

VPM's K. G. Joshi College of Arts and N. G. Bedekar College of Commerce (Autonomous), Thane
Internship/ On Job Training Guidelines

1.1 Preamble

The National Education Policy (NEP), 2020 suggests that students must actively engage with the practical side of their learning as part of a holistic education to further improve their employability. It states that students at all HEIs will be provided with opportunities for internships with local industries and businesses as well as research internships with faculty and researchers at their own or other HEIs/research institutions. To foster holistic education which encompasses hands-on experience, the focus of the College is to strengthen the internship ecosystem through a formalized Internship/ Training Policy / Guidelines.

1.1. Objectives:

- Giving Exposure to students about industrial environment that cannot be replicated in classroom.
- Providing opportunities to acquire and refine analytical and managerial skills crucial for a professional career.
- Offering hands-on experience in teamwork, thereby enhancing professional skills like communication, work ethics, conflict resolution, etc., with a lasting impact on lifelong learning and professional development.
- Establishing links between students and potential future job or research opportunities

1.2. Types of Internships

Considering the curriculum structure approved by the HEI, multiple modes of internships are possible and are assigned academic credits within the curricula. The idea is to enable students to undertake immersive assignments within the organizations for a limited period. At least 60 hours of Internship/ On Job Training/ Online Training course/ Field Project/ Hybrid Training Course to be completed successfully for 4 credits. (Field Project Policy is attached herewith for reference.)

1.3. Internship Cell:

The Internship Cell shall be responsible for the proper functioning of the Internship processes at the HEI. The overall role of the Cell is of a facilitator and counsellor for Internship related activities.

1.4. Internship Guidelines for Students:

The HEI shall, at the start of each academic year, specify the timelines pertaining to the undertakings, resume submission deadlines, resume proof-checking and verification, organizing outreach, selection process and the Code of Conduct for students.

1.5. Evaluation Procedure:

After completion of the Internship/ Training Course, students are expected to prepare a comprehensive report highlighting their learnings and takeaways during the internship period. The report shall be signed by the Internship Supervisor and Faculty Mentor. Performance appraisal by company supervisor and the College will be as per the evaluation pattern adopted by the college.

Passing Standard

- Minimum of Grade E in the project component.
- In case of failing in the On-Job-Training, the same project can be revised for ATKT examination.

1.7 List of Appendices:

Appendix 1: Internship Undertaking

Appendix 2: Organisation Outreach letter from College

Appendix 3: Acknowledgement of internship training

Appendix 4: Student Diary (Log) Recording Format and Attendance

Appendix 5: Format of Report of Internship Training

Appendix 6: Experience Certificate

Appendix 7: Evaluation by Supervisor and by College

Appendix 8: Feedback of Students

1.8 List of Attachments:

Attachment 1: Field Project Policy

Appendix 1: Internship Undertaking

1. Student Name:			
2. Current Address			
3. Residence Address			
4. Email id			
5. Mobile Nos.			
6. Aadhar			
7. PAN			
8. Overall GPA			
9. Mode of Internship			
10. Internship Preferences			
	Location	Core Area	Organization / Institute
Preference-1			
Preference-2			
Preference-3			
I confirm that I agree with the terms, conditions, and requirements of the Internship Policy			
Student Signature:			
Date _____			
I confirm that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her mentor.			
Sign of Department Faculty Coordinator			
Date			

Appendix 2: Organisation Outreach letter from College

VPM's K.G. Joshi College of Arts and N.G. Bedekar College of Commerce (Autonomous),
Thane

To,

The (Manager, HR)

Subject: Request for internship of Students pursuing _____

Sir / Madam,

Vidya Prasarak Mandal, Thane is dedicated to the cause of quality education and excellence. Established in 1969 by Dr. V. N. Bedekar under the aegis of Vidya Prasarak Mandal, ours is the first Higher Education Institute (HEI) in Thane City offering various Undergraduate and Masters Programmes in Arts and Commerce at K. G. Joshi College of Arts and N. G. Bedekar College of Commerce (Autonomous), Thane. The College was re-accredited with an 'A' grade by the National Assessment and Accreditation Council in 2016 during the Third Cycle.

