

**Appendix II : Internship Work Diary**

<b>Date of the Meeting</b>	<b>Topics Discussed</b>	<b>Progress as on Date</b>	<b>Signature of the Student</b>	<b>Signature of the Faculty</b>

**Note:** The Guide and students are expected to meet at least once in a week i.e., on Saturday.

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**APPENDIX III :  
BROAD/ SUGGESTED FRAMEWORK OF REPORT**

Following may be the outline of a Project Report. The Teachers should explain and give this suggestive format to the students. The Teachers are free to modify / improvise the suggested structure.

**1. Title Page (First/ Cover Page)**

It is the first page of the Internship Report/ Report on Company Analysis contains the name of the organization , the name of the author, the name of the institution and the month and year of presentation.

**INTERNSHIP REPORT/REPORT ON COMPANY ANALYSIS**

**ON**

**Name of the Organization \_\_\_\_\_  
[Title < Font size Arial Narrow 18-All caps & Bold]**

Report submitted in partial fulfillment of the requirements for the award of  
B.Com Degree/ Degree in Commerce

***Submitted to***

\_\_\_\_\_ College

***BY:***

Name of the Student

Class & Section

UUCMS No:

Year

**Prepared Under the Supervision: < Font size Arial Narrow 14-All caps & Bold>**

Name of the Teacher

Designation

College

**KUVEMPU UNIVERSITY< Font size Arial Narrow 14-All caps & Bold>**

**YEAR : 2023-24**

**[NOTE: Cover page should not contain any page number]**

## 2. Certificate of the Organization/Industry/Business Firm (Second Page)

This part contains the certificate of the organization where the student has pursued his internship activity. The format may be like this. It can be given by the organization in its letter head also.

### CERTIFICATE

This is to certify that the internship report on \_\_\_\_\_ ( Topic/ Name of the Organisation) is a record of work done by \_\_\_\_\_ ( Name of the Student ) bearing UUCMS No \_\_\_\_\_ during the \_\_\_\_\_ month in our organization.

Place :

Date :

Signature of the Proprietor

## 3. Declaration By the Student (Third Page)

It is the statement of the Student as to the originality and genuineness of the internship work. This may be the format of declaration.

### DECLARATION

I hereby declare that the internship on the organization \_\_\_\_\_ is conducted by me and the Report submitted to the ----- College of Kuvempu University is my original work and the Report has not formed the basis for the award of any degree to any student in this/ other college.

Place :

Date :

Signature of the Student

## 4. Acknowledgements ( Fourth Page)

In this section the Student has to acknowledge the assistance and support received from individuals and organizations in completing the Internship. It is intended to show the gratitude. The suggested format is as below.

### ACKNOWLEDGEMENTS

In the process of the preparation of this report on the \_\_\_\_\_ (Name of the Organization), I have taken immense support and help from many persons to whom I am thankful. I feel happy and proud of mentioning those who supported me in making this report a success.

I extend my hearty thanks to \_\_\_\_\_ (Proprietor/s of the Organization) of \_\_\_\_\_ (Organization ) for his/their kind co-operation. I offer my sincere thanks to \_\_\_\_\_ who has provided me the related data.

My thanks are due to the \_\_\_\_\_ (Teacher Supervisor/Guide) who has guided me in preparing this report.

My sincere thanks to my parents ( Mother/ Father/ Brother/ Sister) whose support was the source of strength in the completion of this internship.

Place :

Date :

Name & Signature of the Student

### 5. Guide/Supervisor's Certificate (Fifth Page)

The Teacher who guided/supervised the student has to certify that it was a record of independent work done by the student. The format may be like this.

#### CERTIFICATE

This is to certify that the internship titled \_\_\_\_\_ is an original work of Mr./Ms. \_\_\_\_\_ bearing UUCMS Number \_\_\_\_\_ and is being submitted in partial fulfillment for the award of the Bachelor Degree in Commerce by Kuvempu University. The report has not been submitted earlier either to this University /Institution for the fulfillment of the requirement of a course of study

Signature of the HOD

Signature of the Guide/Supervisor

### 6. Certificate of the Principal (Sixth Page)

This part contains the certificate of the Principal of the College.

