutions - As said by the respective Institutions
11	NPTEL/Coursera/any other accepted by dept	Faculty Mentor and Programme Head	Passing Certificate	NPTEL : 40 hrs (8 weeks course), 55hrs (12 weeks course)
		Faculty Mentor and Programme Head	Certificate/ Report signed by Mentor	Coursera Courses: Beginning Level: 4hrs/week Intermediate Level: 5hrs/week Advanced Level: 6hrs/week Capstone Project: As decided and suggested by mentor and the department
12	GATE Exam	Faculty Mentor and Programme Head	GATE Scorecard	Qualified 50 hrs, 100 hrs if AIR is ≤ 1000

Monitoring and Evaluation

Different Internship Evaluation criterias are as follows:

1. Skill set (Technical, Communication, Organizational, and Writing Skills)
2. Eagerness to learn.
3. Attendance and Punctuality.
4. Professional Attitude
5. Quality of Work done.
6. Application of Technical knowledge and Expertise.

Based on the above criteria, both the External and Internal Internship will be Evaluated. Figure 5.1 shows the flow of Internship Evaluation Process. The External Internship will be evaluated by industry supervisor and by TPOs / Concerned Staff / Faculty mentors. The Internal Internship will be Evaluated by TPOs / Concerned Staff / Faculty mentors.

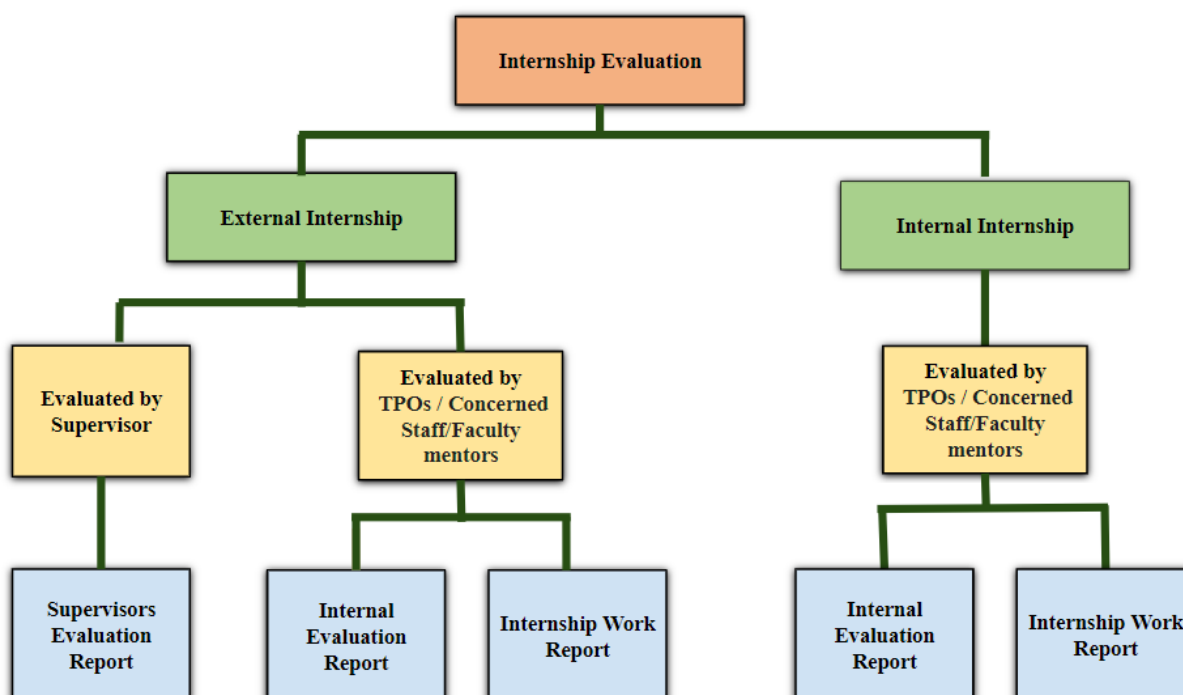


Fig 5.1 Flow of Internship Evaluation Process

Evaluation by External Supervisor

The industry/external supervisor will be evaluating the student's performance based on evaluation criteria mentioned above. Continuous evaluation of interns will be done by the supervisor during the internship programme. On completion of Internship programme supervisor will fill the “**Supervisor evaluation report of an intern**”. Interns' performance will be rated one among the following:

- Needs improvement
- Satisfactory
- Good
- Excellent



Evaluation by TPO / Concerned Staff / Faculty mentors

TPO / Concerned Staff / Faculty mentors will be evaluating students undergoing internship programmes. Faculty mentors/TPO of the college may visit the internship site on an unannounced basis to determine student's performance and presence. If the student is found absent without informing prior, then the appropriate action will be taken by the T&P cell. In future if such a case is repeated then the student may get excluded from T&P activities.

