

GUIDELINES FOR REPORT ORGANISATIONAL STUDY/INTERNSHIP REPORT

BACHELOR OF COMMERCE (B.Com.)

Index

Sl. No.	Clause	Title	Page No.
1.	OS/IR 1.0	An Overview of the Organisational Study	1
2.	OS/IR 2.0	Commencement of an Organisational Study	2
3.	OS/IR 3.0	Report Writing	3
4.	OS/IR 4.0	Submission of the Report	5
5.	OS/IR 5.0	Evaluation of the Report	5
6.	OS/IR 6.0	Miscellaneous	6
7.	OS/IR 7.0	Appendices including report evaluation and viva- voce format	6 - 13

Guidelines Governing an Organizational Study for Bachelor of Commerce

OS/IR 1.0	An Overview of the Organisational Study
	<p>The organisational study is an important ingredient of education at UG programs. It is an attempt to bridge the gap between professional world and academic institutions. It would be a replication of real work environment. It expects the students to experience the rigor of professional environment in form and substance. It also develops technical, analytical, social and communication skills among students. Students are expected to carry out the study with commitment, quality and integrity.</p>
OS/IR 1.1	Objectives of the Organisational Study
	<p>Primary Objective:</p> <ol style="list-style-type: none"> 1) The primary purpose of this study is to fulfillment of the requirements for the degree of Bachelor of Commerce. <p>Secondary Objective:</p> <ol style="list-style-type: none"> 2) To extend the education and evaluation beyond the classroom of the University. 3) To familiarize with the business organizations. 4) Understand how the theoretical knowledge can be applied to the practical situations and examine an organization's issues and identify its opportunities/problems and also suggest corrective measures. 5) To familiarize with the different departments in the organization and their functioning 6) It seeks out and focuses attention on many hidden attributes, which do not surface in the normal class room situations. These attributes are intellectual ability, professional judgment and decision making ability, integrated critical thinking, inter-disciplinary approach, skills for data handling, ability in written and oral presentation and sense of responsibility etc.
OS/IR 1.2	Organisations for the study
	<ol style="list-style-type: none"> 1) Micro, Small, Medium and Large Scale organizations 2) Sole Properties and Partnership with minimum of four functional departments. 3) Non – Government Organisations (NGOs) 4) Development agencies 5) Government departments and local bodies 6) Any other Organisations

OS/IR 2.0	Commencement of an Organisational Study
OS/IR 2.1	<ol style="list-style-type: none"> 1) Students of the V Semester, after completion of the Semester End Examination have to undergo the organisational study as per the Calendar of Events issued by the Head of the Department. 2) This organizational study carries six (2) credits during VI semester of the program. 3) Once the Organization is chosen, the students shall submit a duly filled in Registration form to the guide. The format of the Registration Form is shown in Appendix I. This Registration form shall be maintained by the HOD, Department of Commerce, 4) The student should submit the organisational study as per the time schedule and the prescribed format. The format for the proposal is shown in Appendix II. 5) Students and the guide shall have regular interaction. The internship work diary shall be maintained by the respective guides in order to enhance the quality of Organisational Study. The format for the diary is shown in Appendix III.
OS/IR 2.2	Role and Responsibilities of Guides:
	<ol style="list-style-type: none"> 1) Internal Guides/Faculty Guide (College guides): <ol style="list-style-type: none"> a) Faculty Guide with M.Com./MBA or any other equivalent degree can guide the students for the organisational study. b) The guide shall monitor the progress of the students under their guidance from the selection of the organization to the submission of the report. c) The guides are authorized to reject the report, if it does not meet the expected standard quality as per the guidelines. 2) External Guides (Company guides): <ol style="list-style-type: none"> a) The Company guide has to arrange induction program's to make the students familiar with the hierarchy of a particular organization. b) The Company guide has to train the students regarding data collection and presentation of the report. c) The Company guide has to finally assess the students by objectively looking at the targets achieved and the reports submitted. d) Establish a weekly assessment for the intern to review progress and satisfaction with the organisational study. e) Expected responsibility of the company guide is to establish a professional rapport with faculty/internal guide from time to time, this is important because faculty guide contributes to the theoretical knowledge of the students and the company guides add corporate/practical knowledge, if these two are in perfect synchronization, then the output would be fine-tuned.
OS/IR 3.0	Report Writing:
OS/IR 3.1	<ol style="list-style-type: none"> 1) Following are the preliminary pages of the organisational study report, Students shall follow the same sequence. <ol style="list-style-type: none"> a) Cover Page and Title Page (Format – Appendix IV) b) Certificate from the Company c) Declaration by the students (Format – Appendix V) d) Certificate of Originality by the Guide (Format-Appendix VI) e) Acknowledgements f) Table of Contents (Format- Appendix VII) g) List of Tables (Format – Appendix VIII) h) List of Graphs (Format – Appendix IX) i) Executive Summary

