



GOVERNMENT BBA COLLEGE (SELF FINANCE)

Shri K.K. Shastri Educational Campus, Khokhra Road, Maninagar (East)

Ahmedabad-380008

Website : WWW.GBBA.EDU.IN

Phone: 079-26462660

EMAIL : PRINCIPALGBBA@GMAIL.COM

No.GBBA/2026/NOTICE/ Internship/15

Date : January 29, 2026

Notice Regarding Submission of Internship Documents under NEP 2020 (BBA Sem–VI)

All the students of BBA Semester–VI are hereby informed that as per NEP 2020, submission of internship documents for the Internship Subject is mandatory. Students are required to submit the following documents to their allotted Mentor within the deadline given by the Mentor. The required documents are attached with this notice for reference. No delay will be entertained in this matter.

List of Required Documents:

1. **Attendance Sheet**

- Must be signed by the Company Supervisor under whose guidance the internship was completed.
- Students should not sign the attendance sheet.

2. **Evaluation of Internship (Mark Sheet)**

- To be submitted on the company's official letterhead.

3. **Weekly Report (Student Diary / Log Book)**

- Must be duly signed by the Company Supervisor.

4. **Internship Report**

- A report of 200–300 words, prepared strictly as per the University-prescribed format.

5. All the above-mentioned documents are enclosed with this notice. Students who have completed the required internship hours must fill in the necessary details in the attached documents and submit them to their Mentor on **16 February 2026**, between **10:00 a.m. and 11:30 a.m.**

NOTE:

- Students are strictly required to come within the given time. Late submissions will not be entertained under any circumstances.
- Students are advised to follow the instructions carefully.

(Dr. Ishwar Rathod)
Co-Ordinator

Government B.B.A. College (Self-Financed)
Maninagar, Ahmedabad



(Dr. Yogesh Yadav)
Principal

Government B.B.A. College (Self-Financed)
Maninagar, Ahmedabad

Appendix V: Attendance Sheet

Name of Internship Organization : _____

Address : _____

College : GOVERNMENT BBA COLLEGE MANINAGAR, AHMEDABAD.

Class : BBA (NEP) Sem : 6 Roll No : _____ Academic Year : 2025-26

Student's Name : _____

GU Enrolment No. : _____

Internship Period : _____ to _____

No	Date	Hours	Signature	No	Date	Hours	Signature
1				21			
2				22			
3				23			
4				24			
5				25			
6				26			
7				27			
8				28			
9				29			
10				30			
11				31			
12				32			
13				33			
14				34			
15				35			
16				36			
17				37			
18				38			
19				39			
20				40			

Total Hours: _____

Signature of Internship Supervisor: _____

Date: _____

Appendix VI: Supervisor Evaluation of Internship - Internship Completion
Certificate

(Organization Letterhead)

College : GOVERNMENT BBA COLLEGE MANINAGAR, AHMEDABAD.

Class : BBA (NEP) Sem : 6 Roll No: _____ Academic Year : 2025-26

Student's Name : _____

GU Enrolment No. : _____

Training Period : _____ to _____

Internship Supervisor's Name : _____

Internship Period : _____ to _____

Sr No	Particular	Marks
1	Completion of Hours	/20
2	Quality Performance	/15
3	Punctuality and Regularity	/15
	Total	/50

Internship Completion Certificate

This is to certify that the above mentioned student has successfully completed his /her Internship of 120 Hours from _____(Date) to _____ under the supervision of _____ (Supervisor's Name) of _____(Agency Name).

Additional Remarks, if any: _____

Signature of Internship Supervisor : _____

Date :

Appendix IV: Student Diary (Log) Recording Format

College: GOVERNMENT BBA COLLEGE MANINAGAR, AHMEDABAD.

Class : BBA (NEP)

Sem : 6 Roll No : _____

Academic Year : 2025-26

Student's Name : _____

GU Enrolment No : _____

Week	Task Assigned	Activities Performed	Key Learnings	Additional Remarks

Signature of Internship Supervisor : _____

Date : _____

Appendix VIII: Format of Internship Report (200 to 300 Words)

College : GOVERNMENT BBA COLLEGE MANINAGAR, AHMEDABAD.

Class : BBA (NEP) Sem : 6 Roll No : _____ Academic Year : 2025-26

Student's Name : _____

GU Enrolment No.: _____

Training Period : _____ to _____

Internship Supervisor's Name : _____

Internship Period : _____ to _____

Internship Site : _____

The report should highlight the following points.

Introduction

Company Overview

Training Objectives

Training Experience

Skills Developed

Achievements & Contributions

Challenges Faced

Lessons Learned

Recommendations

Conclusion

Appendices (if any)

References

Acknowledgement