

BCU GUIDELINES FOR INTERSHIP

ಬೆಂಗಳೂರು
ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ



BENGALURU
CITY UNIVERSITY

Office of the Registrar, Central College Campus, Dr. B.R. Ambedkar Veedhi, Bengaluru - 560 001.
PhNo.080-22131385, E-mail: registrar@bcu.ac.in

ಸಂ.ಬಿಸಿಯು/ಎಸ್‌ವೈಎನ್/Internship-ಮಾರ್ಗಸೂಚಿ/346/2023-24

ದಿನಾಂಕ.26.03.2024

ಅಧಿಸೂಚನೆ

ವಿಷಯ: ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಸ್ನಾತಕ ಕೋರ್ಸ್‌ಗಳ 6ನೇ ಸೆಮಿಸ್ಟರ್ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ
Internship ಗೆ ಮಾರ್ಗಸೂಚಿಯನ್ನು ಪ್ರಕಟಿಸುವ ಬಗ್ಗೆ

- ಉಲ್ಲೇಖ: 1. ದಿನಾಂಕ 14.03.2024 ರಂದು ಜರುಗಿದ ಸ್ನಾತಕ ಕೋರ್ಸ್‌ಗಳ 6ನೇ
ಸೆಮಿಸ್ಟರ್ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ Internship ಗೆ ಮಾರ್ಗಸೂಚಿಯನ್ನು
ಸಿದ್ಧಪಡಿಸುವ ಸಭೆಯ ನಡವಳಿಕೆಗಳು
2. ಕುಲಪತಿಗಳ ಅನುಮೋದನೆ ದಿನಾಂಕ.26.03.2024

ಮಾನ್ಯ ಕುಲಪತಿಗಳ ಅನುಮೋದನೆಯ ಮೇರೆಗೆ, ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ
ವ್ಯಾಪ್ತಿಗೊಳಪಡುವ ಎಲ್ಲಾ ಘಟಕ/ಸ್ವಾಯತ್ತ/ಸಂಯೋಜಿತ ಕಾಲೇಜುಗಳಲ್ಲಿನ ಸ್ನಾತಕ ಕೋರ್ಸ್‌ಗಳ 6ನೇ
ಸೆಮಿಸ್ಟರ್ ವಿದ್ಯಾರ್ಥಿಗಳಿಗೆ ಅನ್ವಯವಾಗುವಂತೆ ಉಲ್ಲೇಖ (2) ರ Internship ಮಾರ್ಗಸೂಚಿಗಳ ರಚನಾ
ಸಮಿತಿಯ ಶಿಫಾರಸ್ಸುಗಳ ಪ್ರಕಾರ ಸಿದ್ಧಪಡಿಸಿದ ಮಾರ್ಗಸೂಚಿಗಳನ್ನು ವಿದ್ಯಾವಿಷಯಕ ಪರಿಷತ್ ಸಭೆಯ
ಅನುಮೋದನೆಯನ್ನು ನಿರೀಕ್ಷಿಸಿ, 2023-24ನೇ ಶೈಕ್ಷಣಿಕ ವರ್ಷದಿಂದ ಅವಧಿಸಿಕೊಳ್ಳಲು ಈ ಮೂಲಕ
ಪ್ರಕಟಿಸಲಾಗಿದೆ. ಮಾರ್ಗಸೂಚಿಯ ಪ್ರತಿಯನ್ನು ಇದರೊಂದಿಗೆ ಲಗತ್ತಿಸಲಾಗಿದೆ ಹಾಗೂ ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ
ಜಾಲತಾಣದಲ್ಲಿ ಅಪ್‌ಲೋಡ್ ಮಾಡಲಾಗಿದೆ. www.bcu.ac.in


ಕುಲಸಚಿವರು
12

ಗೆ:

1. ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ವ್ಯಾಪ್ತಿಗೊಳಪಡುವ ಎಲ್ಲಾ ಸ್ವಾಯತ್ತ /ಸಂಯೋಜಿತ ಕಾಲೇಜುಗಳ
ಪ್ರಾಂಶುಪಾಲರುಗಳಿಗೆ
2. ಪ್ರಾಂಶುಪಾಲರು, ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಮಹಿಳಾ ಘಟಕ ಕಾಲೇಜು, ಮಲ್ಲೇಶ್ವರಂ, ಬೆಂಗಳೂರು
3. ಕುಲಸಚಿವರು (ಮೌಲ್ಯಮಾಪನ), ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬೆಂಗಳೂರು
4. ಎಲ್ಲಾ ನಿಶಾಯದ ಡೀನರುಗಳು, ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾನಿಲಯ, ಬೆಂಗಳೂರು
5. ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಎಲ್ಲಾ ಸ್ನಾತಕೋತ್ತರ ವಿಭಾಗಗಳ ಅಧ್ಯಕ್ಷರುಗಳಿಗೆ
6. ವಿಶ್ವವಿದ್ಯಾನಿಲಯದ ಎಲ್ಲಾ ಅಧ್ಯಯನ ಮಂಡಳಿಯ ಅಧ್ಯಕ್ಷರುಗಳಿಗೆ

ಪ.ಶಿ.ನೋ

Bengaluru City University, Bengaluru

Compulsory Internship Course in VI Semester Under-Graduate (UG) Programmes (Arts, Science, Commerce, Management, Computer Applications, and Others)

A. Introduction

(1) An internship is a professional learning experience providing students with hands-on exposure directly aligned with their academic pursuits or career aspirations. This dynamic experience is instrumental in fostering career exploration and skill acquisition. Integral to this immersion are engagements with diverse entities, spanning government bodies, private organizations, esteemed educational institutions, research and innovative centres, collaborative institutions cutting-edge research and development initiatives, entrepreneurial endeavours, and local industries. This underscores their role in elevating interns through a dual process of learning and practical exposure.

(2) The internship strategically unfolds in the 6th semester of the undergraduate program, specifically tailored for students immersed in the realms of Basic Sciences, Social Science and humanities. Positioned as a tactical approach, it serves as a mainstay for cultivating a robust foundation within these disciplines. This pivotal experience empowers students to seamlessly translate their acquired knowledge into practical applications within real-world scenarios. Beyond the confines of traditional academia, the program is meticulously designed to instil essential competencies aligning with 21st-century global skill sets. It functions as a transformative melting pot, where theoretical understanding metamorphoses into a functional tool kit that students can wield in various real-world contexts. The overarching goal of the internship extends beyond the educational spectrum, positioning itself as a strategic preparatory phase for the imminent job market. By doing so, it effectively bridges the gap that often exists between the theoretical realms of academia and the dynamic, ever-evolving landscape of the professional world. In essence, the internship emerges as a dynamic catalyst, equipping students with the multidimensional skills needed to navigate and thrive in the professional arena.

B. Objectives

(1) The objectives of conducting the internship program are

- a) Integration of classroom with work environment
- b) Providing hands on work experience
- c) Exposure to emerging technology
- d) Enhancing entrepreneurial capabilities
- e) Development of teamwork and decision-making
- f) Enhancing professional competency
- g) Facilitating and orienting the students in developing the research aptitude
- h) To prepare students to understand organisational culture and familiarize them with organization needs.
- i) To sharpen domain knowledge and provide core competency skills
- j) Enhances employability skills and opportunities
- k) Prepare the students ready for job/industry

C. Internship Categories,:

The employability of graduates can be improved by developing experience and exposure with the right attitude for the workplace. The Undergraduate internships would be classified into two categories:

- a) Internship for enhancing employability
- b) Internship for developing the research aptitude

