



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)

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

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,

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



RECORD OF WORK CARRIED OUT BY STUDENT

Date	Time – Duration		Venue or Department	Nature of Work	Sign of Supervisor	Remarks
	From	To				

Signature of the Student

Signature of Coordinator

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)