The syllabus under the National Education Policy 2020 prescribes internships for the students to gain practical knowledge about their specialization. NEP is emphasizing internships as one of the important apparatuses which will help in improving employability skills and in generating competencies, capabilities, professional skills, expertise and confidence among students. Even the Government of Maharashtra has issued GR regarding the Internship dated 29th February 2024 mentioning detailed information about the importance of internship and modalities related to it (<https://gr.maharashtra.gov.in/Site/Upload/Government%20Resolutions/Marathi/202402291831450808.pdf>),

In view of the above, we request your good self to allow our students for practical training in your esteemed organization. Kindly accord your permission and give suitable time to students to join training after confirmation.

Yours Sincerely,

Principal

Appendix 3: Acknowledgement of internship training

Organization Letter Head

Student Name: _____

Rol No. and PRN : _____

Date: _____

Work Supervisor: _____

Title of the Internship/Training: _____

Internship / Training Address: _____

Dates of Internship/Training: From _____ To _____

Stamp and Signature of the Internship Supervisor

Appendix 4: Student Diary (Log) Recording Format and Attendance

Week/ Date	Task Assigned	Activities Performed	Key Learnings	Hours	Additional Remarks

Signature of Industry Supervisor

Appendix 5: Format of Report of Internship Training

Guidelines for the preparation of Project Work on On-Job-Training/ Internship/ Training Courses in their study area

Guidelines for Internship based project work

- Total 60 hours of Internship with an Organization/ NGO/ Charitable Organization/ Private firm/ Online training Course/ Hybrid Training Course
- The theme of the internship should be based on any study area of the Major
- Experience Certificate is Mandatory
- A project report has to be brief in content and must include the following aspects:
 - **Executive Summary:**
A bird's eye view of your entire presentation has to be precisely offered under this category.
 - **Introduction on the Company:**
A Concise representation of company/ organization defining its scope, products/ services and its SWOT analysis.
 - **Statement and Objectives:**
The mission and vision of the organization need to be stated enshrining its broad strategies.
 - **Your Role in the Organisation during the Internship:**
The key aspects handled, the department under which you were deployed and brief summary report duly acknowledged by the reporting head.
 - **Challenges:**
The challenges confronted while churning out theoretical knowledge into the practical world.
 - **Conclusion:**
A brief overview of your experience and suggestions to bridge the gap between theory and practice.
- The following Documents must be attached as Appendix
 1. Acknowledgement of internship training letter
 2. Student Diary (Log) Recording Format and Attendance
 3. Performance appraisal by the supervisor

- The project report based on internship shall be prepared as per the broad guidelines given below:
 - Font type: Times New Roman
 - Font size: 12-For content, 14-for Title
 - Line Space: 1.5-for content and 1-for in table work
 - Paper Size: A4
 - Margin: in Left-1.5, Up-Down-Right-1
 - The Project Report shall be spiral bounded.
 - The project report should be of 10 to 15 pages.
-

Format

1st page (Main Page)

Title of the Report

**A Internship Project Report Submitted to
University of Mumbai for partial completion of the degree of Master in Commerce ()
Under the Faculty of Commerce**

By

Name of the Learner

Under the Guidance of

Name of the Guiding Teacher

**VPM's K.G. Joshi College of Arts and N.G. Bedekar College of Commerce
(Autonomous), Thane**

Month and Year

**2nd Page
Index**

Sr. No.	Particulars	Page No.
1	Experience Certificate	
2	Acknowledgement of confirmation of Internship/ Training by the organization	
3	Student Diary (Log) Recording Format	
4	Internship Report	
5	Appendix: Performance Evaluation by Supervisor / Organisation/ Company	

EXPERIENCE CERTIFICATE

This is to certify that _____ **[Full Name of the Intern/ trainee/FP member]** _____ a student of _____ Class: _____ Roll no. _____ PRN no. _____ has successfully completed his/her OJT /Field Project/ Skill based Training in the field of _____ with **[Name of the company/organization]** _____ from _____ **[Start Date]** _____ to _____ **[End Date]** _____.

During the period of internship, **he/she** was working with the **[OJT /Field Project/Skill-based Training]** and was diligently involved in the tasks and projects assigned. He/she proved commendable commitment, dedication, and initiative-taking attitude.

This certificate is awarded in recognition of his/her hard work, valuable contributions, and eagerness to learn which significantly enriched the organisation. We extend our best wishes in all his/her future endeavours.

