

SAVITRIBAI PHULE PUNE UNIVERSITY
Ganeshkhind, Pune 411007

Faculty of Commerce & Management

Manual of
Internship Programme for
Third Year B. Com. Students
(Semester V & VI)
Under
Choice Based Credit System

June 2021

Preamble: -

India is recognized as one of the youngest nations in the world with over 50% of the population under 30 years. It is estimated that by about 2025, India will have the 25% of the total global workforce (World Competitiveness Yearbook, 2012).

Hence, there is a need to further develop and empower the human capital to ensure the nation's global competitiveness. As far the economic progress of our country is concerned, India is still lagging behind due to various problems like poverty, unemployment, illiteracy, medical infrastructure etc.

Youth plays a crucial role in achieving economic prosperity of the country. In the present scenario, it is found that most of the youth being educated are facing severe unemployment problem due to lack of skills and technical knowledge. Most of them are unaware of the developments taking place in the modern world.

National Skill Development Initiative will empower all individuals through improved skills, knowledge, nationally and internationally recognized qualifications to gain access to employment and ensure India's competitiveness in the global market.

The National Education Policy 2020 also emphasize Practical Assignments and Skill Development to the students across institutes of higher learning in various streams.

In view of this, Savitribai Phule Pune University has come up with a concept to provide 'Internship' to all students studying in semester V & VI across faculty of commerce.

The internship programme will provide valuable work experience to the students, help them explore a career path and develop and refine skills that will eventually give themselves an edge in the job market

The University has established a pool of business establishments who are willing to provide practical exposure to the students for sixty hours in their respective organisations. The certificate awarded by these establishments will add a value to the academic credentials of participating students.

1. Eligibility for Internship Programme

The students who have sought admission to the semester V & VI of T.Y.B.Com. under Choice Based Credit System need to undergo 'Internship Programme'. The internship programme is compulsory.

2. Nature of Internship Programme

A student has to undergo sixty hours of practical training in business establishments. The list of these establishments will be provided by the university. In case, a student is unable to join the enlisted establishment, he/ she can choose an establishment in consultation with the concerned teacher.

3. Salient features of Internship Programme

The fundamental framework of internship is as below:

- a. The internship is of four credits and eighty marks.
- b. The internship will replace the practicals and practical examination of special paper II and paper III of semester V & VI.
- c. Internship will be of sixty clock hours.
- d. A student has to complete internship in the special subject that he / she has opted in S.Y.B.Com.
- e. The Internship Programme is based on the contents of the syllabus prescribed for paper II and Paper III of semester V & VI.
- f. The Internship Programme has to be completed in the vacation between semester V and VI.
- g. In case of backlog, he/ she can complete the internship prior to appearing for the semester VI examination.
- h. Successful completion of the Internship Programme is mandatory, in case a student could not complete the internship as per prescribed standards, he/ she has to undergo the Internship Programme again in different establishment.
- i. A student is entitled to a 'Completion Certificate' after successful completion of the Internship Programme.
- j. The internship provider establishment may select the apprentice student for regular employment depending on the skill set and nature of performance exhibited by the student.
- k. A student is solely responsible for his behaviour in the business establishment during the Internship Programme

4. Subjects available for Internship Programme

A student has to undergo Internship Programme in the Discipline Specific Special Subject which he / has chosen in S.Y.B.Com. (Semester III & IV). List of the Discipline Specific Special Subject given below:

1. Business Administration Paper II & III
2. Banking and Finance Paper II & III
3. Business Law and practices Paper II & III
4. Cooperation and Rural Development Paper II & III
5. Cost and Works Accounting Paper II & III
6. Business Statistics Paper II & III
7. Business Entrepreneurship Paper II & III
8. Marketing Management Paper II & III
9. Agricultural and Industrial Economics Paper II & III
10. Defence Budgeting, Finance and Management Paper II & III
11. Insurance, Transport and Tourism Paper II & III
12. Computer Programming and Application Paper II & III

