



BENGALURU NORTH UNIVERSITY



GUIDELINES FOR INTERNSHIP PROGRAM FOR

**BACHELOR OF COMMERCE
AND**

BACHELOR OF BUSINESS ADMINISTRATION

2024

Preface

It gives me great pleasure to present the guidelines for the 15-days internship program for Bachelor of Commerce (B.Com) and Bachelor of Business Administration (BBA) students affiliated with Bengaluru North University (BNU). This report is the culmination of collaborative efforts involving the internship committee comprising 15 members from various affiliated colleges of BNU, chaired by Dr. R S Narendra, Assistant Professor of Commerce and Management at Government First Grade College, Kolar.

The internship program is designed to provide practical exposure to students in the field of Commerce and Management, bridging the gap between theoretical knowledge and practical application. Through this program, students will have the opportunity to gain insights into real-world business operations, develop professional skills, and enhance their employability.

The guidelines outlined in this report have been formulated after three meetings with detailed discussions, with the valuable support of the Honourable Vice-Chancellor, Registrar, and esteemed Dean, Faculty of Commerce and Management, BNU. The committee also received guidance from the Chairman of the Board of Studies (BOS) for B.Com Course, Chairman of the BOS for BBA Course, Chairman of the Board of Examiners (BOE) for B.Com Course, Chairman of the BOE for BBA Course, and other faculty members.

The internship program is structured into three phases: pre-internship, internship, and post-internship. During the pre-internship phase, students will undergo orientation sessions, industry awareness sessions, resume building workshops, and mentors be assigned. The internship phase will involve 15 working days of internship training, focusing on both rural and urban placements, in the fields of Commerce or Management. The post-internship phase includes obtaining certificates from the organization, submission of internship reports, and evaluation.

These guidelines aim to ensure that students receive comprehensive support and guidance throughout the internship process, from selecting internship opportunities to preparing reports and presentations. The program is designed to enrich students' learning experiences, enhance their practical skills, and prepare them for successful careers in the field of Commerce and Management.

I express my gratitude to all members of the internship committee, faculty, and staff who contributed to the development of these guidelines. I am confident that the internship program will be a valuable learning experience for our students and will contribute to their professional growth.



Dr. R S Narendra

Chairman, Internship Committee
Assistant Professor of Commerce and Management
Government First Grade College, Kolar



Dr. Muninarayanappa

Dean, Faculty of Commerce and Management, BNU.



Dr. S Muralidhar

Chairman, Board of Studies B.Com



Dr. Chandrakantha K

Chairman Board of Studies BBA



ಬೆಂಗಳೂರು ಉತ್ತರ ವಿಶ್ವವಿದ್ಯಾಲಯ

ಟಮಕ, ಕೋಲಾರ- 563 103

ಸಂಖ್ಯೆ: ಬಿ.ಕಾಂ/ಪ್ರಾಧ್ಯಾಪಕ/ಸ್ಮಾರಕ/ಬಿ.ಕಾಂ-ಬಿಬಿಎ/2023-24

ದಿನಾಂಕ: 06.02.2024

950

-: ಅಧಿಸೂಚನೆ :-

ವಿಷಯ: ಬಿ.ಕಾಂ ಮತ್ತು ಬಿ.ಬಿ.ಎ ಕೋರ್ಸುಗಳ 6ನೇ ಸೆಮಿಸ್ಟರ್‌ನ 'ಇಂಟರ್‌ಶಿಪ್'ನ
ಮಾರ್ಗದರ್ಶನಗಳನ್ನು ಸಿದ್ಧಪಡಿಸಲು ತಜ್ಞರ ಸಮಿತಿಯನ್ನು ರಚಿಸುವ ಕುರಿತು.