[Employer's Name]
[Position/Title]

[Organisation's Name]

[Organisation's Seal]

[Date of Issuance]

Authenticated by: _____
(Faculty Mentor)

4th Page

Acknowledgement of confirmation of Internship/ Training by the organization

Organization Letter Head

Student Name: _____

Roll No. and PRN: _____

Date: _____

Work Supervisor: _____

Title of the Internship/Training: _____

Internship / Training Address: _____

Dates of Internship/Training: From _____ To _____

Stamp and Signature of the Internship Supervisor

5th Page
Student Diary (Log) Recording Format

Week/ Date	Task Assigned	Activities Performed	Key Learnings	Hours	Additional Remarks

Signature of Industry Supervisor

6th Page onwards

Report to be written by the student, containing the following headings:

- Executive Summary
- Introduction on the Company
- Statement and Objectives
- Your Role in the Organisation during the Internship
- Challenges
- Conclusion

Last Page (Appendix: Performance Evaluation by Supervisor / Organisation/ Company)

<Organization Letter Head>

Name of the Student: _____

Date: _____

Name of the Work Supervisor: _____

Designation/ Title: _____

Name of the Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

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

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Punctuality				
Cooperates with co-workers and supervisors				
Shows interest in work				
Shows initiative				
Accepts responsibility				
Accepts criticism				
Uses technical knowledge and expertise				
Communicates well				
Uses time effectively				
Overall performance of student				

Additional comments, if any:

Signature of Industry supervisor _____

Appendix 6: Experience Certificate

EXPERIENCE CERTIFICATE

This is to certify that _____ **[Full Name of the Intern/ trainee/FP member]** _____ a student of _____ Class: _____ Roll no. _____ PRN no. _____ has successfully completed his/her OJT /Field Project/ Skill based Training in the field of _____ with **[Name of the company/organization]** _____ from _____ **[Start Date]** _____ to _____ **[End Date]** _____.

During the period of internship, **he/she** was working with the **[OJT /Field Project/Skill-based Training]** and was diligently involved in the tasks and projects assigned. He/she proved commendable commitment, dedication, and initiative-taking attitude.

This certificate is awarded in recognition of his/her hard work, valuable contributions, and eagerness to learn which significantly enriched the organisation. We extend our best wishes in all his/her future endeavours.

[Date of Issuance]

[Employer's Name]

[Position/Title]

[Organisation's Name]

[Organisation's Seal]

Appendix 7: Evaluation by Supervisor and by College

Performance Evaluation by Supervisor / Organisation/ Company

<Organization Letter Head>

Name of the Student: _____

Date: _____

Work Supervisor: _____

Title: _____

Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

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

Parameters	Needs Improvement	Satisfactory	Good	Excellent
Marks	5	10	15	20
Punctuality				
Cooperates with co-workers and supervisors				
Shows interest in work				
Shows initiative				
Accepts responsibility				
Accepts criticism				
Uses technical knowledge and expertise				
Communicates well				
Uses time effectively				
Overall performance of student				
TOTAL				

Grand Total divided by 10 will give us marks out of 20.

**VPM's K. G. Joshi College of Arts and N. G. Bedekar College of Commerce
(Autonomous), Thane**

Evaluation of Internship

1. Name of the Student _____
2. Class and Specialisation: _____
3. 10-digit PRN: _____
4. Roll No. _____
5. Name/Designation of Training In-charge _____
6. Date of Evaluation _____
7. Please rate the following:

Sr.no.	Particular	Marks
1	Quality and effectiveness of presentation	_____/20
2	Depth of knowledge and relevance of Learning Experience	_____/20
3	Practical applications and relationships with concepts taught	_____/20
4	Internship Report	_____/20
5	Evaluation by Supervisor (Including Attendance Record and Student Log)	_____/20
	Total Marks	_____/100

Overall grade: _____ (As per Grade Card)

Appendix 8: Feedback of Students

**VPM's K. G. Joshi College of Arts and N. G. Bedekar College of Commerce
(Autonomous), Thane**

Student Feedback on Internship

(To be filled by Students after Internship completion)

Student Name: _____ Date: _____

Industrial Supervisor: _____

Title: _____

Supervisor Email: _____

Internship is: _____ Paid _____ Unpaid _____

Organization: _____

Internship Address: _____

Faculty Coordinator: _____

Department: _____

Dates of Internship: From _____ To _____

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					

Field Project Guidelines

A. Introduction:

Inclusion of Field Project work in the course curriculum of the Level 6 (Semester-II of Post Graduate Programs or Other relevant Programmes/Levels) is one of the ambitious aspects in the NEP-2020 structure. These guidelines are related to Field Project work based on research methodology in the study area which includes primary sources of data collection, their interpretation and reporting.