5. Framework of the for Internship Programme :

- a. The area in which a student has to undergo Internship Programme (Contents of the Internship Programme) will be finalized by the concerned subject teacher in consultation with the Internship Programme providing organisation.
- b. It is essential to ensure that all key contents of the syllabus of paper II and III are incorporated in the framework of the Internship Programme.
- c. This will help a student to have hands - on experience of the important aspects of the Discipline Specific Special Subject chosen by him / her.
- d. The contents of the Internship Programme should be adequate and a students should be able to understand various concepts and put it into practice within a time frame of sixty hours.
- e. Internship Programme is of sixty hours net. It does not contain pre-Internship Programme training and or / and evaluation.

Guidelines for Teachers

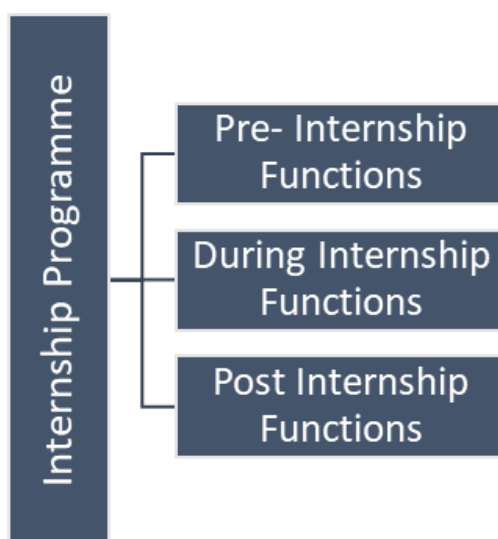
Teachers' contribution in planning and implementation of Internship Programme is very crucial and pivotal. Teachers need to play the role of a guide and philosopher to make the Internship Programme a flagship initiative and also making it a success.

Meaningful execution of the Internship Programme will add a significant value not only to the skillset of students but will enhance institutional image to a significant extent.

The National Assessment and Accreditation Council also emphasizes Internship Programme as a part of effective curriculum delivery. The number of students undergoing Internship Programme will certainly aid colleges to secure better grades during evaluation.

For effective implementation of the Internship Programme, it is advised that the concerned department institutes an 'Internship Programme Execution Cell'. The cell will plan and implement the Internship Programme according to the guidelines issued by the university. The cell is also expected to monitor and review the progress and outcomes of the programme with regular intervals and make necessary changes.

Role of teachers in execution of the Internship Programme is divided into three sections:



Guidelines for Teachers

Pre- Internship Functions

Teachers are expected to carry out following Pre-Internship functions:

1. Internship Programme Execution Cell:

The concerned department needs to institute 'Internship Programme Execution Cell'. The composition of the cell will be as below:

- Principal of the college : Chairman
- Vice -Principal / HoD : Member Secretary
- Convener, Soft Skills Development Cell : Member
- Subject Teachers : Member
- Industry Expert /s : Member
- Student representative : Member

Following are the functions of the cell:

- a. Preparation of exhaustive outline of the Internship Programme.
- b. Communication of the outline to the concerned students well in advance.
- c. Contacting concerned companies/ establishments and organisation of meetings to finalize the programme.
- d. Preparation of subject wise 'Hands- on training contents list' (Internship contents).
- e. Getting the contents approved by the Internship providing companies / establishments.
- f. Preparation of sixty hours' duration Internship Programme for each Discipline Specific Special Subject ensuring that the hands-on training contents fit in properly.
- g. Establishment of query/ grievances/ difficulties redressal mechanism to solve students' issues related to Internship Programme.
- h. Establishment of 'Feedback Mechanism' for both students and Internship providing companies.
- i. Preparation of 'Progress Card' to record the progress of students' during the Internship Programme.

2. 'Soft Skill Development Programme'

The concerned department needs to organize sessions on 'soft skills development' in association with the 'Soft Skills Development Cell' of the college. This programme will help students to accommodate themselves in the professional environment at a faster pace. Contents of the programme may be finalized in association with the industry experts.