ಉಲ್ಲೇಖ: ಕುಲಪತಿಗಳ ಅನುಮೋದನೆಯ ದಿನಾಂಕ:

* * * *

ಕರ್ನಾಟಕ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯಗಳ ಕಾಯ್ದೆ 2000ರ 33ನೇ ಪ್ರಕರಣದಡಿ ಹಾಗೂ ಹಾಲಿ ಇರುವ
ಬೆಂಗಳೂರು ವಿಶ್ವವಿದ್ಯಾಲಯಗಳ ಪರಿನಿಯಮಾವಳಿಯ ಭಾಗ 8.1ರನ್ವಯ ಅಧ್ಯಯನ ಮಂಡಳಿಯ ಭಾಗವಾಗಿ
ಬಿ.ಕಾಂ ಮತ್ತು ಬಿ.ಬಿ.ಎ ಕೋರ್ಸುಗಳ 6ನೇ ಸೆಮಿಸ್ಟರ್‌ನ ಇಂಟರ್‌ಶಿಪ್ ಮಾರ್ಗದರ್ಶನಗಳನ್ನು ಸಿದ್ಧಪಡಿಸಲು
ಈ ಕೆಳಕಂಡ ಅಧ್ಯಾಪಕರನ್ನೊಳಗೊಂಡ ತಜ್ಞರ ಸಮಿತಿಯನ್ನು ರಚಿಸಲಾಗಿದೆ.

ಸಮಿತಿಯ ವಿವರಗಳು:

ಕ್ರ.ಸಂ	ಹೆಸರು & ವಿಳಾಸ	ಪದನಾಮ
1	ಡಾ. ಆರ್.ಎಸ್. ನರೇಂದ್ರ ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ ವಿಭಾಗ ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು, ಕೋಲಾರ.	ಅಧ್ಯಕ್ಷರು
2	ಡಾ. ಶೋಭ. ಕೆ ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ ವಿಭಾಗ ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು, ಹೊಸಕೋಟೆ.	ಸದಸ್ಯರು
3	ಡಾ. ಕೌಸರ್ ಉನ್ನೀಸಾ ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ ವಿಭಾಗ ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು, ಕೆ.ಜಿ.ಎಫ್.	ಸದಸ್ಯರು
4	ಶ್ರೀ. ಶ್ರೀನಿವಾಸ. ಎನ್ ಪ್ರಾಂಶುಪಾಲರು ಬಸವಶ್ರೀ ಇನ್ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್ ಸ್ಟಡೀಸ್, ಕೋಲಾರ.	ಸದಸ್ಯರು
5	ಡಾ. ಸಾಯಿರಾಮ್. ಎ ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ ವಿಭಾಗ. ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು, ವೇಮಗಲ್.	ಸದಸ್ಯರು
6	ಡಾ. ಬಾಲಾಜಿ. ಎ ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ ವಿಭಾಗ. ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು, ವೇಮಗಲ್.	ಸದಸ್ಯರು
7	ಡಾ. ರಜನಿ ಟಿ.ವಿ ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ ವಿಭಾಗ. ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು, ವರ್ತೂರ್.	ಸದಸ್ಯರು
8	ಪ್ರೊ. ಜಗದೀಶ ಎಸ್.ಎ	ಸದಸ್ಯರು