I. Nature of Internship, Requirement and General Guidelines:

- The Principal or Head of the Department (HOD) is tasked with actively supporting students in identifying suitable internship organizations and workplaces as an integral aspect of the internship initiative.
- Each student is obligated to strategically plan his/her internship program, engaging in different domains/departments of diverse Tiny / Small-Scale / Medium / Large Scale entities such as:
Government Bodies /Departments, Municipalities, Panchayatraj Institutions, Banks including Cooperative Banks, Cooperative Societies, Insurance Companies, Offices of Investment Advisors, Manufacturing Houses, MSMEs (Micro, Small & Medium Enterprises), NGOs, (Non Governmental Organisations) SHGs (Self Help Groups), Social Institutions, Performing Arts Centres, Visual Media Houses, Museums, Epigraphy, Cultural Studies, Sahitya Parishat, Publishing Houses, Literary Agencies,

Libraries, Magazines and Newspapers, Entertainment Industry, Event Management Organisations, Sports Associations / Centres / Authority / Academy, Educational Institutions, Collaborative Institutions, Research and Innovative Centres (National and Foreign), National Laboratories, Research Laboratories under Public / Private Sector, Diagnostic Laboratories, etc.

- Internship groups will be assigned a dedicated Supervisor or mentor, who will be a faculty member from the respective department. This mentor will provide guidance and support throughout the internship duration
- The student can undertake the internship either individually or in small groups of two to five and submit a report individually. To enhance collaborative learning and diverse perspectives, large groups of students from the same department of the college or university, may be encouraged to collectively participate in internships in different domains / departments of an organizations.
- The internship may be pursued either on paid or voluntary basis, depending on the selection made by the interns themselves.
- The student should maintain an activity log book of her/his everyday learning (date and time) at the internship and finally prepare Internship Report.
- The Internship Report shall consist of organisational profile, his/her observation of the organisation, activities/programmes of the organisation, suggestions to the organisation, if any, and a brief account of his/her activities as per the logbook. Activity logbook may be annexed to the Internship Report. The printed Internship Report shall be of 20-25 pages including figures and tables.

II. Research Internship

(1) Research Internship can be conducted on Offline or Online by the student i.e., using primary data or secondary data. The research project report shall have an undertaking from the student and a certificate from the research supervisor/mentor/adviser for the originality of the work, stating that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma in the same or any other institution.

(2) Student shall submit his project report and the evaluation shall be based on:

- a. Innovativeness of research
- b. Presentation
- c. Analysis of the data/information
- d. Viva-voce

SYLLABUS FOR INTERSHIP

B A in Political Science Internship for V Semester / VI Semester

Program Name	B A in Political Science Internship	Semester	Fifth/Sixth
Course Title	Internship		
Course Code	Skill Enhancement Course	No. of Credits	2
Contact hours	Semester	Duration of SEA/Exam	Practical
Formative Assessment Marks	50	Summative Assessment Marks	NA

INTRODUCTION:

Internship [Organizational work] is an integral part of the curriculum. Its objective is to equip students with job skills and communication abilities, enabling them to bridge the gap between theoretical knowledge and practical application. The internship program incorporates various interventions that offer students exposure to real-life job experiences and expectations, empowering them with insights into the workings of different institutions.

The internship is strategically positioned during the 5th / 6th semester of the Bachelors of Arts in Political Science program. This timing provides students with a strong foundation in Political Science, enabling them to apply their knowledge in real-world settings. Additionally, the program caters to the critical need for teaching skills in administration, enhancing the academic qualifications of students. Overall, the internship program aims to prepare students for the job market, thereby bridging the gap between academia and the professional world.

OBJECTIVES:

The objectives of conducting program are:

- To boost students' employability by imparting soft skills that are essential in everyday life.
- To enable students, discover their professional strengths and weaknesses and align them with the changing Political and Administrative environment.
- To provide an opportunity for students to apply theoretical concepts and knowledge in real life situations at the work place.
- To prepare students to understand political organizational culture and familiarize them with the organization needs.
- To enable students to manage resources, meet deadlines, identify and undertake specific goal-oriented tasks.
- To sharpen domain knowledge and provide core competency skills.

