



**SYMBIOSIS COLLEGE OF ARTS AND COMMERCE**

An Empowered Autonomous College | Under Savitribai Phule Pune University

Reaccredited 'A+' with 3.51 CGPA For Third Cycle By NAAC | College with Potential for Excellence

# INTERNSHIP LOGBOOK

FOR

POST GRADUATE PROGRAMME

(M.A./M.COM)



2024-2025



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## STUDENT INTERNSHIP REPORT

Name of the Intern (Student): .....

Roll no: .....

Seat no: .....

Semester: .....

Program [M. Com/M. A(Specialization)]: .....

Name of the Internship Supervisor (Head of the Department): .....

Name of the Internal Mentor (From College): .....

Name of the External Mentor (From organization/Company): ... ..

Vertical Selected: .....

Name of the Organization/Company where Internship undertaken: .....

Address of the Organization/Company: .....

Contact Details of the Organization/Company: .....

Period of Internship: From: ..... To: .....

Total number of Hours Completed: .....



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## **INDEX**

<b>Sr. no.</b>	<b>Content</b>
<b>1.</b>	<b>Certificate of Completion of Internship</b>
<b>2.</b>	<b>Internship Certificate</b>
<b>3.</b>	<b>Acknowledgement</b>
<b>4.</b>	<b>Internship Acceptance Cum Undertaking Letter</b>
<b>5.</b>	<b>Title Page</b>
<b>6.</b>	<b>Company Profile</b>
<b>7.</b>	<b>Internship Objectives</b>
<b>8.</b>	<b>Detailed Report on Internship</b>
<b>9.</b>	<b>Learning outcomes</b>
<b>10.</b>	<b>Skills and Competencies acquired</b>
<b>11.</b>	<b>Internship Workflow Record</b>



## APPENDIX I

### CERTIFICATE OF COMPLETION OF INTERNSHIP

(From the College)

This is to certify that ..... [Full Name of the Intern] has successfully completed 120 hours of internship with ..... [Company Name] ..... [Company Address], in the ..... [Department/Team] from ..... [Start Date] to..... [End Date].

During the internship.... [he/she] demonstrated exceptional dedication and enthusiasm in..... [his/her] role, contributing significantly to ..... [mention specific projects or tasks] .....[His/Her] ability to ..... [highlight a key skill] and ..... [another key skill] has been commendable.

Internal Mentor's Comments:

..... [Internal mentor Name], ..... [Mentor's Position], notes that ..... [the intern] exhibited a strong work ethic and adaptability. [Additional positive feedback or comments.]

This internship certificate is issued as a formal recognition of ..... [Full Name] valuable contributions to ..... [Company Name]. We wish ..... [him/her] success in all [his/her] future endeavors.

Date:

Place:

Certified by(signature):

Internal Mentor:

Name:

Designation:

## APPENDIX II

### INTERNSHIP CERTIFICATE

[From organization/company duly signed and sealed]

Date:

**Subject: Internship Certificate**

#### TO WHOM IT MAY CONCERN

This is to certify that..... [Intern Name] bearing Roll no: ..... & Seat No: ..... has successfully completed 120 hours of Internship with ..... [Company Name] as an ..... [Position], in the ..... [Name of the Department] Department from ..... [Date of Joining] to..... [Date of Completion].

..... [Full name] has worked on the ..... [Project Name] Project under the supervision and guidance of ..... [External mentor Name].

During the internship, he/she has gained several learnings such as..... [Learnings/ Internship Take Away] and developed considerable skills, including ..... [Skills/ Competencies Acquired].

Besides showing high comprehension capacity, managing assignments with the utmost expertise, and exhibiting maximal efficiency, he/she has also maintained an outstanding professional demeanour and showcased excellent moral character throughout the internship period.

I hereby certify his / her overall work as .....[excellent/good / satisfactory] to the best of my knowledge.

Wishing him/ her the best of luck in his future endeavours.