	ಪ್ರಾಂಶುಪಾಲರು, ಎಸ್.ಡಿ.ಸಿ ಕಾಲೇಜು, ಬಂಗಾರಪೇಟೆ.	
9	ಶ್ರೀ ಮಮತ ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ ವಿಭಾಗ. ನ್ಯೂ ಹಾರಿಜನ್ ಕಾಲೇಜು, ಕಸ್ತೂರಿ ನಗರ, ಬೆಂಗಳೂರು.	ಸದಸ್ಯರು
10	ಶ್ರೀ ನವೀನ್. ಎಸ್ ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ ವಿಭಾಗ. ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು, ಚಿಂತಾಮಣಿ.	ಸದಸ್ಯರು
11	ಡಾ. ಸವಿತ. ಆರ್ ಸಹ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ & ನಿರ್ವಹಣೆ ವಿಭಾಗ. ಇಂಡಿಯನ್ ಅಕಾಡೆಮಿ ಕಾಲೇಜು, ಬೆಂಗಳೂರು.	ಸದಸ್ಯರು
12	ಶ್ರೀ ಸಂಧ್ಯಾ. ಎಸ್ ಪ್ರಾಂಶುಪಾಲರು, ಕೋಶಿನ್ ಇನ್ಸ್ಟಿಟ್ಯೂಟ್ ಆಫ್ ಮ್ಯಾನೇಜ್‌ಮೆಂಟ್, ಬೆಂಗಳೂರು.	ಸದಸ್ಯರು
13	ಶ್ರೀ ಸಿಂಧು ಅಖಿಲೇಶ್ ಹಿರಿಯ ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ ವಿಭಾಗ. ನ್ಯೂ ಹಾರಿಜನ್ ಕಾಲೇಜು, ಕಸ್ತೂರಿ ನಗರ, ಬೆಂಗಳೂರು.	ಸದಸ್ಯರು
14	ಶ್ರೀವಿದ್ಯಾ ಸಂತೋಷ್ ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ ವಿಭಾಗ. ಕೈರಾಲಿ ನಿಕೇತನ್ ಗೋಲ್ಡನ್ ಜೂಬ್ಲಿ ಪದವಿ ಕಾಲೇಜು, ಇಂದಿರಾನಗರ, ಬೆಂಗಳೂರು.	ಸದಸ್ಯರು
15	ಡಾ. ಅಶ್ವಿನಿ. ಕೆ ಪ್ರಾಂಶುಪಾಲರು ಕೇಂಬ್ರಿಡ್ಜ್ ಪದವಿ ಕಾಲೇಜು, ಕೆ.ಆರ್.ಪುರಂ, ಬೆಂಗಳೂರು.	ಸದಸ್ಯರು

ಸದರಿ ಸಮಿತಿ ಅಧ್ಯಕ್ಷರು ಮತ್ತು ಸದಸ್ಯರುಗಳು, ಕರ್ನಾಟಕ ರಾಜ್ಯ ಉನ್ನತ ಶಿಕ್ಷಣ ಇಲಾಖೆ ಮತ್ತು ವಿಶ್ವವಿದ್ಯಾಲಯ ನೀಡುವ ಎಲ್ಲಾ ಮಾರ್ಗದರ್ಶನಗಳನ್ನು ತಪ್ಪದೇ ಪಾಲಿಸುವುದು ಹಾಗೂ 'ಇಂಟರ್‌ನೇಷನಲ್ ಪಠ್ಯಕ್ರಮ/ಅಭ್ಯಸಿಸುವ ಕ್ರಮವನ್ನು ಸಿದ್ಧಪಡಿಸಿಕೊಳ್ಳಿ ತಿಳಿಸಲಾಗಿದೆ.

ಆದೇಶನುಸಾರ


ಕುಲಸಚಿವರು
ಕುಲಸಚಿವರು

ಬೆಂಗಳೂರು ಉತ್ತರ ವಿಶ್ವವಿದ್ಯಾಲಯ
ಟಮಕ, ಕೋಲಾರ, ಕರ್ನಾಟಕ-563 103.

ಇವರಿಗೆ,

ಡಾ. ಆರ್.ಎಸ್. ನರೇಂದ್ರ

ಸಮಿತಿಯ ಅಧ್ಯಕ್ಷರು ಮತ್ತು

ಸಹಾಯಕ ಪ್ರಾಧ್ಯಾಪಕರು, ವಾಣಿಜ್ಯ ವಿಭಾಗ, ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜು, ಕೋಲಾರ.

ಪ್ರತಿಗಳು:

1. ಕುಲಪತಿಗಳ ಕಾರ್ಯಾಲಯ, ಬೆಂಗಳೂರು ಉತ್ತರ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಟಮಕ, ಕೋಲಾರ - 563103.
2. ಕುಲಸಚಿವರು(ಮೌ), ಬೆಂಗಳೂರು ಉತ್ತರ ವಿಶ್ವವಿದ್ಯಾಲಯ, ಟಮಕ, ಕೋಲಾರ - 563103.
3. ಸಮಿತಿಯ ಎಲ್ಲಾ ಸದಸ್ಯರುಗಳಿಗೆ.
4. ಕಛೇರಿ ಪ್ರತಿ.

