



St. Joseph's College of Commerce, Autonomous

163, Brigade Road, Bangalore - 560 025

INTERNSHIP & SUMMER PROJECT

Introduction:

All students are required to undergo an internship for a period of four to six weeks before the commencement of the fifth semester. They may utilize the time from Mid April to first week of June for this purpose.

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.

Guidelines for Internship

1. The choice of organization for Internship is restricted to business enterprises and corporate establishments only. Those pursuing their CA articleship in an audit firm can consider that as their internship and accordingly submit the internship report.
2. Internships can be pursued in any location (anywhere in India or abroad).
3. The area of Internship can be only in the fields of **Commerce**. The choice of internship is no way associated with choice of electives.
4. 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 (discussed below) has to be obtained from the Company.
5. A **report** of internship undertaken along with certificate and confidential rating will have to be submitted by the last week of June.
6. The students are expected to undergo the internship for a minimum of 4 weeks (min 160 hours).
7. Details about the enterprise, where the student is planning to do internship should be informed to the respective guides and internship coordinator by email before 15th April 2015. The details about the enterprise should include Name of the organization, full address, email_id, contact no., website address and contact person. Those who fail to provide such information to their respective guides

and internship coordinator will not be permitted to submit their Internship reports.

The Internship Report should include the following

1. Declaration from the student.
2. Company details i.e., Business undertaken, Organizational Structure, Clientel etc.
3. Work profile and job responsibilities handled by the students during the course of internship, their contribution and learning experience.
4. Weekly report of work done.
5. Company certification & Certificate from the guide (Specimen copy available on SJCC website)
6. Confidential rating. (available on SJCC website)
7. Internship Information Summary (available on SJCC website)

The internship report has to be submitted by the last week of June.

Assessment of Internship / Project Work

1. Each of the teaching faculty would guide and monitor the work of a certain number of students allocated to them.
2. Confidential rating on a scale of one to ten by the firm on various parameters such as.
 - i) Regularity to work
 - ii) Attitude towards work
 - iii) Professional Competence
 - iv) Ability to interact with other staff/colleagues, etc
 - v) Willingness to learn.
3. At the end of the period of internship, the student is expected to
 - (a) Submit an internship report;
 - (b) Make a short presentation of the work exposure that he had during the period of internship.

The concerned faculty member will evaluate the student. The following is the break up used for evaluation of Internship.

Internship Report	-	50 Marks
Presentation	-	40 Marks
Confidential Rating	-	10 Marks

4. Internship or Project work would be allocated two credits.