



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

**#163, BRIGADE ROAD, BANGALORE - 560025**

**Online or Virtual Social Internship Guidelines**

**I BBA A, B and C**

**2020-2021**

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

#163, BRIGADE ROAD, BANGALORE - 560 025

### Online Social Internship Guidelines

Education at St. Joseph's College of Commerce encompasses academic excellence, character formation and social concern. The BBA Department is committed to the development of all the three aspects of education in students. The department encourages its students to develop sensitivity towards social issues and engage in activities that help make the society better. In this regard, all students who have completed their 2<sup>nd</sup> semester BBA have to take up online or virtual Social internship for a period of minimum of four weeks to a maximum six weeks.

The time period allotted for this internship is from second week of June to last week of September.

#### Objectives:

1. It aims at enabling the students to get a practical exposure to the challenges of the society.
2. This internship is intended to develop, the ability to identify, analyse, and respond to critical social problems and to understand the impact they have on the society.

SJCC has made it a graduation requirement for the students of the department of BBA to take up Social Internship for a minimum period of 60 hours at the end of the 2<sup>nd</sup> semester, during their semester break, but due to pandemic, it may not be feasible for students to take up offline social internship during the semester break. In this regard, The Institution has made an arrangement with 5-6 NGOs, who are willing to offer **Online Social Internship** for a period of 4-6 weeks. The below mentioned general guidelines are applicable for the online social internship. Students are expected to make good use of this arrangement, and complete their academic requirement.

If any Student wishes to choose Social organisations/ NGOs of their own, other than, what is offered by the Institution, they are also required adhere to all the below mentioned general guidelines.

#### General Guidelines for Internship

The students can opt for Social internship opportunity organised by the Institution or they can choose on their own. The internship chosen must be a full time work and students who choose this option are expected to take up an online or virtual social internship for a minimum of 4 weeks (minimum of 5 to 6 work hours in a day

through 'Work from Home' option). The students may utilize the time from second week of June to last week of September only for completing their internship.

The choice of organization for internship is restricted to registered social organisations/ NGO's only. Internships can be pursued in any location (anywhere in India or abroad). The nature of work is **ONLINE** only; students will not be expected to do any offline work.

The Institution as mentioned earlier has collaborated with a few NGOs. The Internship offered by them does not involve any payment of money, neither the NGO will collect money from students, nor students are required to pay any amount to the NGO.

1. At the end of the period of internship, the student is expected to obtain all the necessary documents from the Internship Organisation and prepare the internship report as per the Internship Report guidelines. The documents to be obtained from the Internship Organisation are as follows:
  - a. **Certificate from the Organisation/ NGO certificate** (Should be obtained from the Respective Organisation in their Letterhead signed by the Head of the Organisation).
  - b. **Letter of Appreciation (College Copy)** (The student should submit the Organisation Copy of Letter of Appreciation to the Internship Organisation and obtain the Company Seal and signature of the Internship Organisation on the College Copy of Letter of Appreciation and attach the College Copy with the Internship Report)
2. Students are expected to ensure the instructions given below are followed while preparing the internship report. Failing to follow the instructions will result in re-doing the internship report.
  1. **Font Style:** Book Antiqua
  2. **Font Size:** a) For headings – 14 b) For Others – 12
  3. **Line & Paragraph Spacing:** 1.15
  4. **Justification:** Centre & Justified
  5. **Page Border:** Standard Page Border is mandatory for all pages
  6. **Cover Page:** The specimen copy is attached with this document.
3. The Internship Report should include the following in the same order. The specimen copies of all the forms are part of this document.
  1. Form 1 – Declaration from the student (Specimen copy attached with this document)
  2. Certificate from the Organisation/ Company certificate (Should be obtained from the Respective Organisation in their Letterhead signed by the Head of the Organisation or the HR Manager)
  3. Form 2 – Internship Information Summary (Specimen copy attached with this document)
  4. Form 3 – Letter of Appreciation (College Copy) [The student should submit the Organisation Copy of Letter of Appreciation to the Internship Organisation and

obtain the Company Seal and signature of the Internship Organisation on the College Copy of Letter of Appreciation and attach the College Copy with the Internship Report]

5. Company details i.e., Business undertaken, Organizational Structure, Clientele etc.
6. Work profile and job responsibilities handled by the students during the course of internship, their contribution and learning experience.
7. Weekly report of work done.

The guidelines for submission of the internship report will be circulated later. The content for point number 6 and 7 mentioned above cannot exceed more than 5 pages.