Guidelines for 15-Days Internship Program for Bachelor of Commerce and Bachelor of Business Administration Students in colleges affiliated to Bangalore North University

Objectives:

1. To Provide practical exposure to students in the field of Commerce and Management.
2. To Bridge the gap between theoretical knowledge and practical application.
3. To Enhance students' understanding of real-world business operations.
4. To Develop students' professional skills and employability.

Program Structure:

I. PRE-INTERNSHIP PHASE:

1. **Orientation Session:** The college should conduct an orientation session to familiarize students with the internship program's objectives, guidelines, and expectations.
2. **Industry Awareness Sessions:** The college should organize sessions to create awareness about the Industries/Companies where students can intern.
3. **Resume Building Workshops:** The college should assist students in preparing resumes tailored to internship opportunities.
4. **Internship Placement:** Assign students to suitable organizations based on their interests and skills, with a focus on both rural and urban placements. The college should provide an Internship Request Letter (requesting the organisation to provide internship opportunity to the students) in the college letterhead signed by the Head of the Institution.
5. **Mentorship:** Each student to be assigned a mentor from the college who will guide them throughout the internship. The number of students to be mentored by each teacher will be calculated as (Total number of students in the course divided by Total number of teachers in the course)

II. INTERNSHIP PHASE:

1. **Duration:** The students of V semester B.Com and BBA after the completion of their 5th semester examination and before the commencement of 6th semester classes should undergo Internship training for Minimum 15 working days, with a minimum of 4 hours per day (Total 60 hours). **(As a onetime measure for the academic year 2023-2024 the Internship has to be completed within one month after the commencement of 6th semester classes, The colleges have to provide necessary information, support and guidelines to the students immediately after the completion of the 5th semester Examination.)**
2. **Area of Internship:** The area of Internship can be in the fields of Commerce or Management. The choice of internship is in no way associated with choice of electives
3. **Organisation:** The choice of organization for Internship can be Organised or Unorganised sector, Manufacturing, Trading and Service sector, business enterprises and corporate establishments, 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, NGOs, Development agencies. Internships can be pursued in any location (anywhere in India or abroad).
4. **Tasks and Responsibilities of Interns during Internship:** Students have to collect various types of information and data from the company during their internship. Here are some common types of information and data that students may be expected to collect for preparing their report:
 - a) **Company Overview:** Background information about the company, including its history, mission, vision, and organizational structure.
 - b) **Departmental Overview:** An overview of the department or departments where the student worked, including their functions, roles, and responsibilities.
 - c) **Internship Objectives:** The objectives of the internship as outlined by the student and the company.
 - d) **Tasks and Responsibilities:** A detailed description of the tasks and responsibilities undertaken by the student during the internship.
 - e) **Learnings and Experiences:** Reflections on the learning experiences gained during the internship, including challenges faced and lessons learnt.

- f) **Project Work:** Details of any specific projects or assignments completed by the student during the internship, including the methodologies used and the results achieved.
- g) **Skills Development:** Discussion of the skills developed or enhanced during the internship, such as communication, teamwork, and problem-solving skills.
- h) **Industry Analysis:** Analysis of the industry in which the company operates, including trends, challenges, and opportunities.
- i) **Financial Analysis:** Analysis of the company's financial performance, including profitability, liquidity, and solvency ratios.
- j) **Recommendations:** Recommendations for the company based on the student's observations and experiences during the internship.
- k) **Conclusion:** A conclusion summarizing the key findings and insights from the internship experience.
- l) **References:** Any references or sources used in the report, such as books, articles, or websites.

It's important for students to collect this information and data throughout their internship to ensure that they have enough material to create a comprehensive and insightful report. They should also maintain regular communication with their internship supervisor to seek feedback and guidance on the report.