Students undergoing internal internship via Inter/Intra Institutional Activities will be evaluated by TPO / Concerned Staff / Faculty mentors based on criteria mentioned above on a continuous basis. After completion of internship, Faculty mentors/Department Staff/TPO will write a college evaluation report and rate the student's overall performance as Satisfactory, Good or Excellent.

Internship Work report:

After Completion of Internship (External and Internal) a student will present a seminar on his/her internship activities to an expert committee of the concerned department. The Evaluation Criteria for Seminar presentation/Viva will be as given below.

1. Quality of content presented.
2. Proper planning for presentation.
3. Effectiveness of presentation.
4. Depth of knowledge and skills.
5. Attendance record, daily diary, departmental reports shall also be analyzed along with the Internship Report.

Seminar presentation will enable sharing of knowledge and experience amongst students and teachers, and build communication skills and confidence in students.

After successfully submitting an Internship work report and seminar presentation, students will be eligible to get an Internship Completion Certificate from college or department.



Internship Sources

In order to facilitate internships for the students AICTE has signed many MoUs with Industries, Training institutions, Govt. bodies which are available on the AICTE website www.aicte-india.org. Table 5.1 shows the list of available sources which students can refer to get an internship opportunity.

Table 4 Web references to Internship sources provided by AICTE

Sr. No.	Memorandum of Understanding	For more details please visit
1.	AICTE's MoU with Internshala	https://www.aicte-india.org/downloads/letter_technical_inst_mou_internshala.pdf
2.	MoU with NETiit for internships in Taiwan.	https://www.aicte-india.org/downloads/mou_netit.pdf
3.	AICTE's MoU with HireMee.	https://www.aicte-india.org/downloads/aicte_mou_HireMee12_9_17.PDF
4.	AICTE's MoU with Indira Gandhi National Centre for the Arts (IGNCA)	https://www.aicte-india.org/.../AICTE%20IGNCA_MoU.pdf
5.	AICTE's MoU with Center for Creative Economy and Innovation (CCEI), Daegu, Republic of Korea.	https://www.aicte-india.org/.../AICTE-CCEI%20Daegu_MoU%20Document_Final.pdf
6.	AICTE's MoU with International Institute of Waste Management (IIWM), Bangalore	https://www.aicte-india.org/sites/default/files/AICTE-IIWM%20MoU.compressed.pdf
7.	AICTE's MoU with Engineering Council of India [ECI]	https://www.aicte-india.org/downloads/eci.pdf
8.	AICTE's MoU with Fourth Ambit	https://www.aicte-india.org/sites/default/files/Fourth%20Ambit.PDF
9.	AICTE's MoU with LinkedIn	https://www.aicte-india.org/downloads/LinkedIn%20MoU.PDF
10.	AICTE's MoU with Telecom Sector Skill Council (TSSC)	https://www.aicte-india.org/downloads/mou_aicte_tssc_22_6_17.pdf
11.	AICTE's MoU with SCHOLARSMERIT	https://www.aicte-india.org/sites/default/files/Scholarsmerit.PDF
12.	AICTE's MoU with Studenting Era to facilitate AICTE approved academic institutions with services for their students & academic faculty	https://www.aicte-india.org/sites/default/files/Studenting%20Era.PDF
13.	AICTE's MoU with Ministry of Micro, Small and Medium Enterprises (MSME)	https://www.aicte-india.org/sites/default/files/Signed_MoU_with_AICTE.compressed.pdf

Along with above internship sources students can also approach Board of Apprenticeship Training (BOAT) and Board of Practical Training (BOPT).



