

FORM- IV: ATTENDANCE SHEET

Name & Address of Organization

Name of Student	
Roll. No	
Name of Course	
Date of Commencement of Trg.:	
Date of Completion of Training:	

Initials of the student

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Note:

1. Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
2. Student should sign /initial in the attendance column. Do not mark 'P'
3. Holidays should be marked in **Red Ink** in attendance column. Absent should be marked as **'A' in Red Ink.**

Signature of Company internship

supervisor with company stamp/

seal

(Name _____) Contact No.

FORM-V: STUDENT'S DAILY DIARY/ DAILY LOG

STUDENT'S DAILY DIARY/ DAILY LOG

Week -

Day	Date	Time of Arrival	Time of Departure	Student Observations (Record Main Points)	Remarks by Supervisor

Signature & Signature of Industry Supervisor

FORM-VI: INTERNSHIP REPORT-35 marks

The Internship report shall be prepared by the student meticulously containing the following

Cover Page & Title Page Certificate

Acknowledgement

Table of Contents

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List of Symbols and Abbreviations

Chapters

1. Introduction
2. Company Profile
3. Department Profile
4. Project Work
5. Case Study
6. Conclusion

References

Evaluation of Internship Report Submission – 35 marks

1. Report submission -25 marks
2. Seminar presentation/viva-voce -10 marks

Seminar presentation enables sharing knowledge, Industrial experience gained amongst Students & Teachers build communication skills and confidence in students.

**FORM-VII: STUDENT FEEDBACK OF INTERNSHIP (TO BE
FILLED BY STUDENTS AFTER INTERNSHIP
COMPLETION)**

Student name:_____Date:_____

Industrial Supervisor:_____Title:_____

Supervisor Email:_____Internship is:_____Paid:___Unpaid:_____

Address of Internship Provider/Industry/Organization:

Faculty Supervisor:_____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					
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)					
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					

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

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?)

Student Signature

The Head Of the Department

Faculty Supervisor

**FORM-VIII: INDUSTRY SUPERVISOR EVALUATION OF
INTERN- 20 MARKS**

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 – 20 marks (**Excellent- 1 mark, Good- 0.5 mark, Satisfactory- 0 mark**)

Parameters	Excellent	Good	Satisfactory
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			

Overall performance of student intern (circle one):

(Excellent / _____ Good/

_____ Satisfactory) Additional comments, if any:

Signature of Industry supervisor _____ HR Manager