Internship Requirements & General Guidelines:

A. Nature of internship project work:

1. Every Student is required to work in an organization (ZP, TP, GP, Urban Local Self Governments, (Municipalities, Nagarasabhas, Mahanagara palikas) Offices and other Public Administrative Institutions) for at least two months as part of Internship.
2. The student shall identify an internship work place.
3. Maximum five students of the same department from a College/University shall work for Internship in the same organization.
4. Internship work may be to carry out Professional work.
5. While, working from the organizational premises is encouraged, in certain cases, virtual internship shall be considered.

B. Duration of Internship:

1. The Internship works shall be for a period of TWO months [Sixty Days].
2. The internship commences from the first day of the fifth or sixth semester.
3. Student is expected to carry out his/her Internship works during the first FIVE days of the week, and shall report to the department on a weekly basis.
4. The duration of the work shall be specified by the organization at the beginning of the program and the number of hours spent shall be in line with the prevailing rules.

. Guide and Mentor:

1. An internal mentor shall be assigned by the University/College for the smooth conduct and supervision of the internship program.
2. The internal mentor shall provide guidance maximum 25 students in securing internship and to monitor the progress.

J. Protocol of the Internship work:

1. The head of the institution shall issue an internship work authorization letter during the 5th or 6th semester to the College or Organization where student is expected to join the internship work.
2. Student is expected to take up the preliminary work such as identifying the organization and engaging in securing in an offer from an organization
3. During the 5th or 6th semester, students who secured an offer must get consent offer signed by the principal/head to carry out internship.
4. Student must submit the joining report with the date of joining for internship to the department head through internal mentor.
5. In case of professional work, the student is expected to be regular in performing his/her duties/ tasks assigned to him/her by the organization.

E. Evaluation:

1. All the students should obtain a certificate of internship from the workplace. This certificate shall mention the name of the candidate, the organizations name and duration of work. A letter describing the work of the candidate is desirable. The certificate shall be submitted to the department head.
2. The performance of a candidate shall be assessed for maximum of 50 marks.
3. The assessment methods shall be decided by the Universities based on the existing conventions.
4. The assessment method shall consist of an internship report submitted by the students based on the work experience and a viva-voce/presentation.
5. Viva-voce/Presentation: There shall be a viva-voce examination will be conducted for by the department where each student is expected to give a presentation and submit necessary documents.

F. Marks allocation for Internship Work:

Statement of Marks Secured		
Item	Maximum Marks	Marks Obtained
Candidate Attendance for teaching/work		
Candidate Punctuality for teaching/work		
Course Work Preparation/ Work Commitment		
Students Feedback/Employer Feedback		
Behavioural Attitudes		
Overall Observation		
Total		
Marks Secured by student in Words:		

Viva-voce by Chairman and an Expert Drawn from Other University/College for 30 Marks

Sl. No	Aspects	Maximum Marks	Marks Obtained
1	Presentation Skills		
2	Communication Skills		
3	Subject Knowledge		
Total			

Note: Assessment needs to be done as per the regulation.

Course Title: Internship for Under-Graduate(UG)Programme	
Semester:VI	CourseCode:
TotalContactHours/days:	CourseCredits:2
No.ofHours/Week:NA	DurationofESA/Exam:
FormativeAssessmentMarks:50	SummativeAssessmentMarks:

Department of Political Science Internship Guidelines

1.Core Learning Outcomes

As a result of the internship experience students will be able to:

1. Apply appropriate workplace behaviors in a professional setting.
2. Demonstrate content knowledge appropriate to job assignment.
3. Exhibit evidence of increased content knowledge gained through practical experience.
4. Describe the nature and function of the organization in which the internship experience takes place.
5. Explain how the internship placement site fits into their broader career field.
6. Evaluate the internship experience in terms of their personal, educational and career needs.

