



M.S.P. Mandal's

**Shri Shivaji Institute of Engineering & Management
Studies.**

Vasmat Road, Parbhani – 431 401 (M.S.)

Internship/Project Progress Monitoring Diary

B. Tech in _____

Semester VIII

Academic Year 2025-26

Dr. Babasaheb Ambedkar Technological University,

Lonere

Student Details

1	Name of the Student	
2	College PRN	
3	BATU PRN	
4	Class	
5	Roll No	
6	Name of the College Guide and Contact Details	
7	Name of the Industry	
8	Name of Industry Guide and Contact Details	

Instructions to Students

1. Students should update their Internship/Project activity report in this diary.
2. The signature of Guide is compulsory on activity reports.
3. Students should communicate with Guide on a regular basis regarding progress of Internship/Project.

Name and Sign of the Faculty Guide:

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Guidelines for Internship Evaluation

These are the guidelines for successful conduction of the B. Tech Internships in an effective and uniform manner. The B.Tech. Internship is a partial requirement for successful completion of the degree. It is expected that these guidelines will help in the overall improvement of the evaluation process.

Evaluation Procedure:

The students will be evaluated based on 3 Review Presentations, Evaluation by the guide, evaluation of internship report and evaluation by external examiner.

- For each of the above, students will be evaluated as per the Rubrics (Set of Rules) given in this document.
- For each of the assessment's students will be evaluated against the parameters mentioned in rubrics using Three To four levels and for each level marks are associated with the same.
- Students are informed to go through this document carefully and accordingly plan and execute their project work.

Rubrics for Internship Assessment and Evaluation (Final Year Engineering)

Rubrics #	Semester	Agenda	Assessment	Review Assessment Weightage (Marks)	Overall Weightage (%)
Rubrics 1	II	Internship Evaluation I	Rubric R1	20	20 %
Rubrics 2	II	Internship Evaluation II	Rubrics R2	20	20 %
Rubrics 3	II	Internship Evaluation III	Rubrics R3	20	20 %
External Examination (20 + 20)	II	Evaluation by External Examiner		40	40 %

Rubrics R1: First Midterm Internship Evaluation (Review 1)

Performance Level	Good (Meet Level of Attainment) 5 Marks	Average (Meet Satisfactory Level of Attainment) 4 Marks	Needs Improvement (Meet Moderate / No attainment) 3 Marks	Overall Weightage (%)
Description of Performance Level				
Criteria of Performance	Performance Level Description			Overall Weightage (%)
Presentation and QA	All the contents of the description are aligned with the internship report, excellent communication skills and confidence. The presentation is interactive and creative. Able to answer all queries with a precise explanation.	All the contents are partially aligned with internship report, average communication skills; Presentation was engaging, Able to answer questions satisfactorily	Few contents are aligned with internship report, minimal communication skills, Presentation was not engaging, not able to answer the questions satisfactorily	25 %
Knowledge and Understanding	Is able to justify the learning and knowledge gained. Is able to understand work carried out during internship.	Is able to moderately justify the learning and knowledge gained. Is able to understand work carried out during internship moderately.	Is able to partially justify the learning and knowledge gained. Is able to understand work carried out during internship partially.	25 %
Report Writing	Report is properly written and aligned including already checked abstract, keywords, Introduction, and literature review chapters. References are properly	Report is somewhat properly written and aligned including already checked but not updated abstract, keywords, Introduction, and literature review chapters. Some	Report is not properly written and aligned. Abstract is not clear, keywords are not added, Introduction, and literature review chapters are also not up to mark. References are indicated at appropriate	25 %

	indicated in chapters at appropriate places.	References are indicated but not all in chapters at appropriate places.	places.	
Regularity and Punctuality	Is regular and punctual during the internship (Based on the feedback from industry / feedback from the college guide)	Is moderately regular and punctual during the internship (Based on the feedback from industry/ feedback from the college guide)	Is not regular and punctual during the internship (Based on the feedback from industry/ feedback from the college guide)	25 %

