



HSNC University, Mumbai

Kishinchand Chellaram College

Reaccredited 'A' Grade by NAAC (3rd Cycle)
Best College Award by University of Mumbai
Awardees 'STAR College Status' by DBT & 'Fist Programme' by DST



FORMAT 2: STUDENT'S DIARY

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks

Signature of Reporting Supervisor



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FORMAT 3: Attendance Sheet

Name & Address of Organization

Name of the Student	
Roll Number	
Name of Course	
Date of Commencement of Training	
Date of Completion of Training	

Month and Year:

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Name and Signature with date of Internship Supervisor



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FORMAT 5: STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Date: _____

Reporting Supervisor: _____ Title: _____

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

Company/Organization: _____

Internship Address: _____

Faculty Mentor/Coordinator: _____ Department: _____

Dates of Internship: From _____ To _____

*****Please fill out the above in full detail*****

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					
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					
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 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					



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In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your

internship? What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Circle

one). (Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

Signature of Student

(TO BE PRINTED ON INSTITUTE /ORGANISATION LETTERHEAD)

FORMAT 4: SUPERVISOR'S EVALUATION OF INTERN

Student Name: _____ Date: _____

Reporting 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 behavior:

Parameters*	Needs Improvement	Satisfactory	Good	Excellent
General Behavior				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns comprehensively				
Shows initiative				
Produces good 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				

*Please Mark **NA** wherever criterion is Not Applicable.

Overall performance of student intern (circle one):

(Needs improvement/ Satisfactory/Good/ Excellent)

Additional comments, if any:

Signature of Internship Reporting supervisor_____