

MSC.CS SEM-IV 2022-23

Documentation of the internship:

The student will make two documents as part of the internship.

- **Online diary:** This ensures that the student updates daily activity, which could be accessed by both the mentors. Daily entry can be of 3- 4 sentences giving a very brief account of the learning/activities/interaction taken place. The faculty mentor will be monitoring the entries in the diary regularly.
- **Internship report:** A student is expected to make a report based on the internship he or she has done in an organization. It should contain the following:
 - **Certificate:** A certificate in the prescribed Performa (given in appendix 1) from the organization where the internship was done.
 - **Title:** A suitable title giving the idea about what work the student has performed during the internship.
 - **Evaluation form:** The form filled by the supervisor or to whom the intern was reporting, in the prescribed Performa (given in appendix 2).
 - **Description of the organization:** A small description of the organization where the student has interned
 - **Description of the activities done by the section where the intern has worked:** A description of the section or cell of the organization where the intern worked. This should give an idea about the type of activity a new employee is expected to do in that section of the organization.
 - **Description of work allotted and done by the intern:** A detailed description of the work allotted, and actual work performed by the intern during the internship period. It shall be the condensed and structured version of the daily report mentioned in the online diary.
 - **Self-assessment:** A self-assessment by the intern on what he or she has learned during the internship period. It shall contain both technical as well as interpersonal skills learned in the process.

The internship report needs to be submitted to the external examiner at the time of the University examination.

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Appendix-III

Maintain the weekly online diary for each week in the following format.

	Day	Date	Name of the Topic/Module Completed	Remarks
WEEK No	MONDAY			
	TUESDAY			
	WEDNESDAY			
	THURSDAY			
	FRIDAY			
	SATURDAY			
	<p>Signature of the Faculty mentor: _____</p> <p>Seal of the University/College</p>			

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Professional Evaluation of intern

Name of intern: _____

College/institution: _____

[Note: Give a score in the 1 to 5 scale by putting √ in the respective cells]

No	Particular	Excellent	Very Good	Good	Moderate	Satisfactory
1	Attendance & Punctuality					
2	Ability to work in a team					
3	Written and oral communication skills					
4	Problem solving skills					
5	Ability to grasp new concepts					
6	Technical skill in terms of technology, programming etc					
7	Ability to complete the task					
8	Quality of overall work done					

Comments:

Signature: _____

Name: _____

Designation: _____

Contact number: _____

Email: _____

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This is to certify that Mr/Ms _____
of _____ College/Institution worked as an intern as part of
his/her M.Sc. course in Computer Science of University of Mumbai. The particulars of
internship are given below:

Internship starting date: _____

Internship ending date: _____

Actual number of days worked: _____

Tentative number of hours worked: _____ Hours

Broad area of work: _____

A small description of work done by the intern during the period:

Signature: _____

Name: _____

Designation: _____

Contact number: _____

Email: _____

(Seal of the organization)