***Note:** The Letter of Introduction (Form 0) that the Organisation requires from College is also uploaded on the College Website. This Letter of Introduction need not be part of the Internship Report.*

Note:

- a. Students are advised to look for organisations to intern beyond class hours and are strictly prohibited from to take up internship during the class hours once the college reopens
- b. No attendance can be claimed for completion of social internship after the college reopens.
- c. For any queries or concerns, kindly send an email to [bbasocialinternship@sjcc.edu.in](mailto:bbasocialinternship@sjcc.edu.in)



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

**#163, BRIGADE ROAD, BANGALORE - 560 025**

**To Whomsoever It May Concern**

St. Joseph's College of Commerce (Autonomous), Bangalore was formerly a part of St. Joseph's College which was established in the year 1882. In 1937, the management of the college was handed over to the Jesuits, a worldwide catholic religious order with a special focus on education. The Department of Commerce was established in the parent college in 1949. In 1972 this department became an independent college under the name of St. Joseph's College of Commerce. It became an autonomous institution in October 2005. St. Joseph's College of Commerce was recognized as "College with Potential for Excellence" in February 2010 by UGC.

The institution has continuously been ranked as one of the top most colleges for commerce education in the country. The college has been ranked 72<sup>nd</sup> under the college category by the National Institutional Ranking Framework (NIRF) in 2020. The institution is accredited with an 'A++' grade by the National Assessment and Accreditation Council (NAAC) during the 4<sup>th</sup> cycle and is recognized as College with 'Potential for Excellence'.

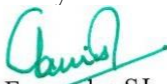
The college encourages students undertake an internship programme in any organization. The objective of the internship is to expose the students to the dynamics of an organization and to gather practical experience along with class learning.

\_\_\_\_\_ Bearing Reg No. \_\_\_\_\_ who is seeking online internship in your organization is currently pursuing his/her 1<sup>st</sup> or 2<sup>nd</sup> year B.Com/BBA. The bearer to whom an official identity card has been issued is a bonafide student of the institution. Kindly accommodate the student for the internship in your organization.

We assure that given an opportunity, our student would contribute towards achieving the organization's goal and would also personally benefit from this exposure.

This social internship will go a long way in shaping his/her professional life.

Thanking you for your kindness and cooperation in this regard.

  
Dr. Daniel Fernandes SJ  
**Principal**

St. Joseph's College of Commerce  
(Autonomous)

163, Brigade Road, Bangalore-25



**St. Joseph's College Of Commerce, (Autonomous)**  
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**DECLARATION**

I, \_\_\_\_\_ bearing Reg. No. \_\_\_\_\_,

hereby declare that this internship report is the outcome of my own internship  
experience undertaken

at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Place:

Name & Signature of the student



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**Internship Information Summary (Online Social Internship)**

**1. PERSONAL DETAILS**

Name of the student: \_\_\_\_\_

Course: \_\_\_\_\_ Reg. No. : \_\_\_\_\_

Email ID: \_\_\_\_\_

Mobile No: \_\_\_\_\_

**2. INTERNSHIP DETAILS**

Company/ Firm name: \_\_\_\_\_

Address with landline number: \_\_\_\_\_

\_\_\_\_\_

Area of Internship (Department): \_\_\_\_\_

Name of the Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile No: \_\_\_\_\_

3. Date of Joining \_\_\_\_\_

4. Date of completion of internship \_\_\_\_\_

5. Pay Details \_\_\_\_\_

6. The Organisation that you interned in was through College's Collaboration  
with them - ( YES/NO )

**I declare that all the above information is true to the best of my knowledge.**

(Signature of the student)



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**To Whomsoever It May Concern**

St. Joseph's College Of Commerce (Autonomous), Bangalore is a place where we believe that the search for knowledge co-exists with a sense of responsibility to community life and service to society. In this light, we have constantly worked towards transforming commerce as a multi-dimensional academic field. The college has also been ranked one of the best in the country by UGC, NAAC and NIRF for being proactive to the developments in the domain of higher education as well as business and commerce.

In its constant endeavour to provide students the opportunity to gain a perfect blend of academics, practical and unparalleled exposure to the Industry, St. Joseph's College of Commerce (Autonomous), encourages students to pursue their Social Internship which help the students to connect and apply the concepts learnt in the classroom. This learning experience furthers the growth of our students and makes them industry-ready. This endeavour also strengthens the industry-academia interface and establishes a common ground of collaborative relations with the industry.

It is our pleasure in having associated with you for strengthening these objectives. The exposure provided through the industry linkage established with you will help our students immensely. Thank you for your kindness and cooperation in this regard.

Dr. Daniel Fernandes SJ  
**Principal**  
St. Joseph's College of Commerce  
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Dr. Daniel Fernandes SJ  
**Principal**  
St. Joseph's College of Commerce  
(Autonomous)  
163, Brigade Road, Bangalore-25

**Industry Official**  
(Seal and Signature)

# Social Internship Report

*(Submitted in partial fulfillment of the requirements for the award of the degree of  
Bachelor of Business Administration)*

**St. JOSEPH'S COLLEGE OF COMMERCE  
(Autonomous)  
163, Brigade road, Bangalore-560025**



**Place of Internship:  
Duration:**

Submitted by:  
(Student Name)  
(Class & Section)  
(Registration No.)