

GUIDELINES FOR INTERNSHIP PROGRAM OF BACHELOR OF BUSINESS ADMINISTRATION

1. The Internship Program aims to prepare to provide practical exposure to students in the field of Management, bridging the gap between theoretical knowledge and practical application. Through this program, students will have the opportunity to gain insights into real-world business operations, develop professional skills, and enhance their employability. Further, it is expected to support students to inculcate the skills required to resolve business and management problems. Students shall engage in Internship training for a period of 4 Weeks.

The program is designed to enrich students' learning experiences, enhance their practical skills, and prepare them for successful careers in the field of Management.

2. Internship program will be a valuable learning experience for BBA students and will contribute to their professional growth. The One month Internship program aims to provide BBA students with valuable practical experience, enhance their employability, and bridge the gap between academia and industry

Objectives:

1. The internship aims at enabling the students to get a practical exposure to the working/ functioning of the industry.
2. The internship provides an opportunity to gain practical experience enhances employability and foster professional growth

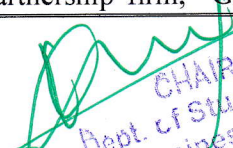
Program Structure:

I. INTERNSHIP PHASE:

1. Duration: The students of BBA after the completion of their 5th semester examination and before the commencement of 6th semester classes should undergo for Internship training for Minimum 30 days and the Internship has to be completed within one month .The colleges have to provide necessary information, support and guidelines to the students immediately after the completion of the 5th semester Examination.)

2. Area of Internship: The area of Internship can be in the fields of Management. The choice of internship need not be based on choice of electives.

3. Organisation: The choice of organization for Internship can be Manufacturing, Trading and Service sector, business enterprises and corporate establishments, like Micro, Small, Medium, and Large-Scale organizations, Sole Proprietary and Partnership firm, Government


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Organizations, Government departments and local bodies, Public and Private sector Banks, NGOs, Development agencies. Internships can be pursued in any location (anywhere in India or abroad).

4. Tasks and Responsibilities of Interns during Internship: Students have to collect various types of information and data from the company during their internship. Here are some common types of information and data that students may be expected to collect for preparing their report:

a) Company Overview: Background information about the company, including its history, mission, vision, and organizational structure, goals, CSR activities, products/services offers etc

b) Departmental Overview: An overview of the department or departments including HR practices of the company and their functions, roles and responsibilities.

c) Tasks and Responsibilities: A detailed description of the tasks and responsibilities of managers.

e) Learning's and Experiences: Reflections on the learning experiences gained during the internship, including challenges faced and lessons learnt.

f) Project Work: Details of any specific projects or assignments completed by the student during the internship, including the methodologies used and the results achieved.

g) Skills Development: Discussion of the skills developed or enhanced during the internship, such as communication, teamwork, and problem-solving skills.

h) Industry Analysis: Analysis of the industry in which the company operates, including trends, challenges, and opportunities

I) Financial Analysis: Analysis of the company's financial performance, including profitability, liquidity, and solvency ratios.

5. Recommendations: Recommendations for the company based on the student's observations and experiences during the internship.

6. Conclusion: A conclusion summarizing the key findings and insights from the internship experience.

7. References: Any references or sources used in the report, such as books, articles, or websites. It's important for students to collect this information and data throughout their internship to ensure that they have enough material to create a comprehensive and insightful report. They should also maintain regular communication with their internship supervisor to seek feedback and guidance on the report.

8. Regular Check-ins/Updates: Ensure regular check-ins between the mentor and the student to monitor progress and address any issues. The mentors should maintain Internship Weekly Progress Template to record the progress of each student.

POST-INTERNSHIP PHASE:

1. Certificate from the Organisation: After completion of the internship, the student has to obtain a certificate from the company stating the period of the internship and a brief description of the nature of the internship i.e. responsibilities handled.

2. Submission of Internship Report: After completion of the Internship the students are required to submit an Internship Report along with the certificate from the organisation, summarizing their internship experience, including the tasks performed, challenges faced, and learning outcomes. The report should be submitted before the commencement of examination of 6th semester.

3. Format of the Report: The student has to submit 3 copies (1. Student copy 2. College copy 3. University copy) of the report with minimum 30 pages and Maximum 50 pages each, soft bound Binding (without using any plastic sheets, PVC Sheets and Transparent sheets, using only eco-friendly material). The report should be on A4 size paper printed on both sides, maintaining font type Times New Roman, font size of 12 for text, 12 bold for sub headings, 14 bold for headings. The document should have 1.5 line spacing, justified and with page numbering.

