



## ST. JOSEPH'S DEGREE & PG COLLEGE

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

Ref No: SJC/25-02-2025/68/288

Date: 25-02-2025

### 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 the Examiners allotted by Examination Branch is scheduled on 25<sup>th</sup> March 2025 from 9:00 am to 3:00 pm. 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 and Log Book to respective Examiner 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.

*Note: The Panel for the students will be intimated prior to Viva.*

Controller of Examinations

Principal



# St. Joseph's

Degree & PG College  
(Autonomous)

- 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 be 100 (Industry Assessment 60 marks + Departmental Assessment 40 marks)

### Industry Assessment (60 Marks)

#### Evaluation Table

EVALUATION CRITERIA	Punctuality	Learning Orientation (Innovation)	Job Performance (Acquisition of Skills)	Work Ethics	TOTAL
Marks	10	10	20	20	60

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 (40 Marks)

#### Evaluation Table


EVALUATION CRITERIA	Internship Report	Viva-Voce	Presentation	TOTAL
Marks	20	10	10	40

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 60 marks + Department 40 marks) and the grades are awarded as follows

  
PRINCIPAL

  
Chairman  
BoS, Dept. of Management  
St. Joseph's Degree & PG College  
King Koti, Hyderabad -29

Dr. V. SUDHA  
PROFESSOR  
Dept. of Business Management  
Osmania University, Hyderabad-07.