OS/IR 3.2	<p>Contents of the Chapters: This section gives indicative framework for the students towards the contents of the chapters in organisational study:</p> <ol style="list-style-type: none"> 1) Chapter 1: Introduction: It includes significance of the organizational study, Objectives of the study, Methodology of the study, Limitations of the study etc. 2) Chapter 2: Industry Profile & Company Profile: Industry Profile includes a brief introduction of the background of the Industry and the latest trends in the Industry. Company profile includes background and inception of the company, Nature of the business carried, Mission, Vision, Values, Goals and objectives and Quality Policy, Product/Services Profile, Area of Operation – Global/National/Regional, Ownership Pattern, Competitors Information, Infrastructural facilities, Achievement Awards, strategic perspective plan (if any). 3) Chapter 3: Organisation Structure: It includes Organizational structure, Main offices & Comments on the organizational structure etc. 4) Chapter 4: Departmental Study/ Functional Areas: It includes structure and functions of the departments. Students shall conduct at least four departmental study. <ol style="list-style-type: none"> a. Production Department b. Human Resource Department c. Finance Department d. Marketing Department e. Research and Development f. MIS/IT (A brief insight into each department – its functions and interconnectedness with the other departments). 5) Chapter 5: SWOT Analysis and Interpretations: SWOT Analysis: Strengths, Weaknesses, Opportunities and Threats for the Organization 4) Chapter 6: Summary of Findings, Suggestions and Conclusion 5) Learning Experience 6) Bibliography (Format - Appendix X) 7) Appendices / Annexures (If Any): The Appendices contain material which is of interest to the reader but not an integral part of the report and any problem that have arisen that may be useful to document for future reference. <p>Note: Students should refer the Annual Reports/Financial Statements, Chairman and AGM Report (latest).</p>
OS/IR 3.3	<p>Presentation of the Report:</p> <ol style="list-style-type: none"> a) Typing should be done on one side of the A-4 size paper. b) The left side margin should be 1.75 inches, the right, top and bottom margin should be 1 inch each. c) Font size: Chapter heading: 14; Sub-heading: 12 (Bold) and text of the running matter: 12. d) Fonts to be used are Times New Roman. e) The text of the report should have 1.5 line spacing; quotations and foot notes should be in single-line space. f) Chapter heading should be capitalized and should be kept at center. g) Tables, graphs and diagrams should have respective number, captions and source.

	<p>h) The body of the report can be in the range of 15 to 25 pages.</p> <p>i) All pages in main text should carry the Arabic numerals placed on the bottom at the centre. The Title page, Acknowledgement, Table of contents etc. should be numbered in lower case Roman numerals.</p> <p>j) The numbering of chapters, divisions and sub-divisions should be done, using Arabic numerals only. For example, sub-division 2 under division 4 of chapter 3 should be numbered as 3.4.2.</p> <p>k) Table and Figures appearing in the main text should have appropriate numbers and captions. The third table in Chapter Two, the number of Table should be assigned as 2.3. Tables and Figures should appear at the centre.</p> <p>l) Endnotes should be numbered consecutively within each chapter or throughout the entire report. Citations on the main text should carry the author(s) name with year, say for example, Sharma (2011) or (Sharma, 2011) as the case requires. The full reference for the citation should appear in the Bibliography.</p>
OS/IR 3.4	Plagiarism:
	<p>a) Copying of material from any source without appropriate referencing the source will initiate plagiarism procedures. College and University will initiate severe action.</p> <p>b) All the materials that relates to the organizational study should be shown to the guide and to be retained by the students until the University has declared the results. Students are advised not to dispose off the material away once their report is submitted, as they might be asked to present it as part of the viva voce or otherwise.</p>
OS/IR 4.0	Submission of the Report:
	<p>a) The students shall submit one (2) copy of the report in hardbound (Normal binding) for report evaluation and one copy for the students to carry the same copy for the viva voce.</p> <p>b) The Students shall also submit the PDF Soft copy of the report to the HOD, Department of Commerce, Concerned College.</p> <p>c) The HoD, Department of Commerce, Concerned College shall consolidate the PDF soft copy of the reports of all the students and submitted to the university for recorded purpose as per the calendar of the events.</p>
OS/IR 5.0	Evaluation of the Report
	<p>a) After the successful submission of the report by students, concerned guide shall evaluate the report for 30 marks as per the Evaluation Format (Appendix XI).</p> <p>b) HOD, Department of commerce, Concerned College shall prepare the panel of examiners to conduct of viva voce for 20 marks as per the Viva voce format (Appendix XII).</p> <p>c) It is the responsibility of the HOD, Department of Commerce, Concerned College to submit the final consolidated marks to the University as per the calendar of events as notified by the University.</p>
OS/IR 6.0	Miscellaneous
OS/IR 6.1	The organisational guidelines should be read as a whole for the purpose of any interpretation.
OS/IR 6.1	The organisational guidelines should be read as a whole for the purpose of any interpretation.
OS/IR 6.2	Wherever the words "he", "him", "his" occur in the regulations, they include "she", "her", "her's".

OS/IR 6.3	In case of any doubt or ambiguity in the interpretation of the guidelines mentioned in the guidelines, the decision of the Dean, Faculty of Commerce, shall be final.
OS/ IR 6.4	The University may change or amend the guidelines at any time, and the changes or amendments made shall be applicable to all the students with effect from the date notified by the University.

Appendices:

Appendix I : Registration Form

1. Name of the Student : _____
2. Name of the Guide : _____
3. Name of the Company : _____
4. Write a brief note on the Company/ Organisation : _____

Student Signature