



ST. JOSEPH'S COLLEGE OF COMMERCE

#163, Brigade Road, Bangalore - 560 025

GUIDELINES FOR PREPARING INTERNSHIP REPORT

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 (including the cover page)
6. **Cover Page:** A specimen copy is attached with this document

A) CORPORATE INTERNSHIP & STUDENTS PURSUING CA ARTICLESHIP

The internship report should include the following in the same order -

- Cover Page (specimen copy attached with this document)
- Form 1 – Declaration
- Form 2 – Guide Certificate
- Form 3 – Company/Organization Certificate (Originals and one photocopy of the Certificate has to be submitted. The Original Certificate can be collected back from the guide in the first week of August 2019.)
- Form 4 – Confidential Rating
- Acknowledgement from the student
- Chapter 1 – Introduction (should include Focus of Internship, Objective of Internship, Scope of Internship & Limitations of Internship)
- Chapter 2 – Company/Organization Profile (should include Brief History, Services rendered, core performance & organization chart)
- Chapter 3 – Work Experience (should include brief summary of work done for all the weeks interned)

- Chapter 4 – Observations & Conclusions (should include observations, conclusions & bibliographies)
- Form 5 – Internship Information Summary
- Form 6 – Attendance Report
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B) START-UP INTERNSHIP

The internship report should include the following in the same order -

- Cover Page (specimen copy attached with this document)
- Form 1 – Declaration
- Form 2 – Guide Certificate
- Form 3 – Company/Organization Certificate (Originals and one photocopy of the Certificate has to be submitted. The Original Certificate can be collected back from the guide in the first week of August 2019.)
- Form 4 – Confidential Rating
- Acknowledgement from the student
- Chapter 1 – Introduction (should include Focus, Objective, Scope & Limitations)
- Chapter 2 – Company/Organization Profile (should include Brief History, Services rendered, core performance & organization chart)
- Chapter 3 – Work Experience (should include brief summary of work done for all the weeks interned)
- Chapter 4 – Observations & Conclusions (should include observations, conclusions & bibliographies)
- Form 5 – Internship Information Summary
- Form 6 – Attendance Report.

CORPORATE / START-UP **INTERNSHIP REPORT**

*(Submitted in partial fulfilment of the requirements for the award of the degree of
Bachelor of Commerce/ Bachelor of Business Administration)*

St. JOSEPH'S COLLEGE OF COMMERCE
(Autonomous)

163, Brigade road, Bangalore-560025



Place of Internship:

Duration:

Internship Guide:

Submitted by:

(Student Name)

(Class & Section)

(Registration No.)

Time lines for submission of Internship Report and Completion of VIVA

St. Joseph's College of Commerce		Student Handbook 2019-20
JUNE - 2019		
1	Sat	College Commences and Orientation for 1st Year B.Com/BBA Students
2	Sun	
3	Mon	<ul style="list-style-type: none"> College reopens for academic year 2019-2020 for II & III year UG/III year PG students Orientation for III Semester B.Com/BBA Students
3 - 8		Application for Revaluation /Retotaling/Photocopy
4	Tue	<ul style="list-style-type: none"> Orientation for V Semester B.Com/BBA students College Commences and Orientation for 1st Year PG Students
5	Wed	<ul style="list-style-type: none"> Qutub - e - Ramzan (Holiday) World Environment Day - Eco Club
6	Thu	<ul style="list-style-type: none"> Orientation for II Year PG Students Career Mapping M.Com (FA)
7	Fri	
8	Sat	
9	Sun	
10	Mon	<ul style="list-style-type: none"> Nomination of Department Coordinators Registration starts for College sports teams Class Rep Election for II & III year UG and II year PG
11	Tue	Last date for submission of Internship Report by the students to the guide
12	Wed	Nomination of Association/Clubs Coordinators
13	Thu	<ul style="list-style-type: none"> To circulate PG Guide list of dissertation Subject Coordinators meeting with COE
14	Fri	Class Rep Election for I year UG/PG
15	Sat	



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Internship Report Guidelines for M.Com/ M.com(IB) students

- A.** The Report can be spiral-bound or submitted stapled and in good-quality folder. It need not be hard-bound.
- B.** The Report must represent a good sample of professional business writing (format, absence of mistakes, concise and reader-friendly). Font size:12, Arial or TNR, 1.5 spacing)
- C.** The Report shall have a title page entitled:
 - Summer Internship Report,
 - Name of the student,
 - Class (M.Com/MIB) and Reg. No.,
 - Name of the company or organization of internship.

