



ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University
Re-accredited by NAAC (3rd Cycle) with B⁺⁺ Grade
King Koti Road, Hyderabad

Ref No: SJC/EB/JUNE.23/21-06-2023/7

Date: 21-06-2023

MBA II Year Semester – IV

Internship Viva-Voce

Notice

This is to inform all the students of MBA II Year IV Semester that Internship Viva-Voce by respective Project guides is scheduled on 15th July 2023 from 9:00 am to 11:00 am. It is mandatory for all the students to attend Viva-Voce without fail as 4 credits are allotted for Internship.

Instructions to Candidates

1. Students are informed to report to respective guides 15 minutes before commencement of Viva-Voce.
2. Students without College ID Card & dress code will not be allowed for Viva.
3. No Re-Examination will be conducted.
4. It is mandatory for all the students to submit Internship Report to respective Project guides without which student is not permitted for Internship Viva.
5. **For further reference with regard to division of marks, Internship Report Format Please find enclosure of BOS approved Internship copy.**
6. For further clarifications students are informed to approach respective Internship Committee In charge.

R. Anil

Controller of Examinations

[Signature]
21/6/23

Principal

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DEPARTMENT OF BUSINESS MANAGEMENT
SEMESTER-IV
MBA
INTERNSHIP
AECC
w.e.f 2021-22 AY

SCHEME OF INSTRUCTION

Credits : 4
Instruction Mode : Industrial Visit
Course Code : **MBA 2020 - 411**

SCHEME OF EXAMINATION

Maximum Marks : 100
Industry Assessment : 40
Department Assessment : 60

Course Objective: To make the student gain hands-on experience about the work place and Organization culture with practical exposure.

Course Outcome: After the completion of the internship student will be able to demonstrate the skill set acquired through the internship.

Introduction to Internship

As a student of Master of Business Administration (MBA) you are required get on-the-job training through working in a company and gaining practical experience called Internship. The main aim of Internship is to connect the student to the theory and practical aspects of management.

An internship is a period of work experience offered by an organization for a limited period of time. Internship is used for a wide range of placements in businesses, non-profit organizations and government agencies. They are typically undertaken by students and graduates looking to gain relevant skills and experience in a particular field. Employers benefit from these placements because they often recruit employees from their best interns, who have known capabilities, thus saving time and money in the long run. These positions may be paid or unpaid and are temporary.

Students must ensure that they maintain **regular contact with their supervisor** and also that they provide the supervisor with progress of their work at regular intervals.

The students should undertake the Internship during at any point of the time from the date of taking admission into the program and should complete the same before the ending third semester (duration should be 6 weeks and above time duration) of MBA Programme.

Internship Guidelines to the students

1. The internship is awarded with 4 credits in the course work which is to be completed in the third semester.
2. The candidate should submit a synopsis to the respective guide on the proposed work to be done during internship programme.



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3. Intimation of commencement of internship shall be submitted to the HOD/class incharge after signed by the placement officer and guide concerned before the commencement of ongoing semester.
4. Two guides will supervise the internship project work, one from the department and another from industry.
5. A log book should be maintained by all the students in which they have to record the date and interaction with their respective guides and should submit the same along with the internship report at the final submission.
6. The Committee/Guide should collaborate with this Industry person of contact (PoC) and take the feedback on attendance of the students and must submit the month-wise satisfactory report to the Internship Communication Committee.
7. Candidate should regularly visit the institute and present his/her internship progress report to their respective guides on every fortnight (once in 15 Days)
8. An internship report should be submitted at the end of completion of internship.
9. The guide from the industry will evaluate the student performance for 40 marks and the department will evaluate the student performance for 60 marks

Internship Report

This section presents some of the norms associated with a project. It is strongly recommended that you **follow these guidelines**. The final report should be presented in the following sequence:

- ❖ Title page
- ❖ Student's Declaration (Annexure-I)
- ❖ Company Certificate
- ❖ College Certificate
- ❖ Synopsis
- ❖ Table of Contents:
 - Company Profile (2 pages)
 - Job Descriptions (1 page)
 - Consolidated daily work write up(6 pages)
 - Outcome achieved(1 page)

Technical Specifications of the Internship Report

- The project should be typed on **A4 white paper**, and be **1.5 line spaced**.
- The left margin should not be less than **40 mm** and the right margin not less than **20 mm**.
- All pages should be **numbered**, and numbers should be placed at the centre of the bottom of the page, not less than 10 mm above the edge.
- Page numbers should start from introduction of the company and end with the Model/Framework.
- The sections prior to the Introduction are usually numbered with small Romans, i.e. i, ii, iii. It is easier if appendices are numbered in a separate sequence (suggest a, b, c) rather than as a continuation of the main report.
- **All tables, figures and appendices** should be consecutively numbered or lettered, and suitably labelled.



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- Font Style: Times New Roman, Font Size: headings-16 (bold), sub headings-14 (bold), remaining content - 12 (normal) and left margin should not be less than 40 mm and the right margin not less than 20 mm
- Document should be justified and aligned. Line spacing within the paragraph 1.5 between two paragraphs- double.
- Should not underline the heading/subheadings and should not put colons (:) in headings or subheadings.
- The figures, Graphs and tables occurring in a chapter may be serially numbered as Fig./Graph/Table 1.1, 1.2 etc., where the first digit represents the chapter, the second digit represents Figure number

Evaluation formats

Total marks for Internship will 100 (Industry Assessment 40 marks + Departmental Assessment 60 marks)

Industry Assessment (40 Marks)

Evaluation Table

EVALUATION CRITERIA.	Punctuality	Learning Orientation	Job Performance	Work Ethics	TOTAL
Marks	10	10	10	10	40

Note: If the industry assessment feedback is not provided by the mentor on time then marks can be allotted at the discretion of the departmental internal guide.

Department Assessment (60 Marks)

Evaluation Table

EVALUATION CRITERIA	Internship Report	Viva-Voce	TOTAL
Marks	30	30	60

The students are required to do the Internship in any area of Management under the guidance of Internal Faculty Member assigned to the student.

The Internship Work should be undertaken under the supervision of the Faculty Member assigned for the purpose.

Total marks for internship will 100 (Industry 40 marks + Department 60 marks) and the grads are awarded as follows



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SGPA CALCULATION

Marks	Qualitative Meaning	Grades
85 and Above	Outstanding	O
70 - 84	Excellent	A
60-69	Good	B
55-59	Average	C
50-54	Moderate	D
40-49	Pass	E
Less than 40	Fail	F

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