Rubrics R2: Second Midterm Internship Evaluation (Review 2)

Performance Level	Good (Meet Level of Attainment) 5 Marks	Average (Meet Satisfactory Level of Attainment) 4 Marks	Needs Improvement (Meet Moderate / No attainment) 3 Marks	Overall Weightage (%)
Description of Performance Level				
Criteria of Performance	Performance Level Description			Overall Weightage (%)
Presentation and QA	All the contents of the description are aligned with the internship report, excellent communication skills and confidence. The presentation is interactive and creative. Able to answer all queries with a precise explanation.	All the contents are partially aligned with internship report, average communication skills; Presentation was engaging, Able to answer questions satisfactorily	Few contents are aligned with internship report, minimal communication skills, Presentation was not engaging, not able to answer the questions satisfactorily	25 %
Knowledge and Understanding	Is able to justify the learning and knowledge gained. Is able to understand work carried out during internship.	Is able to moderately justify the learning and knowledge gained. Is able to understand work carried out during internship moderately.	Is able to partially justify the learning and knowledge gained. Is able to understand work carried out during internship partially.	25 %
Report Writing	Report is properly written and aligned including already checked abstract, keywords, Introduction, and literature review chapters. References are properly indicated in	Report is somewhat properly written and aligned including already checked but not updated abstract, keywords, Introduction, and literature review chapters. Some References are	Report is not properly written and aligned. Abstract is not clear, keywords are not added, Introduction, and literature review chapters are also not up to mark. References are indicated at appropriate places.	25 %

	chapters at appropriate places.	indicated but not all in chapters at appropriate places.		
Regularity and Punctuality	Is regular and punctual during the internship (Based on the feedback from industry / feedback from the college guide)	Is moderately regular and punctual during the internship (Based on the feedback from industry/ feedback from the college guide)	Is not regular and punctual during the internship (Based on the feedback from industry/ feedback from the college guide)	25 %

Rubrics R3: Third Midterm Internship Evaluation (Review 3)

Performance Level	Good (Meet Level of Attainment) 5 Marks	Average (Meet Satisfactory Level of Attainment) 4 Marks	Needs Improvement (Meet Moderate / No attainment) 3 Marks	Overall Weightage (%)
Description of Performance Level				
Criteria of Performance	Performance Level Description			Overall Weightage (%)
Presentation and QA	All the contents of the description are aligned with the internship report, excellent communication skills and confidence. The presentation is interactive and creative. Able to answer all queries with a precise explanation.	All the contents are partially aligned with internship report, average communication skills; Presentation was engaging, Able to answer questions satisfactorily	Few contents are aligned with internship report, minimal communication skills, Presentation was not engaging, not able to answer the questions satisfactorily	25 %
Knowledge and Understanding	Is able to justify the learning and knowledge gained. Is able to understand work carried out during internship.	Is able to moderately justify the learning and knowledge gained. Is able to understand work carried out during internship moderately.	Is able to partially justify the learning and knowledge gained. Is able to understand work carried out during internship partially.	25 %
Report Writing	Report is properly written and aligned including already checked abstract, keywords, Introduction, and literature review chapters. References are	Report is somewhat properly written and aligned including already checked but not updated abstract, keywords, Introduction, and literature review	Report is not properly written and aligned. Abstract is not clear, keywords are not added, Introduction, and literature review chapters are also not up to mark. References are indicated at	25 %

	properly indicated in chapters at appropriate places.	chapters. Some References are indicated but not all in chapters at appropriate places.	appropriate places.	
Regularity and Punctuality	Is regular and punctual during the internship (Based on the feedback from industry / feedback from the college guide)	Is moderately regular and punctual during the internship (Based on the feedback from industry/ feedback from the college guide)	Is not regular and punctual during the internship (Based on the feedback from industry/ feedback from the college guide)	25 %



Marathwada Shikshan Prasarak Mandal's
Shri Shivaji Institute of Engineering and Management Studies, Parbhani
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere
Internship