2. Specific Learning Outcomes

Specific Learning Outcomes will be determined jointly with the student's Faculty Internship Advisor and Worksite Supervisor. Specific Learning Outcomes are linked individually to the Core Learning Outcomes and must describe the tasks that the student will perform and learn on the job. They must state specifically what the student will be able to do at the end of the work experience as a result of the internship placement.

Some outcomes will represent reinforcement activities. They will provide the opportunity to perform and to reinforce familiar skills in the student's new working environment. Others will represent activities which are unfamiliar and which will provide opportunities to acquire new sets of skills.

3. Course Description

Provides the student with an opportunity to gain knowledge and skills from a planned work experience in the student's chosen career field. In addition to meeting Core Learning Outcomes, jointly developed Specific Learning Outcomes are selected and evaluated by the Faculty Internship Advisor, Worksite Supervisor, and the student. Internship placements are directly related to the student's program of study and provide learning experiences not available in the classroom setting. Internships provide entry-level, career-related experience, and workplace competencies that employer's value when hiring new employees. Internships may also be used as an opportunity to explore career fields. Students must meet with the Internship & Apprenticeship Coordinator prior to registering.

The purpose of the Internship Program is to provide each student practical experience in a standard work environment. The Internship Coordinator and Faculty Internship Advisor will assist students in making the job a valuable and productive experience. Success in this job will help ensure development of skills necessary for a lasting and rewarding career in the future.

4. Eligibility requirements for Internship Education

As prescribed by the respective Universities / BoS

5. Course Requirements

1. Students must schedule an orientation with the Internship & Apprenticeship Coordinator and meet with his/her Faculty Internship Advisor/HoD to determine eligibility and discuss internship opportunities. For Paralegal and Human Services programs, students must meet with their Faculty Advisor prior to meeting with the Internship & Apprenticeship Coordinator.
2. Students must secure their own internship employer.
3. Students must complete all the admission formalities for Internship Education prior to the commencement of their internship experience.
4. The student, Worksite Supervisor, HoD/Principal, and the Internship & Apprenticeship Coordinator must sign the Memorandum of Understanding (MOU) between the employer, student and college. The signed MOU must be submitted to the Internship & Apprenticeship Coordinator in order to register for the class.
5. The internship shall be paid or unpaid.

6. Additional Requirements

1. Complete all assignments in the Internship Education Student Workbook.
2. Achieve the Core Learning Outcomes.
3. Meet the Specific Program Outcomes.
4. Students must remain at the internship worksite placement for the agreed upon period for which they are registered. If there are significant changes in the work schedule, in the job expectations, or the working conditions, students are required to contact their Faculty Internship Advisor.

7. Attendance Policy

1. Students are required to report to work on time and according to the requirements of the student's individualized work schedule.
2. Students are expected to conform to all attendance policies established by the employer and must notify the Worksite Supervisor and Faculty Internship Advisor in the event of absence from work.
3. When the employer is open for business on college holidays, the student is expected to report to work as scheduled.

8.All internships shall have the following requirements

1. Internships must be arranged one semester in advance. Given work requirement variation in internships, it may be necessary to earn academic credit in the semester following the work of the internship.
2. The Internship Coordinator / Faculty will assist students in choosing the area of Internship.
3. The workplace Internship & Apprenticeship Coordinator, in consultation with the faculty member, will provide a memo detailing work place expectations, including the work to be performed; dress code; and the time frame for the work must be received before the Faculty Advisor can agree to supervise the internship.
4. The supervising faculty member (Faculty Advisor) will maintain contact with the workplace Internship & Apprenticeship Coordinator, throughout the internship to assess the satisfaction of the supervisor and to assure the quality of the internship experience for the student.
5. Workplace supervisors (Internship & Apprenticeship Coordinator) will be requested to complete evaluations of the student following the internship. These evaluations will not be used to calculate the grade of the student.
6. All interns will submit a weekly journal to the Faculty Advisor. The journal will detail the work the student has completed that week and will analyze the work in terms of its illumination of principles, concepts and/or methods learned in Political Science.
7. All interns will complete a research paper which examines the literature relevant to the organization and work conducted during the internship and analyzes the work of the internship in that context.