For [Company Name]

Authorized Signatory with company seal



## ACKNOWLEDGEMENT

I am grateful to..... [Your Company Name] for providing me with an opportunity to complete my internship at their organization. The organization support and guidance helped me to understand the [nature of Internship] and gain valuable experience in my field.

I am deeply grateful to....., my External Mentor for his/her mentorship and encouragement throughout this journey. His/her expertise and dedication have been instrumental in shaping my professional growth and instilling in me a deeper understanding of [specific skills or knowledge gained]. I am truly thankful for the time and effort he/she invested in my development.

I would like to thank ....., Internal Mentor for his/her support and guidance that enabled me to successfully complete the internship.

I wish to express my sincere gratitude to my family members for continuous encouragement and support.

Lastly, I want to express my gratitude to Symbiosis College of Arts and Commerce as a whole for providing me with this opportunity to apply my classroom knowledge in a real-world setting. The commitment to experiential learning and the emphasis on practical skills have been fundamental in shaping my professional identity and preparing me for the challenges ahead.

Name of the Student:

Signature of the Student

## APPENDIX III

### INTERNSHIP ACCEPTANCE CUM UNDERTAKING LETTER

Date:

To

The Principal,  
Symbiosis College of Arts and Commerce,  
Pune

**Subject:** *Undertaking for Internship*

I, .....(Name in Full), bearing Roll No....., studying in ..... [M. Com/M. A Specialization] Semester- ... .. have got an opportunity to pursue Internship in the..... [Name of the company] located at ..... (Address). I am very much interested in utilizing this opportunity to pursue internship and hence shall take the entire responsibility to maintain the code of conduct of the college and the company during my tenure of Internship.

**I further agree and undertake that:**

- *To pursue internship after Semester I of Part 1 and before Semester III of Part 2.*
- *I will strictly abide by the rules and regulations of the company and adhere to their code of conduct during the period of Internship.*
- *Any act of indiscipline, if brought to the notice of the college by the company, will be dealt with seriously, which may include cancellation of the internship.*
- *I shall bear all the expenditure for food / traveling / accommodation etc., during the internship.*
- *I will strictly adhere to the attendance policy and complete 120 hours of Internship in the said organization.*
- *I will maintain professional behavior and appearance and abide by ethical and legal considerations specified by the organization and college*
- *I will submit the certificate of internship completion issued by the company & internship report, within the stipulated time, to the College.*

**Date:**

**Name & Signature of Student:**

#### DECLARATION BY PARENT/ GUARDIAN

I, ..... (Mother / Father / Guardian) hereby fully endorse the above undertaking/declaration given by my child/ward. I will ensure that my child/ward will do his/her best to observe the above stated undertaking in words and spirit.

**Date:** .....

**Place:** .....

**Signature of Mother / Father / Local Guardian:**

**COMPANY PROFILE**

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**INTERNSHIP OBJECTIVES**

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## This image shows a full page of a handwriting practice worksheet. It consists of multiple sets of three horizontal dashed lines, providing a guide for letter height and placement. The lines are evenly spaced across the entire page, leaving ample room for writing practice. There is no text or other markings on the page.

## LEARNING OUTCOMES

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## SKILLS AND COMPETENCIES ACQUIRED

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Name of the Organization : .....

Mentor Name(from Organization) :.....

Designation : .....

Email ID : .....

Phone No. : .....

Area of Internship : .....

Start Date : .....

End Date : .....

Duration In Hours : .....

**INTERNSHIP WORKFLOW RECORD**

Sr. no.	Date	Time From	Time To	Hours Completed	Nature of Work	Signature of the External Mentor	Signature of the Internal Mentor
1.							
2.							
3.							
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30.							

Name of the Internship Supervisor:..... Signature: .....

Name of the Internal Mentor: ..... Signature: .....

Name of the External Mentor(from Organization): ..... Signature: .....

Date of Submission: .....

Total number of Hours completed: .....