- 5. **Regular Check-ins:** Ensure regular check-ins between the mentor and the student to monitor progress and address any issues. The mentors should maintain Internship Weekly Progress Template to record the progress of each student.

POST-INTERNSHIP PHASE:

- 1. **Certificate from the Organisation:** After completion of the internship, the student has to obtain a certificate from the company stating the period of the internship and a brief description of the nature of the internship i.e. responsibilities handled.
- 2. **Submission of Internship Report:** After completion of the Internship the students are required to submit an Internship Report along with the certificate from the organisation, summarizing their internship experience, including the tasks performed, challenges faced, and learning outcomes. The report should be submitted within one month of commencement of 6th semester classes.

3. **Format of the Report:** The student has to submit 3 copies (1. Student copy 2. College copy 3. University copy) of the report with minimum 25 pages and Maximum 40 pages each, soft bound Binding (without using any plastic sheets, PVC Sheets and Transparent sheets, using only eco-friendly material). The report should be on A4 size paper printed on both sides, maintaining font type Times New Roman, font size of 12 for text, 12 bold for sub headings, 14 bold for headings. The document should have 1.5 line spacing, justified and with page numbering.
4. **Chapterisation:** The report should contain the following Chapters
CHAPTER I: INTRODUCTION
CHAPTER II: DESCRIPTION OF THE ORGANISATION
CHAPTER III: EXPERIENTIAL LEARNING
CHAPTER IV: INTERNSHIP OUTCOMES AND CONCLUSION
5. **Presentation:** Organize a presentation session where students can share their experiences and learnings with their peers and faculty.
6. **Feedback:** Collect feedback from both students and organizations to evaluate the effectiveness of the internship program.

EVALUATION:

1. **Submission of Internship Report:** After the successful submission of the report by students, concerned mentors should collect the report and preserve it in the college for evaluation by the external examiner
2. **Preparation for Evaluation:** The colleges through the mentors should create batches for evaluation in the college by external examiner. The batches should be created in UUCMS Portal as per university guidelines
3. **Evaluation Marks:** The internship Report will be evaluated for 30 marks and the Internship Viva Voce exam will be conducted for 20 marks
4. **External Examiner:** The Chairman BOE for B,Com and BBA will respectively allot the External Examiners from the panel of examiners to each college for the conduct of Internship Report Evaluation and Internship Viva Voce examination as per the batches created by the colleges in UUCMS portal. The marks scored by the students will be entered by the external examiner in the UUCMS portal on the day of exam. And will be submitted to the university. Each Examiner has to conduct Internship Report Evaluation and Internship Viva Voce examination for 20 students per day. The Remuneration to the examiners will be paid by the university as per the existing rules.

Guidelines for Rural Internship Placements:

1. **Identifying Opportunities:** Collaborate with local businesses, NGOs, and government organizations in rural areas to identify internship opportunities.
2. **Basic Facilities:** Ensure that the internship locations have basic facilities such as accommodation, transportation, and safety measures for students.
3. **Community Engagement:** Encourage students to engage with the local community and understand the socio-economic challenges faced by rural areas.

Guidelines for Urban Internship Placements:

1. **Industry Exposure:** Prioritize placements in industries relevant to commerce such as banking, finance, accounting, HR and marketing.
2. **Networking Opportunities:** Encourage students to network with professionals in their field of interest to enhance their career prospects.
3. **Skill Development:** Provide opportunities for students to develop skills such as data analysis, financial modeling, and report writing.

Teacher Mentoring:

1. **Pre-Internship Guidance:** Teachers to provide guidance to students on choosing the right internship opportunities based on their career goals.
2. **During Internship Support:** Teachers to be available for any support or guidance required by students during their internship.
3. **Post-Internship Feedback:** Teachers to provide feedback and suggestions to students based on their internship experience to help them improve.

In case of any doubt or ambiguity in the interpretation of the guidelines mentioned here, the decision of the Dean, Faculty of Commerce, BNU shall be final.