3. Clusters

Few colleges located in geographical vicinity may think of coming together and formation of 'Cluster' to implement Internship Programme jointly. This will ease the process of contacting the Internship providing companies and execute all related activities. The colleges will save on funds, manpower and time if the programme is implemented through clusters.

4. Evaluation and credits

The Internship Programme has replaced existing practicals and practical examination of Discipline Specific Special Subjects - Paper II & III for semester V & VI. However, the same number of credits allotted to practical and practical examination have been transferred to 'Internship Programme'.

The process of evaluation has been restructured as below:

Process of Evaluation- Semester V

Semester V		
Discipline Specific Special Subject, Paper II	Discipline Specific Special Subject, Paper III	Total Marks
Maximum Marks - 20	Maximum Marks - 20	40

Methodology for Evaluation:

This evaluation is to be done prior to joining the Internship Programme.

The student will prepare a plan for proposed internship programme. The plan may contain following aspects: -

- Format of Slide wise presentation of proposed plan of Internship programme to be prepared and submitted by the student is given below:
- The student is required to keep necessary documents ready, if any, at the time of assessment of the proposal.

Slide No.	Contents
1.	Name of the organisation where the internship is proposed to be carried out.
2.	Details of the organisation, i.e. nature of business, turnover, branches, market share etc.
3.	The areas in which he/ she is planning to undergo internship.
4.	Details of the various subject specific concepts learnt by the student before joining the internship.
5.	Allocation of 60 hours of Internship Programme.
6.	List of the skills that he/she is planning to acquire during internship programme.
7.	A brief note on how the internship program may benefit him/her to develop better skills in his / her subject.
8.	A note on the preparation done by the student before joining the internship programme. This note may include the following: <ul style="list-style-type: none"> a. Completion of soft skills program, b. completion of a certificate / diploma in related area, c. Previous job experience in related area.
9.	Details of the primary discussion that the student had with any officer/ authority of the internship providing organisation about the proposed work.
10.	Proposed outcome of the internship programme

- Students may add more slides providing additional information about the proposed Internship Programme.
- The evaluation of the proposed Internship Programme is to be done on the basis of above parameters.

- Teachers may provide suggestions to make the proposed internship more meaningful for the student. Such suggestions must be communicated to the students in writing.

Evaluation of the Proposal

- a. The student is supposed to prepare a PowerPoint Presentation covering the above aspects.
- b. The evaluation is to be done on the basis of the potentials, quality, utility and outcome of the proposed work.
- c. The evaluation panel will consist of one internal and one external examiner. Industry experts may be invited to evaluate the proposal and make suggestion, if any.
- d. Total evaluation of the proposal will be of 40 marks and it carries 2 credits.
- e. Further, out of 40 marks, 20 marks are allotted to paper II and paper III each.

Guidelines for Teachers

During - Internship Functions

1. Teachers need to contact the internship providing organisations at regular intervals during the internship programme to review following matters: -
 - a. Regularity / punctuality of student
 - b. Behaviour / soft skills
 - c. Inclination to learn new things
 - d. Ability to put theory into practice
 - e. Ability to take initiative for problem solving
 - f. Commitment to the assigned task
 - g. Overall progress and performance (Whether satisfactory or not)

Guidelines for Teachers

Post - Internship Functions

- After the students have successfully completed the Internship Programme, teachers are required to convene a batch wise meeting of students to know their experience and overall opinion about the utility and effectiveness of the programme.
- Teachers should also try to compare the feedback received from the students regarding the industry requirements with the prevailing curriculum and try to bridge the gap by organizing guest lectures, assigning projects to the student, organisation of industrial visits etc.
- These endeavors will help students to undergo the Internship Programme in a more confident manner.

