



ST. JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)

#163, BRIGADE ROAD, BANGALORE – 560025

Online or Virtual Start-up Internship Guidelines

I BBA 'D'

2021-2022

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Online Start-up Internship Guidelines

All students who have completed their 2nd semester BBA have to take up an online or virtual Start-up 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 of Start-up Internship:

- a) To inculcate critical thinking among students, so that they are capable of identifying business opportunities by using cutting-edge analytical tools and problem-solving skills to start new businesses and implement processes to successfully understand these businesses.
- b) To create entrepreneurial managers for the corporate world.
- c) To help students to effectively understand and implement a business report for a new venture.
- d) To develop family business successors as enterprising and knowledgeable owners of the business of their predecessors.

General Guidelines for Internship

The students can opt for startup internship opportunity organised by the Institution or they can choose on their own. The internship chosen must be a full time work 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 start-ups only which is at least a year old and has a registered GSTIN Number.

Students are strictly prohibited from working in their own organisations or parent owned organisations or any related party owned organisations. Internships can be pursued in any location (anywhere in India or abroad).

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/ Company certificate** (Should be obtained from the

Respective Organisation in their Letterhead signed by the Head of the Organisation or the HR Manager).

- 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/ NGO certificate (Should be obtained from the Respective Organisation in their Letterhead signed by the Head of the Organisation)
 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.

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 startup internship after the college reopens.
- c. For any queries or concerns, kindly send an email to bbaent@sjcc.edu.in



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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 72nd 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 4th 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 1st or 2nd 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 startup internship will go a long way in shaping his/her professional life. Thanking you for your kindness and cooperation in this regard.



St. Joseph's College Of Commerce, (Autonomous)
#163, Brigade Road, Bangalore - 560 025

DECLARATION

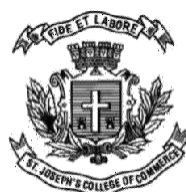
I, _____ bearing Reg. No. _____,

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 Start up 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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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 Start-up 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.



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Start-up 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.)