

# St. Joseph's College of Commerce (Autonomous)

Affiliated to Bengaluru City University  
College with Potential for Excellence (CPE)  
Ranked 93<sup>rd</sup> in NIRF 2022 by MHRD

#163, Brigade Road, Bengaluru-560025, Karnataka, India

## SEMESTER CORPORATE INTERNSHIP REPORT – II M.Com (Financial Analysis) GUIDELINES TO REPORT WRITING

**A. Due date for submission:** 5th May, 2022

**B.** The Report must represent a good sample of Professional Business writing (*well drafted, formatted, absence of mistakes, concise and reader-friendly*). (Font size:12, Arial or TNR, 1.5 spacing)

**C. Report Format:**

The Report shall have a title page entitled:

- Semester Corporate Internship Report
- Name of the student,
- Class M.Com(FA) and Reg. No.,
- Name of the company or organization of internship.
- Start and end date of Internship ( *i.e.*, 2<sup>nd</sup> November, 2020 to 30<sup>th</sup> April, 2021)

**Note 1:** *The Report can be spiral-bound or submitted stapled and in good-quality folder. It need not be hard-bound.*

**2:** *Sample Cover page is included as an Annexure 1 in this document.*

**D. Table of Contents:**

**E. Letter of Completion of Internship from the respective organisation**

1) **Acknowledgement:** (max.1 page)

To begin with the report, you may include a page with a brief note of dedication or acknowledgment of help received from particular persons in the organization/college, such as your Internship supervisor or employer, and so on.

2) **Introduction:** (max. 2 page)

Explain the relevance of internship of this nature in general and boil it down to the specific outcomes achieved through this opportunity. You may include details in brief about the company you interned with, the location of the facility, details of your supervisor and colleagues (**please attach their business cards/ photos with their names, designation, contact details i.e., email address and phone number**), role/s undertaken by you and the main emphasis of your learning experience.

3) **Profile of the organization/firm/company:** (max. 4 pages)

About the organisation, main areas of its activities, business model, products and/or services offered, client base, corporate philosophy, hierarchical structure, number of employees, sales turn over, competition, growth prospects, etc..., (*Do not attach photocopies of company brochures, but develop the profile in your own language and make it interesting and readable!*)

4) **Learning Agreement and Learning Objectives:** (max. 2 pages)

- What was the purpose of your internship at the company/firm/organisation?
- Describe the specific area(s) of internship.

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- The department/s of the company where the Internship was undertaken? Please describe the business unit, its business concentration and objectives.
- The responsibilities, if any or assignment given to you

### 5) **Discussion:** THIS IS THE MAIN BODY OF YOUR INTERNSHIP REPORT. (max. 10 pages)

You have a lot of flexibility in writing up this main section depending on the type of assignment/project/research/learning environment/training, etc. that was assigned to you.

You may split this section into three or Four Fortnightly Progress Reports or Six to Eight Weekly Progress Reports or a Single Final Report, depending on the type of internship assignment/work you were assigned.

This chapter will cover in detail the work you carried out during the Internship. **Kindly include substantial proofs to support the work carried out.** Your report will be judged by the thoroughness with which you have covered the main assignment in this section, as well as the following aspects covered under (6) and (7)

### 6) **Summary and Findings:** (max. 2 pages)

Use this section for precise statements which draw together the objectives of your Internship and the learning experience of the Internship and to what extent the objectives were fulfilled. Care should be exercised to remain objective and to avoid personal bias.

### 7) **Learning Outcome:** (max. 4 pages)

- What new concepts, ideas, approaches, etc. did you learn during the Internship?
- What was your interpersonal, leadership, teambuilding, project management, time management experience which you acquired during the Internship, you may illustrate a few experiences in the report.
- Level of usefulness of the Internship for learning.
- The challenges you faced and solutions you resorted to in order to overcome them.

### F) **Number of copies:** (four) **SJCC - P.G. Department- 2 copies** **Firm/ Organisation where Internship was carried out.** **Your personal copy**

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**Annexure 1**

**St. Joseph's College of Commerce (Autonomous)**  
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Ranked 72<sup>nd</sup> in NIRF 2020 by MHRD  
#163, Brigade Road, Bengaluru-560025, Karnataka, India



**Semester Corporate Internship Report**

**Submitted by**

**(NAME)**

**(REGISTER NUMBER)**

**II M.Com (Financial Analysis)**

**Under the Guidance of**

**(GUIDE NAME)**

**(DESIGNATION)**

**(NAME OF THE INSTITUTION/ORGANISATION)**

**Organisation of Internship:-----**

**APRIL 2022**