Conclusion:

The 15-day internship program aims to provide B.Com and BBA students with valuable practical experience, enhance their employability, and bridge the gap between academia and industry. The guidelines are designed to ensure that both rural and urban students benefit from the program and receive adequate support from teachers and mentors throughout the internship process.

FORMAT OF INTERNSHIP REPORT

- 1. COVER PAGE**
- 2. CERTIFICATE ISSUED BY THE COMPANY**
- 3. COLLEGE CERTIFICATE**
- 4. STUDENT DECLARATION**
- 5. ACKNOWLEDGEMENT**
- 6. TABLE OF CONTENTS**
- 7. EXECUTIVE SUMMARY**
- 8. CHAPTER I: INTRODUCTION**
- 9. CHAPTER II: DESCRIPTION OF THE ORGANIZATION**
- 10. CHAPTER III: EXPERIENTIAL LEARNING**
- 11. CHAPTER IV: INTERNSHIP OUTCOMES AND
CONCLUSION**
- 12. BIBLIOGRAPHY**
- 13. ANNEXURES**
- 14. INTERNSHIP WEEKLY PROGRESS TEMPLATE**
- 15. FORMAT OF INTERNSHIP APPLICATION /REQUEST LETTER**

Cover Page

Internship Report on
A Study on Stores Management at
Maruthi Suzuki, Kolar Branch

Submitted in Partial Fulfilment of the Requirements of
Bachelor Of Commerce Degree of Bengaluru North University

BY

Mr. Manjunath N

REG NO - UUCMS ID

UNDER THE GUIDANCE OF

Dr. M.Krishnappa

Associate Professor of Commerce
GOVERNMENT FIRST GRADE COLLEGE KOLAR

COLLEGE / UNIVERSITY LOGO

GOVERNMENT FIRST GRADE COLLEGE KOLAR

2023-2024

Certificate issued by the company

CERTIFICATE OF INTERNSHIP

This is to certify that **Mr. Manjunath N**, bearing Registration Number: UUCMS ID, a student of Government First Grade College, Kolar, has successfully completed an internship course from 01/03/2024 to 15/03/2024 at our institution. During his internship, Mr. Manjunath N worked in the Marketing Department and gained experience in the following areas:

- Market research and analysis
- Assisting in marketing campaigns and promotions
- Customer relationship management
- Sales support and coordination

His conduct during his stay with us was satisfactory. We wish him all the best for his future endeavours.

[Authorized Seal & Signature]

COLLEGE CERTIFICATE

(IN THE COLLEGE LETTER HEAD)

GOVERNMENT FIRST GRADE COLLEGE KOLAR

KOLAR District, Kolar- 563101

Date:

CERTIFICATE

This is to certify that **Mr. Manjunath N** bearing Registered No. UUCMS ID. is a student of VI SEM B.COM of our College.

He has prepared Internship report entitled "A Study on Stores Management at Maruthi Suzuki, Kolar Branch" from 01/03/2024 to 15/03/2024 towards the partial fulfilment of the requirement of Bachelors of Commerce Degree of Bengaluru North University.

Principal

[Seal & Signature]

STUDENT DECLARATION

I Manjunath N., Reg. No. UUCMS Id, hereby declare that this report entitled “A Study on Stores Management at Maruthi Suzuki, Kolar Branch” during the summer vacation between the period from 1-3-2024 to 15/03/2024 at Maruthi Suzuki, Kolar Branch” under the supervision and guidance of **Dr. M.Krishnappa**, Associate professor of Commerce, Government First Grade College, Kolar.

Date

Place

Signature

Manjunath N

Reg No xxxxx

ACKNOWLEDGEMENT

The successful completion of this internship report required significant guidance and assistance from many individuals, and I am truly grateful for their support throughout this journey.

Firstly, I would like to express my sincere appreciation to Sri/Mr. XXXXX, Stores Head of Maruthi Suzuki, Kolar Branch, for providing me with the opportunity to intern at their esteemed organization.