#### CERTIFICATE

This is to certify that the internship report on \_\_\_\_\_ ( Topic/ Name of the Organization) is a record of work done by \_\_\_\_\_ ( Name of the Student ) bearing UUCMS No \_\_\_\_\_ during the academic year\_\_\_\_\_.

Place :

Date :

Signature of the Principal

### 7. Main Part OR Body of the Report ( From Seventh Page onwards)

This section contains the main part of the report on Internship Work/ Company Analysis done by the student.

#### Guidelines :

- 1) Report should be type written .
- 2) Spiral binding or Binding using transparent sheets is suggested.
- 3) Report may contain statistical data, graphs/ charts, Tables etc.
- 4) Student should submit before the end of the 6<sup>th</sup> Semester.
- 5) Evaluation is at the college level.

**Appendix IV**  
**Suggested Report Structure**

CONTENTS		
Chapter No.	INDEX	Page No.
1.	Introduction	
2.	Industry Profile & Company Profile	
3.	Organisation Structure	
4.	Department Study	
5.	SWOT Analysis	
6.	Summary of Findings, Suggestions and Conclusion	
	Learning Experience	
	Bibliography	
	Annexure	

**Appendix VII**  
List of Tables

Table Number	Table Name	Page Number
1.1 .....		
1.2 .....		
1.3 .....		
1.4 .....		

**Appendix VIII**  
List of Figures

Figure Number	Figure Name	Page Number
1.1 .....		
1.2 .....		
1.3 .....		
1.4 .....		

## Appendix IX

**Bibliography (Style of Referencing is APA format):** Examples are given below for your students References.

### **Books**

Abraham, K. (2001), *The Dynamics of Economic Reforms (Economic Liberalization and Political Transformation)*, New Delhi: McGraw Publishers.

### **Edited Volume**

Aharoni, Y. (2009) "On Measuring the Success of Privatisation", in Ramamurthi, R. and Vernon, R. (eds) *Privatisation and Control of State Owned Enterprises*. Washington, D.C.: World Bank.

### **Journals**

Boardman, D. and Vining, S. (1989) "Ownership in Competitive Environments: A Comparison of the Performance of Mixed, Private and SOEs", *Journal of Law and Economics*, April, Vol. 1, No, 32, pp.16-9.

### **Reports and Gazettes**

Asian Development Bank (2008) *India: Statistical Abstract 2008*, April, 2008, Manila, ADB.

### **Newspapers and Magazines**

Ahluwalia, M. (2003) 'Some of the criticism directed at the IMF is not valid', an exclusive interview, **D+C [Development & Cooperation]**, September, vol.30.

### **Websites**

Ministry of Finance (2008) "Privatization", Viewed on 06/11/2003 in the MoF Website, <http://www.mof.in/~epa/Privatise/index.html>.

Ram Mohan, T.T. (2004) "Privatisation in China: Softly, Softly Does it", accessed on 02/10/2010 at <http://www.iimahd.ernet.in/publications/public/Fulltext.jsp?wp-no=2004-09-04>.

**Appendix X**  
**An Organizational Study Report Evaluation format for 60 Marks by the Concerned Guide**

Sl. No.	Registration No.	Name of the Students	60 Marks						
			Introduction (10 Marks)	Industry Profile & Company Profile (6Marks)	Organisation Structure (06 Marks)	Department Study (10Marks)	SWOT Analysis (14Marks)	Summary of Findings, Suggestions and Conclusion (14 Marks)	Total Marks Secured (For 60)

**Appendix XI**  
**An Organizational Study Viva Voce format for 40 Marks by Panel of Examiners Appointed by the HOD**

Sl. No.	Registration No.	Name of the Students	40 Marks					
			Self-Introduction (04 Marks)	Confidence (08 Marks)	Communication Skills (6 Marks)	Question and Answer on Reports (12 Marks)	Learning Experience (10 Marks)	Total Marks Secured (For 40)

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