

Annexure-I

THE ENTRIES OF PROGRAM BOOK

- Title Page
- Internship Report Front Page
- Student's Declaration
- Official Certification
- Certificate from Intern Organization
- Acknowledgements
- Contents

Chapter 1 : Executive Summary

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

Chapter 2: Overview of the Organization

Suggestive contents:

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

Chapter3: Internship Part

Description of the Activities/Responsibilities in the Intern Organization during the Internship, which shall include - details of working conditions, weekly work schedule, and equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

- Activity Log for the Week (For Every Week)
- Weekly Report (For Every Week)

Chapter 4: Outcomes Description

- **Description of the work environment the student have experienced** (*in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.*)
- **Description of the real time technical skills the student have acquired** (*in terms of the job- related skills and hands on experience*)
- **Description of the managerial skills the student have acquired** (*in terms of planning, leadership, team work, behavior, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.*)

- **Description of how the student could improve the student communication skills** (*in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.*)
 - **Description of how the student could enhance the student abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.**
 - **Description of the technological developments the student have observed relevant to the subject area of training** (*focus on digital technologies relevant to your job role*)
- **Photos & video Links**
 - **Student self-evaluation**
 - **Evaluation by the supervisor of the intern organization**

Annexure-II

TITLE PAGE

**PROGRAM BOOK FOR
(SHORT-TERM / SEMESTER-TERM) INTERNSHIP**

COLLEGE LOGO

Name of the Student:

Name of the College:

Registration Number:

Period of Internship: From: To:

Name & Address of the Intern Organization

_____ **University**
YEAR

Annexure-III

INTERNSHIP REPORT FRONT PAGE

An Internship Report on

(Title of the Short-Term / Semester Internship Program)
Submitted in accordance with the requirement for the degree of

Under the Faculty Guideship of

(Name of the Faculty Guide)
Department of

(Name of the College)

Submitted by:

(Name of the Student)

Reg.No: _____

Department of _____

(Name of the College)

Annexure-IV

STUDENT'S DECLARATION

Student's Declaration

I, _____ a student of _____ Program, Reg. No. _____ of the Department of _____ College do hereby declare that I have completed the mandatory internship from _____ to _____ in _____ (Name of the intern organization) under the Faculty Guideship of _____ (Name of the Faculty Guide), Department of _____, _____ (Name of the College)

(Signature and Date)

Annexure-V

OFFICIAL CERTIFICATION

Official Certification

This is to certify that _____ (*Name of the student*)
Reg. No. _____ has completed his/her Internship in _____ (*Name of
the Intern Organization*) on _____ (*Title of the Internship*) under my
supervision as a part of partial fulfilment of the requirement for the Degree of
_____ in the Department of _____ (*Name of the
College*).

This is accepted for evaluation.

(Signatory with Date and Seal)

Endorsements

Faculty Guide

Head of the Department

Principal

Annexure-VI

CERTIFICATE FROM INTERN ORGANIZATION

Certificate from Intern Organization

This is to certify that _____ (*Name of the intern*) Reg.
No _____ of _____ (*Name of the College*)
underwent internship in _____ (*Name of the Intern
Organization*) from _____ to _____

The overall performance of the intern during his/her internship is found to be
_____ (*Satisfactory/ Not Satisfactory / Good*).

Authorized Signatory with Date and Seal

Annexure-VII

WEEKLY ACTIVITY LOG

ACTIVITY LOG FOR THE ____ (S.No.) WEEK

Day & Date	Brief Description of The Daily Activity	Learning Outcome	Person In-Charge Signature
Day -1			
Day - 2			
Day -3			
Day -4			
Day -5			
Day -6			

Annexure-IX

STUDENT SELF-EVALUATION

Student Self-Evaluation of the Short-term / Semester Internship

Student Name:

Registration Number:

Term of Internship: From: To:

Date of Evaluation:

Organization Name & Address:

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Student

Annexure-X

EVALUATION BY THE SUPERVISOR OF THE INTERN ORGANIZATION

Evaluation by the Supervisor of the Intern Organization

Student Name:

Registration Number:

Term of Internship: From: To:

Date of Evaluation:

Organization Name & Address:

Name & Address of the Supervisor with Mobile Number:

Note: Please note that your evaluation shall be done independent of the Student's self-evaluation.

Rating Scale: 1 is lowest and 5 is highest rank

1	Oral communication	1	2	3	4	5
2	Written communication	1	2	3	4	5
3	Proactiveness	1	2	3	4	5
4	Interaction ability with community	1	2	3	4	5
5	Positive Attitude	1	2	3	4	5
6	Self-confidence	1	2	3	4	5
7	Ability to learn	1	2	3	4	5
8	Work Plan and organization	1	2	3	4	5
9	Professionalism	1	2	3	4	5
10	Creativity	1	2	3	4	5
11	Quality of work done	1	2	3	4	5
12	Time Management	1	2	3	4	5
13	Understanding the Community	1	2	3	4	5
14	Achievement of Desired Outcomes	1	2	3	4	5
15	OVERALL PERFORMANCE	1	2	3	4	5

Date:

Signature of the Supervisor

Annexure – XI

INTERNAL ASSESSMENT STATEMENT

**INTERNAL ASSESSMENT STATEMENT
(To be used by the Examiners)**

Name of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

S.No.	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Activity Log	10	
2.	Internship Evaluation	30	
3.	Oral Presentation	10	
GRAND TOTAL		50	

Date:

Signature of the Faculty Guide

Annexure – XII

EXTERNAL ASSESSMENT STATEMENT

**EXTERNAL ASSESSMENT STATEMENT
(To be used by the Examiners)**

Name of the Student:

Programme of Study:

Year of Study:

Group:

Register No/H.T. No:

Name of the College:

University:

S.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	Internship Evaluation	80	
2.	For the grading giving by the Supervisor of the Intern Organization	20	
3.	Viva-Voce	50	
TOTAL		150	
GRAND TOTAL (EXT. 50 M + INT. 100M)		200	

Signature of the Faculty Guide

Signature of the Internal Expert

Signature of the External Expert

Signature of the Principal with Seal