



ST. JOSEPH'S COLLEGE OF COMMERCE, (AUTONOMOUS)

#163, BRIGADE ROAD, BANGALORE - 560 025

**Department of Business Administration
Virtual Social Internship
Academic year 2020-2021**

Virtual Social Internship Process:

1. Meeting conducted by the Head of the Department with II BBA A, B and C Class Mentors. The Head of the Department briefed the social internship coordinator and class mentors and shared the general guidelines.
2. The teacher and the student coordinator networked for opportunities and requirements with various NGOs who were willing to offer online social internship opportunity to our students.
3. Upon receiving a positive response, the teacher coordinator corresponded through an official mail to the respective NGO to confirm the number of student intake for the academic year 2020-2021.
4. After confirmation from the NGO, an orientation was scheduled and a representative from the NGO oriented students about the profile of the NGO and the nature of internship that was planned for the students.
5. Post the orientation by all the NGOs, a google form was sent to the official whatsapp groups and the students were requested to fill in their preferences.
6. A student list was prepared as per first come first serve basis and the student preferences.
7. The list comprising name, class, email id and phone number of the students were shared with the respective NGO
8. After completion of the internship, the student will be expected to submit a certificate from the respective organization and Internship report to the Department.