9. Evaluation:

As prescribed by the respective Universities /BoS

Guidelines for Internship -6th semester B.Com

1. Objectives:

- a) The internship aims at enabling the students to get a practical exposure to the working/ functioning of the industry.
- b) The internship provides an opportunity to students to substantiate their classroom learning with practical experience.

2. Guidelines for Internship:

- 1) **Teaching hours for internship course** -Number of teaching hours is Three hours (3) on the following grounds

- UGC Guidelines for internship for under graduate students published in 2023 clearly stated that One (1) credit of internship is equivalent to Thirty (30) hours of engagement in a semester. So an internship is Ninety (90) hours and has Three (3) Credits,
- KSHCE in their curriculum and credit frame work for B.com and BBA has mandatorily adopted Three (3) hours of workload and stated that an internship shall be a discipline specific of Ninety (90) hours

3. **Duration of the internship**-The students of 6th semester have to undergo the internship for a minimum of 4-6 weeks (min 90 hours). The area of Internship should be only in the fields of Commerce and Management. The choice of internship is no way associated with choice of electives

4. **The choice of organization**- for Internship is restricted to business enterprises and corporate establishments only like Micro, Small, Medium, and Large-Scale organizations, Sole Proprietary and Partnership firm, Government Organizations, Government departments and local bodies, Public and private sector banks and Non- Govt. Organizations (NGOs), Development agencies co-operatives societies/Banks , Any other organizations and internships can be pursued in any location (anywhere in India or abroad).

5. **Submission of Internship Report**: On completion of the internship, a certificate from the company is to be obtained stating the period of the internship and a brief description of the nature of the internship i.e. responsibilities handled. Also, the confidential rating on various parameters (1-6) (Like Regularity to work, Attitude towards work, Professional Competence, Ability to interact with other staff/colleagues, Willingness to learn etc,) has to be obtained from the Company. A report of internship undertaken along with certificate and confidential rating will have to be submit to the Department of the concerned College.

6. **Evaluation procedure**- The internship report shall be evaluated at the college level and University

authorised team will visit and inspect the procedure/ guidelines followed for preparing internship report and check the marks before uploading in the University portal 10-15 days prior to the commencement of theory examination. The internship report shall be kept in the college as per university norms

Evaluation of the Report:

- After the successful submission of the report by the students, concerned Colleges shall evaluate the report. The following is the break up used for evaluation of Internship.

Internship Report	- 60 Marks
Presentation/Viva-voce	- 30 Marks
Confidential rating by the company/business establishment	- <u>10 Marks</u>
<u>Total= 100 Marks</u>	

- The HOD/faculty members of the, Department of commerce- Concerned College shall conduct Presentation for 30 marks as per format and calendar of events notified by the University.

7.

8. The Internship Report should include Four (4) chapters

1. **Chapter-1 Introduction:-** Introduction of the organization includes - Inception, SWOC analysis, nature of business, profile, Organizational Structure, Functional Areas.
2. **Chapter-2 Design of the study:-** Objective of study, methodology adopted-source of data - technique, limitation of the study etc..
3. **Chapter -3 Discussion:-** Discussion/Analysis and Interpretation/Findings of the study, conclusions, and suggestions
4. **Chapter-4 Learning Outcomes:-** Learning Experience like Work profile and job responsibilities handled by the students during internship, their contribution and learning experience. Weekly report of work done etc.