MAPPING OF INTERNSHIP PROGRAMME OUTCOMES WITH PROGRAM OUTCOMES

Table 6: Mapping of Internship Programme Outcomes with Program Outcomes

Sr. No.	Graduate Attributes from NBA	Activities proposed	Outcome
1	Engineering Knowledge: Apply the knowledge of mathematics, science, Engineering fundamentals, and an engineering specialization for the solution of complex engineering problems.	Application of engineering knowledge to attempt real-world problems through internship/ Project.	An ability to apply knowledge in application of engineering techniques, tools and resources on the project.
2	Problem analysis: Identify, formulate, research literature and analyze complex engineering problems reaching a substantiated conclusion using first principles of mathematics, natural sciences and engineering sciences.	Working for in-house and Out-house Consultancy/Research projects.	Educating students to gain practical insights of research and consultancy projects. Students will also develop an ability to use appropriate knowledge and skills to identify, formulate, analyze, and solve complex engineering problems in order to reach substantiated conclusions.
3	Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for public health and safety and cultural, societal, and environmental considerations.	Active participation in various Idea competitions and innovative product development events such as Hackathons at various levels.	An ability to design solutions for modern engineering problems and to design systems, components or processes that meet specified needs with appropriate attention to health and safety risks, economic, environmental, cultural and societal aspects.
4	Conduct investigations of complex problems.	Internship at national/International Level. Enhanced learning experience through MOOC courses such as Coursera, NPTEL, and IBM etc.	Enhancement of competitiveness and employability of students across the globe.
5	Modern tool usage: Create, select and apply appropriate techniques, resources, and modern engineering	Exposure to advanced tools and technologies.	Ability of students to use modern tools and processes to solve real-world engineering problems.



	and IT tools, including prediction and modelling of complex engineering activities, with an understanding of the limitations.		
6	The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal, and cultural issues and the consequent responsibilities relevant to the professional engineering practice.	Working towards societal upliftment through rural internship, NGOs, NSS, Government and PSUs.	Students will realize their social responsibilities and apply their engineering knowledge to address various societal, health, safety, legal and cultural issues.
7	Environment and Sustainability: Understand the impact of the professional engineering solution in societal and environmental contexts and demonstrate the knowledge of and need for sustainable development.	Promoting activities aiming towards sustainable development and creating an ecofriendly environment.	Students will understand the need of developing a sustainable and environment friendly solution.
8	Ethics: Apply ethical principles and commit to professionals ethics and responsibilities and norms of the engineering practice.	Inclusion of various ethical principles such as honesty, punctuality and integrity to evaluate interns.	Creating future ready engineers acquainted with professional ethics and accountability
9	Individuals and team work: Function effectively as an individual and as a member or leader in diverse teams and in multidisciplinary settings.	Inculcation of team work and leadership qualities through organizing various activities such as conferences/ Hackathons/workshops at department and college level.	Ability to work in team at various positions in multi-disciplinary environment.
10	Communication: Communicate effectively on complex engineering activities with the engineering community and with the society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations and give and receive clear instructions.	Conduction of various activities aiming towards development of Personality, communication skills, report writing and presentation skills.	Development of effective communication and presentation skills.
11	Project Management and finance: Demonstrate knowledge and understanding of the engineering and	Gaining practical exposure to manage project and	Ability to excel in this competitive and cutting edge environment owing to his competencies.



	management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments	finance during different stages of curriculum.	
12	Life-long learning: Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.	Students are made aware to the upcoming advancement in the technologies enabling them to become a life-long learner.	Students' ability to understand the need of learning the modern technology in order to contribute towards professional excellence.



Formats for the Internship Documents

GUIDELINES: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY MENTOR AFTER COMPLETION OF INTERNSHIP.)

An internship is a distinctive learning experience which integrates class room learning with hands-on experience. The student, in cooperation with the faculty mentor and the industrial supervisor, will write this agreement. It will serve to clarify the internship's educational aim and ensure that all parties involved have a clear knowledge of the entire learning process.

Date: _____

Part I: Contact Information and Basic Details

Student

Name: _____ Student ID#: _____ Class Year: _____

Campus Address: _____

City, State: _____

Phone: _____ Email: _____

Industrial Supervisor

Name: _____ Title: _____

Company/Organization: _____

Internship Address: _____

City, State, Pin: _____

Phone: _____ Email: _____

Faculty Mentor

Name: _____ Phone: _____

Campus Address: _____

Academic Credit Information

Internship Title: _____ Department: _____

Course#: _____ Credits: _____

Grading Option: _____ Credit/Non-credit _____

Beginning Date: _____ Ending Date: _____

Hours per Week: _____ Internship is: _____ Paid _____ Unpaid _____

Part II: Internship Objectives/Learning Activities



Internship Goals: What do you achieve from internship? When listing your learning objectives and activities under each of the following categories, try to use clear, measurable terms under each of the following categories:

- Area and Problem Identification:
- Knowledge Acquired
- Skills Developed

Learning Activities: How will your internship activities help you expand the above-mentioned knowledge, understanding, and skills?

On the job (Job description): Describe how the activities of your internship will help you achieve your learning goals. Include projects, research, report writing, conversations, and other activities that you will involve in while at work, and relate them to what you hope to learn.

