

INTERNSHIP

Objectives:

1. To enhance the classroom learning
2. To provide training and experiential learning opportunities for students
3. To provide an opportunity to apply knowledge and skills acquired by the students in the classroom to a professional context.

Guidelines to the institution:

1. Each student will have to work in a Business Organization for at least 4 weeks after their V Semester Examination. In case the student doesn't get permission from any Business Organization, based on the recommendation of guide the student can work on secondary data and submit the report.
2. The entire batch of students is to be divided equally among the department faculty members. The faculty members should be the mentors and guide the students in the internship process.
3. The students must submit the Certificate for completion of internship by the organization to the college along with a brief report of not less than 25 pages. The report should contain details of the organization, nature of business, and a write up on the learning outcome from the internship carried out by them.
4. The internship report must include the chapters indicated below:

Internship Report Format (Contents)

Chapter 1 INTRODUCTION

In this section, give the purpose of the summer internship, reasons for choosing the location and company, and general information regarding the nature of work you carried out.

Chapter 2 DESCRIPTION OF THE COMPANY

Location and spread of the company

Number of employees

Divisions of the company

Main functions of the company

Customer profile and market share

Key financial highlights

Administrative structure etc.

Chapter 3 BUSINESS MODEL

Describe the business model i.e., how an organization creates, delivers, and captures value, in economic, social, cultural or other contexts.

Chapter 4 PROBLEM STATEMENT

What is the problem you are solving, and what are the reasons and causes of this problem. Provide the possible solution for the problem. It is very important that majority of what you write should be based on what you did and observed that truly belongs to the company/industry/organization

Chapter 5 LEARNING OUTCOMES & CONCLUSION

Summarize the learning outcomes of the internship. Present your observations and contributions. Give a brief conclusion.

Other Specifications:

1. Size of Internship Report: 25-30 Pages on A4 Size Paper Typed Single Space
2. Font – Times New Roman
3. Font size – 12
4. Binding – Soft bind
5. No. of internship report copies to be prepared: 3

Marks Allocation:

1. 30 Marks for the Internship Report and 20 Marks for Presentation and Viva-Voce examination.
2. Viva-Voce shall be conducted at the end of the semester, by the external faculty, from among the panel of examiners identified by the College.
3. The Institution should send the marks to the University along with IA Marks scored by them in the VI Semester.