Process of Evaluation- Semester VI

Semester VI		
Discipline Specific Special Subject, Paper II	Discipline Specific Special Subject, Paper III	Total Marks
Maximum Marks - 20	Maximum Marks - 20	40

Methodology for Evaluation:

1. This evaluation is to be done after the student has successfully completed the Internship Programme.
2. The student will prepare a presentation based on the work performed by him/ her during the internship programme.
3. The parameters for evaluation are as below:-
 - Hard Skills learnt by the student
 - Soft skills / communication skills developed by the student
 - Outcome of the Internship Programme
 - Feedback received from the Internship Providing organisation
 - Value addition in the overall knowledge of the student
 - Quality and contents of the presentation
 - Contribution of the student towards the organisation

- Format of Slide wise presentation of work performed by the student during the Internship programme is given below.

Slide No.	Contents
1.	Name of the organisation where the internship was proposed to be carried out.
2.	Contents proposed to be learnt during the Internship Programme.
3.	Allocation of 60 hours of Internship Programme
4.	List of the officers and the staff members of the Internship Providing organisation with designations.
5.	Name and designation of the officer under whom the internship was completed.
6.	Work profile assigned during the Internship Programme
7.	Actual work performed during the Internship Programme
8.	Skills learnt during the Internship Programme
9.	Problems faced while performing the assigned task
10.	How the problems were addressed to
11.	Contribution made towards better functioning the organisation, i.e. any techniques invented to save time, manpower or money, improvised documentation process, development of a model for better customer service etc. (Optional)
12.	List of the skills required to perform the assigned task, not included in the syllabus.
13.	Opinion of the student about the following - <ol style="list-style-type: none"> 1. Utility of the Internship Programme 2. Adequacy of the time allotted for programme 3. Suggestions for improvement in the syllabus 4. Will the programme improve employability? 5. Suggestions to make the internship programme more meaningful and effective 6. Overall feedback about the internship experience 7. Any other information

- Students need to submit following documents at the time of final evaluation of the work performed during the Internship Programme:-
1. Internship Completion Certificate (Format Enclosed)
 2. Duly signed and completed Log Sheet stating hour wise work done. (Format Enclosed)
 3. Feedback form duly signed and stamped by the internship provider organisation. (Format Enclosed)
 4. Student Feedback form (Format Enclosed)

Evaluation of the Proposal :

- a. The student is supposed to prepare a PowerPoint Presentation covering the above aspects.
- b. The evaluation is to be done on the basis of the
 - a. Regularity and punctuality
 - b. Actual work performed,
 - c. Feedback by the internship providing organisation
 - d. Nature of contribution made
 - e. Skills learnt
 - f. Problem solving initiative taken
 - g. Learning attitude.
- c. The evaluation panel will consist of one internal and one external examiner. Industry experts may be invited to evaluate the proposal and make suggestion, if any.
- d. Total evaluation of the proposal will be of 40 marks and it carries 2 credits.
- e. Further, out of 40 marks, 20 marks are allotted to paper II and paper III each.

Institutional Arrangements for Internship

Savitribai Phule Pune University has made internship arrangements in association with the following institutions by signing Memorandum of Understandings. These institutions will help colleges to provide internship opportunities to the students.

1. Institute of Chartered Accountants of India (ICAI)
2. Institute of Company Secretaries of India (ICSI)
3. Institute of Cost and Management Accountants (ICMA)

Formats required for Internship Programme

1. Letter to Internship Providing Organisation for inclusion of students
2. Undertaking from student about his/ her behaviour to the college
3. Undertaking from student about his/ her behaviour to the organisation
4. Log Sheet of work performed during internship
5. Internship completion certificate
6. Feedback from internship provider organisation
7. Feedback from student

College Letter Head

To,
The Manager(HR),
----- Co Ltd.

Subject :- Request for inclusion of students of our college for Internship Programme...

Madam / Sir,

Savitribai Phule Pune University has introduced 'Internship Programme' for Third Year B. Com. Students in its revised syllabus.

The purpose of the internship programme is to provide hands-on training and experience to the students about various aspects of business and commercial activities. The internship will also enhance employability of students.

In view of this, I request you to provide following students of our college (List enclosed) with an opportunity for internship in your esteemed organisation.