4. Chapterization: The report should contain the following Chapters:

CHAPTER I: INTRODUCTION

CHAPTER II: DESCRIPTION OF THE ORGANISATIO

CHAPTER III: EXPERIENTIAL LEARNING

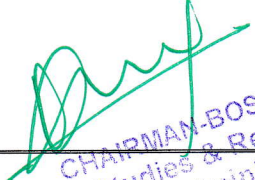
CHAPTER IV: INTERNSHIP OUTCOMES

CHAPTER V: CONCLUSION.

EVALUATION:

1. Submission of Internship Report: The mentor needs to provide time-to time guidance to the students from the beginning phase of Internship programme till the submission of internship report. After the successful submission of the report by students, concerned mentors should collect the report and preserve it in the college for evaluation by the external examiner.

2. Preparation for Evaluation: The colleges through the mentors should create batches for evaluation in the college by external examiner. The batches should be created in UUCMS Portal as per university guidelines.


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3. Evaluation Marks: The internship Report will be evaluated for 60 marks and the Internship Viva Voce exam will be conducted for 40 marks.

4. External Examiner: The marks scored by the students will be entered into the UUCMS portal on the day of exam and will be submitted to the university. Each Examiner has to conduct Internship Report Evaluation and Internship Viva Voce examination for students.

FORMAT OF INTERNSHIP REPORT

- 1. COVER PAGE**
- 2. CERTIFICATE ISSUED BY THE COMPANY/ORGANIZATION**
- 3. COLLEGE CERTIFICATE**
- 4. STUDENT DECLARATION**
- 5. ACKNOWLEDGEMENT**
- 6. TABLE OF CONTENTS**
- 7. EXECUTIVE SUMMARY**
- 8. CHAPTER I: INTRODUCTION**
- 9. CHAPTER II: PROFILE OF THE ORGANIZATION**
- 10. CHAPTER III: EXPERIENTIAL LEARNING**
- 11. CHAPTER IV: INTERNSHIP OUTCOMES**
- 12. CHAPTER V: CONCLUSION**
- 13. BIBLIOGRAPHY**
- 14. ANNEXURES**
 - I. Internship Weekly Progress Template
 - II. Copy of Balance sheet
 - III. Companies Annual Reports or
 - IV. Documents supporting the reports.

1. Executive Summary: The executive summary provides a brief overview of the internship report, highlighting the key findings, outcomes, and conclusions of the study on the topic (One page).
2. CHAPTER I: Introduction : This chapter introduces the topic of the report, provides background information on about the topic and outlines the objectives and scope of the study.
3. CHAPTER II: Description of the Organization : This chapter provides a detailed description of the organisation, including its history, vision, mission, organizational structure, and the products and services company offers. etc
4. CHAPTER III: Experiential Learning: This chapter describes the learning experience while working in the organisation, including the tasks undertaken, skills acquired, challenges faced, and lessons learned.
5. CHAPTER IV: Internship Outcomes: This chapter presents the outcomes of the internship, including the findings related to the topic.
6. CHAPTER V: It also includes a conclusion summarizing the key points of the report and suggestions, recommendations for improvement.
7. Bibliography: This section lists all the sources referenced in the report, like Books, Articles, Brochures, Catalogues, and Websites etc.
8. Annexures: This section includes any supplementary materials, such as Balance sheet, Companies Annual Reports or documents supporting your reports.

Appendix I

COVER PAGE & TITLE PAGE



Internship Report submitted in partial fulfilment of the requirements for the award of the Degree

BACHLOR OF BUSINESS ADMINISTRATION of Tumkur UNIVERSITY

By

Name

Reg. No. ...

Under the guidance of


Name of guide.

Designation of guide

Institution

Tumkur University

Year


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Appendix II
College Letter Head
DEPARTMENT OF BBA

Certificate

This is to certify that Ms/Mr/Mrs _____ bearing Reg.No _____ has successfully completed the Internship report at _____ under the guidance of _____, as the partial fulfilment of the requirements for the award of BBA under Tumkur University for the Academic year.

Internal Guide// HOD /Coordinator /Principal

Date:

Place:

Appendix III
Company Letter Head

CERTIFICATE

Date:

This is to certify that the Internship Report titled"-<<<<Topic Name>>>>"is an original work of "Name of the students>>>>" bearing University Register Number _____ has successfully completed an internship programme from _____ to _____ in our organizations as a partial fulfilment for the award of the Bachelor of Business Administration (BBA) of Tumkur University.

His/her conduct during his/her stay with us was satisfactory. We wish his/her all the best for his future endeavours.

[Authorised Signature]


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STUDENT DECLARATION

I hereby declare that “<<<Topic Name>>>” Internship work carried out by me under the guidance of _____ in partial fulfilment for the award of Bachelor of Business Administration (BBA) by Tumkur University. I also declare that this report is prepared by me and it has not been submitted to any other university or Institute for the award of any other degree or Diploma or Certificate

Date:

Signature

Place:


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