I am also deeply grateful to our faculty coordinator, Mr. XXXXX, and our principal, Dr. XXXXX, for their unwavering support and for granting me the valuable opportunity to intern, which has been instrumental in my learning and exposure to the field of accountancy and finance.

I would like to extend my heartfelt thanks to my parents for their permission and constant encouragement throughout this internship. Additionally, I am thankful to my friends for their support whenever I needed their assistance during this project.

Lastly, I would like to express my profound gratitude to all individuals who directly or indirectly contributed to the completion of this report.

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Executive Summary

The executive summary provides a brief overview of the internship report, highlighting the key findings, outcomes, and conclusions of the study on the topic. (one page)

CHAPTER I: Introduction

This chapter introduces the topic of the report, provides background information on about the topic, and outlines the objectives and scope of the study. (5-8 pages)

CHAPTER II: Description of the Organization

This chapter provides a detailed description of the organisation, including its history, vision, mission, organizational structure, and the products and services it offers. (8-12 pages)

CHAPTER III: Experiential Learning

This chapter describes the intern's experience while working in the organisation, including the tasks undertaken, skills acquired, challenges faced, and lessons learned. (6-10 pages)

CHAPTER IV: Internship Outcomes and Conclusion

This chapter presents the outcomes of the internship, including the findings related to the topic. It also includes a conclusion summarizing the key points of the report and suggesting recommendations for improvement. (6-10 pages)

Bibliography

This section lists all the sources referenced in the report, like Books, Articles, Brochures, Catalogues, Websites etc

Annexures

This section includes any supplementary materials, such as interview transcripts, survey questionnaires, or additional data, that support the findings of the report.

INTERNSHIP WEEKLY PROGRESS TEMPLATE

Duration:

Name of the Student:	Organisation name:	Mentor:
Register no.:	Sector :	Department:
Course:	Area:	Contact no:

1 ST WEEK FROM _____ TO _____						
<i>Plan</i>	<i>Progress</i>	<i>Challenges faced</i>	<i>Out come</i>		<i>Mentors signature</i>	<i>Organisation signature</i>
			<i>Internship Skill</i>	<i>Technical Skill</i>		
Task assigned	Task completed	Areas of improvement				
2 nd WEEK FROM _____ TO _____						
<i>Plan</i>	<i>Progress</i>	<i>Challenges faced</i>	<i>Out come</i>		<i>Mentors signature</i>	<i>Organisation signature</i>
			<i>Internship Skill</i>	<i>Technical Skill</i>		
Task assigned for 2 nd week	Task completed	Areas of improvement				
3 rd WEEK FROM _____ TO _____						
<i>Plan</i>	<i>Progress</i>	<i>Challenges faced</i>	<i>Out come</i>		<i>Mentors signature</i>	<i>Organisation signature</i>
			<i>Internship Skill</i>	<i>Technical Skill</i>		
Task assigned for 3 rd week	Task completed	Areas of improvement				

Format of Internship Application /Request letter

(Letter to be issued by the college to each student in the college Letter Head)

[College Letterhead]

REF: BCOM/BBA INTERNSHIP 2023-24

[Date]

To

[Organization Name]

[Organization Address]

Subject: Application for Internship in Your Esteemed Organization - Regarding

Respected Sir/Madam,

This is to inform you that Sri [Student's Name], bearing Registration Number [Student's Registration Number], is currently studying in the V semester B.Com/BBA Course in our institution. According to Bengaluru North University guidelines, students are required to undertake an internship for a minimum duration of 15 days (4 hours per day) totalling a minimum of 60 hours. At the conclusion of the internship, your organization is kindly requested to issue a certificate of completion and provide feedback on the student's performance.

We kindly request your esteemed organization to provide an internship opportunity to our student. Your institution's support in this regard would be greatly appreciated. We kindly request you to send an acceptance letter confirming the internship opportunity.

Thank you for considering our request. We look forward to a positive response from your end.

Yours sincerely,

Principal