B. Objectives:

The main objective of inclusion of Field Project work is to inculcate the element of research work challenging the potential of the learner as regards to his/ her eagerness to enquire and ability to interpret particular aspects of the study in his/ her own words.

C. Role of Guide/Supervisor:

It is expected that the guiding teacher should undertake the counselling sessions and make the learners about the methodology of formulation, preparation and evaluation pattern of the project work.

D. Work Load:

- 01 (one) hour per batch of 15-20 learners per week for the teacher.
- The learner (of that batch) shall do field work and library work in the remaining 03 (three) hours per week.

E. Steps in preparation of project work based on research methodology:

1. The project topic may be undertaken in any area of Elective Courses.
2. Each of the learners has to undertake a Project individually under the supervision of a teacher-guide.
3. The learner shall decide the topic and title which should be specific, clear and with definite scope in consultation with the teacher-guide concerned.
4. College shall allot a guiding teacher for guidance to the students based on her / his specialisation.
5. The topic selected must involve data collection through primary sources like- Questionnaire, Observation, Interview, Schedules, Surveys etc. of minimum 30 respondents.
6. The project report shall be prepared as per the broad guidelines given below:
 - ☐ Font type: Times New Roman
 - ☐ Font size: 12-For content, 14-for Title
 - ☐ Line Space : 1.5-for content and 1-for in table work
 - ☐ Paper Size: A4

- ☐ Margin : in Left-1.5, Up-Down-Right-1
- ☐ The Project Report shall be bounded.
- ☐ The project report should be of 80 to 100 pages

F. Format of the Research Report:


1. **Report Cover:** The cover of the report should include the following information-

<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center;"><i>Title of the problem of the Project</i></p> </div>
<p>A Project Report</p> <p>Submitted to University of Mumbai</p> <p>for partial completion of the degree of Master in _____</p> <p>Under the Faculty of _____</p>
<p>By</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center;"><i>Name of the Learner</i></p> </div>
<p>Under the Guidance of</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center;"><i>Name of the Guiding Teacher</i></p> </div>
<p>VPM's</p> <p>K.G.Joshi College of Arts and</p> <p>N.G.Bedekar College of Commerce</p> <p>(Autonomous), Thane</p>
<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 60%;"> <p style="text-align: center;"><i>Month and Year</i></p> </div>

2. Main Page inside the Report:

The above given report cover page to be repeated as Main Page inside the Report

3. Certificate Page: The following information should be given in this certificate page-

<p style="text-align: center;">VPM's K.G.Joshi College of Arts and N.G.Bedekar College of Commerce (Autonomous), Thane</p> <p style="text-align: center;"><i>Certificate</i></p> <p>This is to certify that Ms/Mr. _____ has worked and duly completed her/his Field Project Work for the degree of Master in _____ under the Faculty of _____ in the subject of _____ and her/his project is entitled, “ _____ _____ ” under my supervision.</p> <p>I further certify that the entire work has been done by the learner under my guidance and that no part of it has been submitted previously for any Degree or Diploma of any University.</p> <p>It is her/ his own work and facts reported by her/his personal findings and investigations.</p> <div style="display: flex; justify-content: space-around; align-items: center;"><div style="text-align: center;"><p><i>Seal of the College</i></p></div><div style="text-align: center;"><p>Name and Signature of Guiding Teacher</p></div></div> <p>Date of submission:</p>

4. Declaration Page: The following information should be given in this certificate page-

Declaration by Learner

I the undersigned Miss / Mr. _____ here
by, declare that the work embodied in this project work titled “ _____

_____”, forms my own contribution to the research work carried out under
the guidance of _____ and is a result of my
own field research work and has not been previously submitted to any other
University for any other Degree/ Diploma to this or any other University.

