



H.R. COLLEGE
of Commerce & Economics



PLACEMENT CELL

HSNC UNIVERSITY

INTERNSHIP

POLICY

**The Placement Cell of H.R. College is a Student Managed professional body,
which is OF the students, FOR the students, and BY the students.
It lies in with the internship university cell.**



Smart Internship Program (SIP)

- **Targets both UG and PG students**
- **Enhances domain-specific and interpersonal**
- **Bridge gap between academics and industry**
- **Hands-on experience in real-world settings**
- **Enhance practical skills & professional exposure**
- **Strong mentorship, professional exposure & networking support**

Faculty In Charge

Name	Email
Dr. Bhakti Mulchandani	bhakti.mulchandani@hrcollege.edu
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Prof. Vinit Upadhyay	vinit.upadhyay@hrcollege.edu

Student Joint Chairpersons

Name	Contact Number	Email
Nihareeka Kotai	9969523156	nihareekakotai@outlook.com
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HR Internship College Coordinators

Program	Name	Contact Number
BAF	Mamta Rajani	9769470738
BBI	Bertilla Alphanso	8369887745
BFM	Bhakti Mulchandani	9552447447
BMS	Darshit Shah	8779393770

BAMMC	Tanvi Khandhar	9004111381
BVOC (WM)	Rachana Chawda	9890684046
BVOC (RM)	Komal Panjwani	8390004072
BVOC (THM)	Faaiz Patel	9503258364

Faculty Teachers	BCOM	Kashinath Mishra	9762752355
		Neha Galrani	9022382588

Objectives & Vision

- **Exposure to real work environments.**
- **Skill Development: Analytical, Managerial, Teamwork, Ethics.**
- **Networking & Career Opportunities.**
- **Internships are mandatory for graduation.**

Eligibility and Timeline

- **Max 2 backlogs to be eligible**
- **Timeline: April - June 2026 (120 Hours)**
- **1 internship offer per student**
- **Off-campus internships must be reported to the respective coordinator**
- **Formal attire required during process**
- **Internship should be done in major subject domain.**

Conduct Guidelines

Grievances related to termination or disciplinary actions can be appealed in writing to the Nodal Officer/TPO, whose decision is final.

Internship Credits - UG Programs

Internship Type	Semester	Credits
Summer Internship	After 4th Sem	4

Internship Activities Include

Summer Internship
Industrial, Government, NGO, MSME, Rural, Innovation or Entrepreneurship

NOC Acquiring Process

- 1. Connect for format with Mr. Rahul Makhija (admin office)**
- 2. Fill details and submit to Mr. Rahul Makhija**
- 3. Approval and Stamp of College.**
- 4. Time slot: 10am to 2pm (Monday to Friday)**

Note:

- NOC for internships will be issued by the College only if it is specifically required by the company/organization.**
- Students must provide valid proof (appointment letter) of such requirement while applying for the same.**

Internship Evaluation

Evaluation Basis	Marks
Quality and effectiveness of presentation	100 Marks (VIVA With Internship report presentation)
Depth of knowledge and demonstrated skills	
Variety and relevance of learning experience	
Practical applications and relationships with concepts taught	
Internship Report	
Attendance record, student log, supervisor evaluation	

Appendices Overview

- 1. NOC (No Objection Certificate) – if issued by the college.**
- 2. Internship Offer Letter / Completion Letter – on the letterhead of the company.**
- 3. Student Internship Diary – duly filled and signed.**
- 4. Attendance Record – with total number of days/hours completed on the original letterhead/certificate of completion.**
- 5. Student Feedback Form – feedback of internship experience.**
- 6. Supervisor's Evaluation of Intern – completed by the industry supervisor.**

2.5. Appendix IV: Student Diary (Log) Recording Format

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks

Signature of Industry Supervisor

2.6. Appendix V: Attendance Sheet

<HSNC University, Mumbai Letter Head>

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						

- Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
- Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.

Name and Signature with date of Internship Supervisor

2.8. Appendix 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 _____

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	No	Disagree	Strongly
Agree opinion 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?

2.7. Appendix VI: Supervisor Evaluation of Intern

<HSNCU Letter Head>

Student Name: _____ Date: _____

Work Supervisor: _____ Title: _____

Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

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

Parameters Needs Satisfactory Good Excellent

Improvement				
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 (circle one):

(Needs improvement / Satisfactory / Good / Excellent)

Additional comments, if any:

Signature of Industry supervisor_____

HR Manager _____

Placement Cell & HSNC University Policy

- Placement Cell Internship policy is based on HSNC University, Mumbai policy.
- For removal of doubts and clarification kindly refer to the HSNC University, Mumbai policy.



Placement Cell - Internship Policy



HSNC UNiversity, mumbai policy

REACH OUT TO US



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hrcollegeplacementcell



Placement Cell, H.R. College of
Commerce and Economics

Thank You