Teaching/Mentoring Activities: How can your technical skills be put to use at the internship site? How can you add value by mentoring or assisting others in learning new skills?

Off the job: You will design and carry out a list of reading, writing, interaction with faculty supervisor, peer group discussion, field visits, observations, and other activities that will help you accomplish your learning objectives.

Evaluation: Your internship will be evaluated in writing by your internship supervisor. What further evidence will you submit to your faculty mentor to document what you've learned? (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include the dates of the deadlines.

Student_____

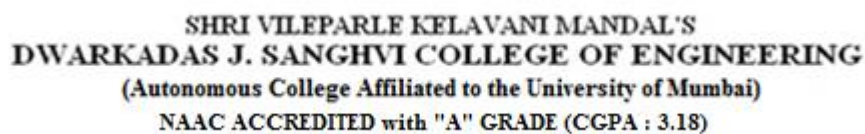
Date _____

Faculty Mentor_____

Date _____

Industry/External Supervisor_____

Date _____



STUDENT'S LOG BOOK

[illegible]



SUPERVISOR EVALUATION OF INTERN

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern: Needs improvement/ Satisfactory/ Good/ Excellent

Additional comments, if any:

Signature of supervisor _____ Signature of Mentor _____



STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Date: _____

Industrial Supervisor: _____ Title: _____

Supervisor Email: _____ Internship is: _____ Paid _____ Unpaid _____

Company/Organization: _____

Internship Address: _____

Faculty Coordinator: _____ Department: _____

Dates of Internship: From _____ To _____

Student's Feedback/Remark: _____

Please fill out the above in full detail

Student's Give a brief description of your internship work (title and tasks for which you were responsible): Was your internship experience related to your major area of study ?

_____ Yes, to a large degree

_____ Yes, to a slight degree

_____ No, not related at all

Indicate the degree to which you agree or disagree with the following statements.



This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

- i. How well did you complete the initial goals, duties, and new skills that your learning contract outlined? In what ways were you able to branch out or extend beyond the scope of your contract? Why were some objectives not met to their full potential?
- ii. In what areas did you grow and improve the most?
- iii. What has been the most significant achievement or satisfying moment throughout your internship? What was your most favourite and least favourite aspect of the internship?
- iv. How would you evaluate this internship based on your whole experience? (It's a circle.)
(Satisfactory/ Good/ Excellent)



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(Autonomous College Affiliated to the University of Mumbai)
NAAC ACCREDITED with "A" GRADE (CGPA : 3.18)



Comment: Make suggestions for how you could have made your internship experience better. (Would you have been able to handle more responsibility? Would you have wanted to have had more conversations with your professor about your internship? Was there a need for more supervision? Was more of an orientation required?)



DEPARTMENT OF TRAINING AND PLACEMENT

Evaluation: _____

1. Name of Student _____ Mob. No. _____
2. College Roll No. _____ University Roll No. _____
3. Branch/Semester _____ Period of Training _____
4. Home Address with contact No. _____
5. Address of Training Site: _____
6. Address of Training Providing Agency: _____
7. Name/Designation of Training In- charge _____
8. Type of Work _____
9. Date of Evaluation _____
- a) Attendance: (Satisfactory/ Good/ Excellent)
- b) Practical Work: (Satisfactory/ Good/ Excellent)
- c) Faculty's Evaluation: (Satisfactory/ Good/ Excellent)
- d) Evaluation of Industry: (Satisfactory/ Good/ Excellent)

Overall grade: (Satisfactory/ Good/ Excellent)

Signature of Faculty Mentor

Signature of Internship Supervisor
With date and stamp

*Photocopy of the attendance record duly attested by the training in-charge should be attached with the evaluation Proforma.



Date: _____

INTERNSHIP COMPLETION CERTIFICATE

This is to certify that Mr./Miss. _____ (SAP ID: _____) of _____ year of _____ programme has completed an Internship (Coursera/NPTEL/SAS/IBM courses) of total _____ hours, recommended and evaluated by his/her mentor.

The details of the Internship are as follows.

- 1) Area of work: _____

- 2) Topics Covered: _____

- 3) Capstone project description: _____

- 4) Technologies Learned and Implemented: _____

His/her overall Performance: Needs improvement/ Satisfactory/ Good/ Excellent.

_____	_____	_____
Faculty Mentor	Internship Convener	Training and Placement Officer
_____	_____	_____
Head of the Department	Vice-Principal (Admin) /	Principal
	Vice-Principal (Acad)	