



PROCESS FOR APPLYING FOR INTERNSHIP (5 CREDITS) B. COM/ BMS/BAS STUDENTS W.E.F 1ST JULY 2021

All students are hereby required to follow the steps given below to avail 5 credit points on completion of internship for the above mentioned academic year.

[Click here to apply for NOC](#)



- Mention Name, PRN, Class, Division and Roll no.
 - Mention the name of the organization, the nature of work expected to be done by the intern during the internship and the duration of the internship.
 - Attach screen shot of the correspondence/ appointment letter received, confirming the commencement of the internship.
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**Start the internship after
receiving the NOC for the same**



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COMPLETION OF INTERNSHIP

Fill the submission form:

<https://forms.gle/uQ4QFq8KtADsGoSN9>

Attach in the form:

a) Screen shot of the correspondence wherein NOC was applied for and given.

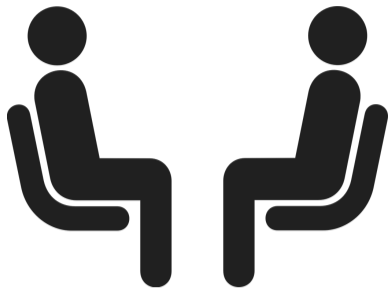
b) PPT, not more than 10 slides, which mentions

- Name, PRN, Class, Division, Roll no of the student**
- Name of the organization, Type/Structure of the organization, Products/Services offered by the organization**
- Description of the work done by the student during the internship**
- Duration of the internship and the Learning outcome.**

Optional attachment: any testimonial/ appreciation letter received by the student during the said internship.

c) Internship completion certificate issued by the organization in which the internship was undertaken. It should mention the student's name, duration of the internship/ start date and the end date. The same should be signed by a designated authority of the organization.

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Viva Voce

- A Viva Voce would be conducted after the submission.
- Details of the same would be communicated to you via a college notice which would be displayed on MS Teams/college website.
- The grades earned by the student would be mentioned on the Semester VI mark sheet.



Note:

- *The internship undertaken should be for minimum 150 hours spread across 30 working days.*
- *The internship cannot be undertaken at the cost of academics/required attendance.*
- *Undertaking of the internship does not reclude the student of his/her academic obligations.*
- *The credits for completion of internship can be availed only once during the under graduate course.*