



**Tilak Maharashtra Vidyapeeth**

Declared as a Deemed to be University Under Section 3 of UGC Act 1956

Reaccredited by NAAC with 'B++' Grade

ISO21001 : 2018 Certified



**Tilak Maharashtra Vidyapeeth, Gultekdi, Pune**

**Department of Management**

**Commerce Section**

**Guidelines for Internship**

**For Undergraduate Students (2023)**

### 1. Objectives of the Internship

**Purpose:** To provide students with practical exposure to the real-world business environment, bridging the gap between theoretical knowledge and practical application.

**Learning Outcomes:** Students should gain insights into business operations, develop professional skills, and understand industry practices.

### 2. Duration and Nature of the Internship

**Duration: 60 Hours of work** in any organization with the approval of the department.

**Nature:** Internships can be in various sectors such as finance, marketing, human resources, accounting, or retail.

### 3. Selection of Internship Organization

**Criteria:** Organizations should be recognized and relevant to the student's field of study.

**Approval:** It is mandatory to obtain approval from their institution before commencing the internship.

### 4. Internship Report

**Content:** The report should include an introduction to the organization, objectives of the internship, key learnings, day to day activities and its description.

### 5. Evaluation Criteria (Total: 50 Marks)

<b>Internship Report (30 Marks):</b> Clarity of objectives and methodology Depth of analysis and findings Quality of writing and presentation Proper referencing and citation	<b>Presentation(10 Marks):</b> Oral presentation of the internship report Ability to answer questions and engage in discussion	<b>Supervisor's Feedback (10 Marks):</b> Assessment by the supervisor based on the student's performance during the internship and the quality of the report
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## **6. Submission and Deadlines**

**Submission:** Students are required to submit the final internship report by a specified deadline, usually at the end of the semester. Deadline will be notified via notice to the students.

**Format:** **A spiral bound report must be submitted to the Office or Centre.**

## **7. Additional Considerations**

**Ethical Standards:** Students should adhere to ethical guidelines, maintaining confidentiality and integrity during their internship.

**Documentation:** Maintaining a daily log or diary during the internship is mandatory for the student.

## **Guidelines for preparing Internship Report**

The internship should be done under the guidance of Internal Faculty members of the Department.

### **Format / Presentation of Internship Report**

The format that the student should follow while submitting the internship report as follows

- a) Title Page
- b) Declaration
- c) Approval for internship (Commerce Section)
- d) Record of work carried out by the student
- e) Certificate of Completion signed by the supervisor
- f) Acknowledgement of Submission
- d) Index of contents with page numbers
  - Chapter 1 – Introduction of the organization where internship is done
  - Chapter 2 – Department under which internship is done
  - Chapter 3 – Nature and scope of work
  - Chapter 4 – Key learnings
  - Chapter 5 - Conclusion

### **Guidance for the presentation of the internship report:**

#### **Paper and Text**

- The internship report must be typed on A4 size white bond paper & the completed report must be spiral bound.
- The numbers should be sequential. The page number should be typed at the bottom right side.
- The internship report shall have appropriate chapter scheme and be presented in a minimum of 20 pages (Approximately 5000 to 6000 words).
- The text should be double or 1.5 spaced. Each paragraph should be properly titled. Font should be Times New Roman with font size 12 for contents & 14 for paragraph headings and 16 for chapter headings.

**TITLE PAGE**



A REPORT ON INTERNSHIP AT  
(NAME OF THE ORGANIZATION AT WHICH INTERNSHIP WAS COMPLETED)

SUBMITTED BY: \_\_\_\_\_ (Name of the student)

PRN: \_\_\_\_\_

SUBMITTED TO: DEPARTMENT OF MANAGEMENT  
COMMERCE SECTION

IN PARTIAL FULFILLMENT OF THE ACADEMIC REQUIREMENT FOR B.COM  
MAY / DECEMBER 2025

## DECLARATION



I Ms. / Mr. \_\_\_\_\_ hereby declare that I am a student of B.Com \_\_\_ year, at Tilak Maharashtra Vidyapeeth and I want to do my internship at \_\_\_\_\_ (name of the organization) on my own free will. I will adhere to the standards of the organization and display professionalism during my internship.

**Signature of the Student:**

**Date:**

**Name of the Student:**

**Place:**

**Permanent Registration No.:**

**APPROVAL FOR INTERNSHIP**



Date:

To,

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Dear Sir / Madam,

This is state that Mr. / Ms. \_\_\_\_\_, PRN  
\_\_\_\_\_ is a student of Tilak Maharashtra Vidyapeeth and is presently  
pursuing \_\_\_\_\_ year of B.Com. He / She has to carry out internship for **60 hours**. You are  
requested to kindly provide him/her with permission to undergo internship at your esteemed  
organization.

Yours faithfully,

Coordinator/ Head of the Department



## CERTIFICATE OF COMPLETION



This is to certify that Ms. / Mr. \_\_\_\_\_ of  
Tilak Maharashtra Vidyapeeth (B.Com Programme - \_\_\_\_\_ year) has successfully  
completed the Internship at \_\_\_\_\_ (name  
of the organization).

**Student name:**

**PRN:**

**Date:**

**Place:**

**Supervisor name:**

**Designation:**

**Organization name:**

**Signature of the Supervisor:**

**Date:**

**Place:**

## ACKNOWLEDGEMENT OF SUBMISSION



This is to acknowledge that Ms./ Mr. ....

PRN. ....of B.Com (. ....Year) has submitted the

Internship Report at Tilak Maharashtra Vidyapeeth, Department of Management, Commerce  
Section.

**Date:**

**Signature of the receiver**

(With stamp)



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**EVALUATION SCHEME FOR INTERNSHIP— (ORGANIZATION SUPERVISOR)**

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**Name of the Programme:**

**Course Code:**

**Study Centre:**

**Name of the Student:**

**PRN:**

**Internal Marks by Supervisor of the organization**

<b>Details</b>	<b>Marks out of</b>	<b>Marks Obtained</b>
Sincerity and professional competence	10	
Work hours and work completed	10	
<b>Total Marks</b>	<b>20</b>	

Comments, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_

Name of the Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_



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**EVALUATION SCHEME FOR INTERNSHIP— (H.O.D./ CO-ORDINATOR/  
CENTRE HEAD)**

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**Name of the Programme:**

**Course Code:**

**Study Centre:**

**Name of the Student:**

**PRN:**

**Internal Marks by H.O.D/ Co-ordinator/ Centre Head**

<b>Details</b>	<b>Marks out of</b>	<b>Marks Obtained</b>
Quality and Clarity of Report Content	15	
Presentation, Structure and Documentation	15	
<b>Total Marks</b>	<b>30</b>	

Comments, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of H.O.D/ Co-ordinator/ Centre Head: \_\_\_\_\_

Name of the Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_