9. Presentation of the Report:

1. Typing should be done on one side of the A-4 size paper.
2. The margin left side 1.75 inches, the right, top and bottom margin should be 1 inch each.
3. Font size: Chapter heading: 14; Sub-heading: 12 (Bold) and text of the running matter: 12.
4. Fonts to be used are Times New Roman.
5. The text of the report should have 1.5 line spacing; quotations and foot notes should be

in single-line space

6. The total of the report to be in the range of 70 to 80 pages
7. The report should be presented in hardbound/ Spiral (Normal binding) for report evaluation
8. The students shall also submit the hard & PDF Soft copy of the report to the HOD, Department of Commerce, Concerned College should keep the record in library
9. In case of any doubt or ambiguity in the interpretation of the guidelines mentioned in the guidelines, the decision of the Dean, Faculty of Commerce, shall be final.

Guidelines for Internship- 6th semester BBA

1. Objectives:

- a) The internship aims at enabling the students to get a practical exposure to the working/ functioning of the industry.
- b) The internship provides an opportunity to students to substantiate their classroom learning with practical experience.

2. Guidelines for Internship:

- 1) **Teaching hours for internship course** - Number of teaching hours 3 on the following grounds
 - UGC Guidelines for internship for under graduate students published in 2023 clearly stated that One (1) credit of internship is equivalent to Thirty (30) hours of engagement in a semester. So an internship is Ninety (90) hours and has Three (3) Credits,
 - KSHEC in their curriculum and credit frame work for B.com and BBA has mandatorily adopted Three (3) hours of workload and stated that an internship shall be a discipline specific of Ninety (90) hours

3. Duration of the internship-The students of 6th semester have to undergo the internship for a minimum of 4-6 weeks (min 90 hours). The area of Internship should be only in the fields of Commerce and Management. The choice of internship is no way associated with choice of electives

4. The choice of organization- for Internship is restricted to business enterprises and corporate establishments only like Micro, Small, Medium, and Large-Scale organizations, Sole Proprietary and Partnership firm, Government Organizations, Government departments and local bodies, Public and private sector banks like SBI, Canara, Bank of Baroda, HDFC Bank, ICICI Banks, Axis bank and Non-Govt. Organizations (NGOs), Development agencies, Any other organizations with minimum of four functional departments and internships can be pursued in any location (anywhere in India or abroad).

5. Internship Report-On completion of the internship, a certificate from the company is to be obtained stating the period of the internship and a brief description of the nature of the internship i.e. responsibilities handled. Also, the confidential rating on various parameters (1-6) (Like Regularity to work, Attitude towards work, Professional Competence, Ability to interact with other staff/colleagues, Willingness to learn etc,) has to be obtained from the Company. A report of internship undertaken along with certificate and confidential rating will have to be submitted to the Department of the concerned College.

6.The Internship Report should include Four (4) chapters

- 1. Chapter-1 Introduction:-** Introduction of the organization includes - Inception, SWOC analysis, nature of business, profile, Organizational Structure, Functional Areas.
- 2. Chapter-2 Design of the study:-** Objective of study, methodology adopted-source of data - technique, limitation of the study etc..
- 3. Chapter -3 Discussion:-** Discussion/Analysis and Interpretation/Findings of the study, conclusions, and suggestions
- 4. Chapter-4 Learning Outcomes:-** Learning Experience like Work profile and job responsibilities handled by the students during internship, their contribution and learning experience. Weekly report of work done etc.

7.Presentation of the Report:

1. Typing should be done on one side of the A-4 size paper.
2. The margin left side 1.75 inches, the right, top and bottom margin should be 1 inch each.
3. Font size: Chapter heading: 14; Sub-heading: 12 (Bold) and text of the running matter: 12.
4. Fonts to be used are Times New Roman.
5. The text of the report should have 1.5 line spacing; quotations and foot notes should be in single-line space
6. The total of the report to be in the range of 70 to 80 pages
7. The report should be presented in hardbound/ Spiral (Normal binding) for report evaluation
8. The students shall also submit the hard & PDF Soft copy of the report to the HOD, Department of Commerce, Concerned College should keep the record in library
9. In case of any doubt or ambiguity in the interpretation of the guidelines mentioned in the guidelines, the decision of the Dean, Faculty of Commerce, shall be final