



HSNC University, Mumbai

H.R. College of Commerce & Economics



Accredited 'A' Grade by NAAC

3.09.2025

CIRCULAR

Submission of Internship Completion Documents

All students of Third Year 2025-26 Batch who have completed their internship are required to submit the following documents along with their Internship Report during the Viva, schedule between 18th September 2025 to 23rd September 2025. The schedule for the same will be shared separately.

Mandatory Submission Checklist:

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.

Kindly Note:

- Incomplete submissions will not be accepted.
- Late submissions may affect Internal assessment and final result processing.

Format of Submission of Internship Report:

1. As per the attached sample
2. Spiral bound print copy

Dr. Pooja Ramchandani
Principal





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STRUCTURE OF INTERNSHIP REPORT

1. **Title page:** This is the reports cover page, and it should be clear and informative. It should include:

- Name
- Class, Roll No., Semester, Academic Year
- Department/ Program/ Course
- Report title
- Date of submission

2. **Executive Summary:** The executive summary is a mini-report with in your report. It should be concise but capture the essence of your entire Internship experience (should not exceed one page).

- Give a one-sentenced overview of the Internship company.
- Briefly describe your internship role and its main objectives.
- Highlight your major accomplishments during the internship.
- List the most important skills you developed.
- Briefly summarize the overall value of your internship experience and how it contributed to your personal and professional development.

3. Introduction to the Organisation

Introduce the company where you interned, Include the following:

- Briefly explain the company's history, mission and what they do.
- Mention the industry the company operates in and its position within the market.
- Explain why this company is relevant to your field of study.
- If you worked within a specific department, give a quick overview of its function within the company.

4. Description of the Internship Programme

This section clarifies the framework within which you worked. It shows how the programme aligns with your academic background and career goals:

- Explain the purpose and goals of the Internship
- Detail your specific role within the Internship program
- Indicate the internship dates and duration and any specific schedule you followed (full-time, part-time, specific days)
- Explain what was expected of you during the internship.



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5. Internship activities and Tasks

This section is where you discuss the day-to-day realities of your internship. It should include:

- List the main responsibilities and projects you were involved in.
- Provide relevant details about the tasks you performed regularly.
- Include specific examples of your work and the results you achieved. This could be data you analysed, generated reports, or completed projects.

6. Analysis of Learning Outcomes

Connect the dots between your activities and your personal and professional growth.

- Identify the skills development during the Internships. These can be technical skills like data analysis, soft skills like communication, or research methodologies.
- Explain how you applied theoretical knowledge from your graduate program to your internship tasks.
- Discuss how your internship experience helped you prepare for future career opportunities. Did it build your confidence? Did it expose you to new career paths?

7. Challenges faced during the internship

- Briefly describe the main challenges you faced during the internship. This could be technical difficulties, communication hurdles, or unexpected project roadblocks.
- Explain the steps you took to address the challenges you faced.
- Mention what you learned from overcoming these challenges.

8. Recommendation for future Interns

- Share specific tips or insights that would help future interns. This could be exploring resources, software proficiency needed or adopting communication strategies.
- Suggest ways future interns can prepare for the Internship program based on your practical experience.
- Share any general insights you gained about the Company, industry or the internship program.

9. Conclusion

Summarise and connect the key takeaways from your internship experience to your future goals. Here is how to do it:

- Briefly state your major accomplishments and the skills you developed.
- Explain how your internship experience has influenced your future career aspirations. Did it solidify your chosen path? Did it expose you to possible possibilities?
- Summarize the overall impact of the internship on your professional development.





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10. Appendices: The mandatory documents mentioned above one page (1) to be attached here in appendices

Note: The report should be of minimum 20 pages and maximum 50 pages formatted in Times New Roman font size 12 with 1.5 line spacing and 1-inch margins on all side.

All pages must be numbered starting from the Introduction (Part-1) and continuing till the conclusion (Point 9).


Dr. Pooja Ramchandani
Principal