D. The Report must be accompanied by:

- (i) A signed declaration by the student briefly stating the period of the Internship, the name of the organization/company, the department(s) or areas where the work was carried out, and the name and designation of the person under whose guidance the Internship was carried out.
- (ii) A Certificate from the employer, company or organization, attesting to the satisfactory completion of the Internship and in fulfilment of its objectives. It must be on the company letterhead, and signed by the person who supervised the intern's work or assignment or someone senior.
- (iii) The Certificate must have an official stamp and the date. It can be addressed to: "Whom It May Concern" or to the Head of the P.G. Dept., SJCC, Bangalore.
- (iv) The Internship Evaluation Report (2 pages, already in your possession) to be filled out and signed
by the person who supervised the intern's work or assignment.

E. Report Format:

Please read carefully The Final Internship Report, Sample Project Structures and the possible format type given on Page.2 of the "Summer Internship Programme Guidelines" You can also use the classical Research Report format, if your internship work involved a specific research project that was assigned to you.

G. Table of Contents:

- 1) **Acknowledgement:** (1 page)
If you wish, you may include a page with a brief note of dedication or acknowledgment of help received from particular persons in the organization, such as your Internship supervisor or employer, and so on.
- 2) **Introduction:** (1 page)
Explain which company you interned with, where the facility was located, and the main emphasis of your learning experience.
- 3) Profile of the organization/firm/company, 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. etc. Do not attach photocopies of company brochures, but develop the profile in your own language and make it interesting and readable!
(max. 4 pages)
- 4) **Learning Agreement and Learning Objectives:** (max. 2 pages)
 - What was the purpose of your internship at the company? What made you choose that particular company/firm/organization for your internship?
 - Describe the specific area(s) of internship or training.
 - In which department(s) of the company was the Internship taken? Please describe the business unit, its business concentration and objectives.
 - What responsibilities, if any or assignment were given to you?
- 5) Literature Review, if any, carried out as part of your assignment or to enhance your knowledge of the topic or assignment. (This is optional and is subject to the nature of the work and reporting style as described under the aforementioned point: F). (max. 4 pages)
- 6) **Discussion: THIS IS THE MAIN BODY OF YOUR INTERNSHIP REPORT!** (max. 20 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. 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 (7) and (8)

7) 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.

8) Comments/Suggestions:

(max. 4 pages)

- How was monitoring/supervising of the Internship process/work organized at the company?
- What kind of challenges did you face? What have you achieved during the internship?
- What kind of business experience (positive and negative, if applicable) did you gain?
- Please comment on any issues other than business-related to the Internship experience, negative and positive.
- Please describe any areas/issues/situations where you had to apply your theoretical knowledge from the M.Com/MIB/PG Dipl. courses at SJCC?
- What is the connection between the work you were doing and your proposed dissertation research proposal, if any?
- 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, if any?
- Level of usefulness of the Internship for learning. What can be done more efficiently to make the internship at the company more useful professionally?
- How do you see your future networking at the company? Have you got any useful contacts? Will you follow up with any further actions to support the contacts?
- Do you see the company as a possible place to start your career? Why?

9) Appendices:

You may include a reference list or bibliography, if any.

This section may contain supporting data for the text. Examples of appendix material are data sheets, questionnaire samples, illustrations, maps, charts, etc.

10) Number of copies: (three) SJCC - P.G. Department

Firm/ Organisation where Internship was carried out.

Your personal copy