We would appreciate if you could provide exposure of the following business activities to these students:-

Mention here the key contents of the discipline specific special subject selected by the student

We look forward to a mutually rewarding academic association with your organisation.

Thank you.

Sincerely,

**Coordinator,
Internship Programme**

Principal

UNDERTAKING FROM STUDENT

1. Name of the Student :
2. Class : T.Y.B.Com.
3. Division and Roll Number :
4. Present address :
5. Permanent address :
6. Contact Number :
7. Contact Number (Parent) :
8. Email ID :

To,
The Principal,
----- College, -----

Subject : Undertaking

Respected Madam / Sir,

I am studying in semester V of T.Y.B.Com. I am going to join -----
(Name of the organisation) for my sixty hours internship programme during -----
--to -----.

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,

(Name & Signature of parent)

(Name & signature of the student)

Date :

UNDERTAKING FROM STUDENT

To,
The Manager (HR),

----- (Place)

Subject : Undertaking

Respected Madam / Sir,

I am a student of ----- College. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during -----to -----.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

(Name & signature of the student)

Date :

Place :

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Letter Head of the Internship Provider Organisation

- 1. Name of the Student :
- 2. Name of the College : T.Y.B.Com.
- 3. Division and Roll Number :
- 4. Address :
- 5. Contact Number :
- 6. Email ID :
- 7. Special Subject :
- 8. Internship start date :
- 9. Internship end date :

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				
Total Hours						

Certified that ----- (Name of the student) has satisfactorily completed the internship programme assigned to him.

Name & Signature of supervisor

Name & signature of manager

Name & signature of section in charge



Date :

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider Organisation

To,
The Principal,
----- College,
----- (Place)

Subject: Internship Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavors.

Thank you.



Sincerely,

Name & Signature
(Authorised Signatory)

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.

Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	:	Details
1)	Name of the Supervisor/ Officer	:	
2)	Department	:	
3)	Designation	:	
4)	Name of the Student	:	
5)	Name of the College	:	
6)	Roll Number	:	
7)	Special Subject	:	

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge					
2)	Communication Skills					
3)	Punctuality & Dedication					
4)	Ability to work in teams					
5)	Problem solving skills					
6)	Quality of work done					
7)	Effectiveness					
8)	Efficiency					
9)	Ability to take Initiative					
10)	Positive attitude					
11)	Appearance					
12)	Using full potential at work					
13)	Work habits					
14)	Honesty & Integrity					
15)	Creativity					

Please turn over

Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Part C - Suggestions to make the internship programme more productive and effective.

1. -----
2. -----
3. -----
4. -----
5. -----

Part D - Changes required in the curriculum to improve employability of students.

1. -----
2. -----
3. -----
4. -----
5. -----

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review :

Date of Review :



STUDENT FEEDBACK FORM

1. Name of the Student :
2. Class : T.Y.B.Com.
3. Division and Roll Number :
4. Present address :
5. Contact Number :
6. Email ID :

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	
2.	I was properly introduced to the task assigned to me in the organisation	
3.	I was given proper guidance to carry out my responsibility	
4.	My supervisor / officer was very cooperative and supportive	
5.	I found my task interesting and worth learning	
6.	My supervisor / officer addressed to my queries/ doubts quickly	
7.	I received due respect from my colleagues in the organisation	
8.	The contents of the syllabus match with the practical work	
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	
10.	The Internship Programme is very useful to enrich my knowledge	

Please give your suggestions to make the internship programme more productive and effective.

1.
2.
3.

Please give your overall feedback about your experience during the internship (Not mentioned above).

.....
.....

Signature & Name of the student with date

Please mention your suggestions and feedback about this manual here.
You can also mail them to y.mithare@gmail.com (Dr. Yashodhan Mithare, Associate Dean, Faculty of Commerce & Management, Savitribai Phule Pune University, Pune 411007)

1. -----
2. -----
3. -----
4. -----
5. -----
6. -----
7. -----
8. -----
9. -----
10. -----