Wherever reference has been made to previous works of others, it has been
clearly indicated as such and included in the bibliography.

I, here by further declare that all information of this document has been
obtained and presented in accordance with academic rules and ethical
conduct.

Name the learner: _____

Signature of the learner: _____

Certified by:

Name of the Guiding Teacher: _____

Signature of the Guiding Teacher: _____

5. Acknowledgment Page:

Acknowledgment

(Sample)

To list who all have helped me is difficult because they are so numerous and the depth is so enormous.

I would like to acknowledge the following as being idealistic channels and fresh dimensions in the completion of this project.

I take this opportunity to thank the **University of Mumbai** for giving me chance to do this project.

I would like to thank my **Principal**, _____ for providing the necessary facilities required for completion of this project.

I take this opportunity to thank our **Coordinator** _____, for her moral support and guidance.

I would also like to express my sincere gratitude towards my project guide _____ whose guidance and care made the project successful.

I would like to thank my **College Library**, for having provided various reference books and magazines related to my project.

Lastly, I would like to thank each and every person who directly or indirectly helped me in the completion of the project especially **my Parents and Peers** who supported me throughout my project.

6. Table of Content Page:

Index		
Chapter No. 1	Title of the Chapter	Page No.
(sub point 1.1, 1.1.1, And so on)		
Chapter No. 2	Title of the Chapter	
Chapter No. 3	Title of the Chapter	
Chapter No. 4	Title of the Chapter	
Chapter No. 5	Title of the Chapter	

7. Other Index: Optional indexes can be given of -

- List of tables, if any, with page numbers.
- List of Graphs, if any, with page numbers.
- List of Appendix, if any, with page numbers.
- Abbreviations used (on separate Page)

8. Chapter Scheme:

- **Chapter No. 1: Introduction**

In this chapter Selection and relevance of the problem, historical background of the problem, brief profile of the study area, definition/s of related aspects, characteristics, different concepts pertaining to the problem etc can be incorporated by the learner.

- **Chapter No. 2: Research Methodology**

This chapter will include Objectives, Hypothesis, Scope of the study, limitations of the study, significance of the study, Selection of the problem, Sample size, Data collection, Tabulation of data, Techniques and tools to be used, etc can be incorporated by the learner.

- **Chapter No. 3: Literature Review**

This chapter will provide information about studies done on the respective issue. This would specify how the study undertaken is relevant and contribute for value addition in information/ knowledge/ application of study area which ultimately helps the learner to undertake further study on same issue.

- **Chapter No. 4: Data Analysis, Interpretation and Presentation**

This chapter is the core part of the study. The analysis pertaining to collected data will be done by the learner. The application of selected tools or techniques will be used to arrive at findings. In this, table of information's, presentation of graphs etc. can be provided with interpretation by the learner.

- **Chapter No. 5: Conclusions and Suggestions**

In this chapter of project work, findings of work will be covered and suggestion will be enlisted to validate the objectives and hypotheses.

Note: If required more chapters of data analysis can be added.

- Bibliography
- Appendix

G. Evaluation pattern of the field project work:

The Project Report shall be evaluated in two stages viz.	
• Evaluation of Project Report (Bound Copy)	60 Marks
▪ Introduction and other areas covered	20 Marks
▪ Research Methodology, Presentation, Analysis and interpretation of data	30 Marks
▪ Conclusion & Recommendations	10 Marks
• Conduct of Viva-voce	40 Marks
▪ In the course of Viva-voce, the questions may be asked such as importance / relevance of the study, objective of the study, methodology of the study/ mode of Enquiry (question responses)	10 Marks
▪ Ability to explain the analysis, findings, concluding observations, recommendation, limitations of the Study	20 Marks
▪ Overall Impression (including Communication Skill)	10 Marks

Note:

The guiding teacher along with the external evaluator appointed by the College for the evaluation of the project shall conduct the viva-voce examination as per the above evaluation pattern.

Passing Standard:

- Minimum of Grade E in the project component
- In case of failing in the project work, the same project can be revised for ATKIT examination.
- Absence of student for viva voce: If any student fails to appear for the viva voce on the date and time fixed by the department such student shall appear for the viva-voce on the date and time fixed by the Department, such student shall appear for the viva-voce only along with students of the next batch.