Internship Request Letter/ Offer Letter /E- Mail Communication (Paste Here)

To be pasted



Marathwada Shikshan Prasarak Mandal's
Shri Shivaji Institute of Engineering and Management Studies, Parbhani
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere
Internship

Internship Request Letter/ Offer Letter /E- Mail Communication (Paste Here)

To be pasted



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Shri Shivaji Institute of Engineering and Management Studies, Parbhani
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Internship

Joining Report

To,
Director,
Deogiri Institute of Engineering and Management Studies,
Chh. Sambhajinagar

Respected Sir,

As per the policy of the institute I,

Name of Student:

have reported myself for internship in the

Company name:

Date: ____ / ____ / _____ at ____ am/pm

Yours obediently

Signature of student

Roll Number:

Name and Signature of Industry official:

Seal of the Organization:



Marathwada Shikshan Prasarak Mandal's
Shri Shivaji Institute of Engineering and Management Studies, Parbhani
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere
Internship

Progress Report (Review 2)

Date (from)	Date (to)	Brief Report about the work done and or observations made

Signature of the student - _____

Signature and Seal of the Concerned Authority of the Organization - _____

Signature of the Faculty Guide: _____



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Internship

Progress Report (Review 3)

Date (from)	Date (to)	Brief Report about the work done and or observations made

Signature of the student - _____

Signature and Seal of the Concerned Authority of the Organization - _____

Signature of the Faculty Guide: _____



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Internship

Internship Feedback

(To be filled by Student)

Name of Student:

Class:

Name of Industry:

PRN No.:

Date of Joining:

Name of the Industry Guide:

(To be filled by concerned person from Organization)

The purpose of this form is to provide feedback about the intern's work and professional skills and competencies. Please be objective and candid in your assessment and discuss this with the intern. The assessment ratings range from 1 to 5 are as follows (Tick the appropriate number):

1 = Unsatisfactory

2 = Needs Improvement

3 = Fair

4 = Good

5 = Excellent

Sr. no.	Criteria	Rating Scale				
		1	2	3	4	5
1	Professionalism	1	2	3	4	5
2	Willingness to learn and accept change	1	2	3	4	5
4	Thoroughness and quality of work	1	2	3	4	5
5	Cooperation/compatibility with fellow workers	1	2	3	4	5
6	Work efficiency/productivity	1	2	3	4	5
7	Punctuality	1	2	3	4	5
8	Technical competence/knowledge	1	2	3	4	5
9	Overall quality of performance	1	2	3	4	5

Signature and Stamp of Authority



Marathwada Shikshan Prasarak Mandal's
Shri Shivaji Institute of Engineering and Management Studies, Parbhani
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere
Internship

Internship Evaluation – Review 1

Presentation and QA (05 M)	Knowledge and Understanding (05 M)	Report Writing (05 M)	Regularity and Punctuality (5 M)	Total Marks (20 M)

Name and Sign of Faculty Guide:

Internship Evaluation – Review 2

Presentation and QA (05 M)	Knowledge and Understanding (05 M)	Report Writing (05 M)	Regularity and Punctuality (5 M)	Total Marks (20 M)

Name and Sign of Faculty Guide:

Internship Evaluation – Review 3

Presentation and QA (05 M)	Knowledge and Understanding (05 M)	Report Writing (05 M)	Regularity and Punctuality (5 M)	Total Marks (20 M)

Name and Sign of Faculty Guide:



Marathwada Shikshan Prasarak Mandal's
Shri Shivaji Institute of Engineering and Management Studies, Parbhani
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere
Internship

Internship Completion Certificate

To be pasted



CERTIFICATE

This is to certify that Mr./ Ms. _____ studying in B Tech - CSE, PRN No. _____ , at Shri Shivaji Institute of Engineering & Management Studies, Parbhani affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, has successfully completed the Internship in semester VII for academic year 2025-26.

Faculty Guide

Internship Coordinator

TPC

HOD