

## **BUSINESS INTERNSHIP**

### **Internship Guidelines for Students of Management Studies (BMS)**

#### **Course Objectives:**

- A practice-oriented and 'hands-on' working experience in the real world or industry, and to enhance the student's learning experience.
- An opportunity to develop a right work attitude, self-confidence, interpersonal skills and ability to work as a team in a real organizational setting.
- An opportunity to further develop and enhance operational, customer service and other life-long knowledge and skills in a real-world work environment.
- Pre-employment training opportunities and an opportunity for the company or organization to assess the performance of the student and to offer the student an employment opportunity after his/her graduation, if it deems fit.

#### **Learning Outcomes:**

Upon successful completion of this module, the student would:

- Demonstrate the application of knowledge and skill sets acquired from the course and workplace in the assigned job function/s.
- Solve real life challenges in the workplace by analyzing work environment and conditions, and selecting appropriate skill sets acquired from the course.
- Articulate career options by considering opportunities in company, sector, and industry, professional and educational advancement.
- Communicate and collaborate effectively and appropriately with different professionals in the work environment through written and oral means.
- Exhibit critical thinking and problem-solving skills by analyzing underlying issue/s to challenges.

#### **Internship Categories**

Undergraduate internships help students gain practical experience and prepare for future careers. They are of two types:

##### **1. Enhancing Employability**

These internships build job-related skills like teamwork, decision-making, problem-solving, communication, and confidence. Students learn how workplaces function, develop professional ethics, and understand real-world projects, start-ups, and government processes.

##### **2. Developing Research Aptitude**

These focus on research and innovation. Students learn how to frame research questions, use tools and equipment, collect and analyze data, and present findings. Internships can be done with universities, research labs, industries, and experts to promote innovation and self-reliance.



## Credits and Duration of Internship

Every student for the UG Programme is required to undergo internship as a **course of 4 credits of at-least 8 weeks' duration**. Interns are expected to commit to 20 hours per week, allowing for a balanced integration of work and learning. The internship mentor will arrange specific schedules. This structure ensures that interns gain substantial experience while accommodating any academic commitments.

## Internship Supervisor

A regular faculty member will act as the Internship Supervisor for assigned students. The Supervisor will guide and monitor students during the internship, maintain necessary records, and evaluate their reports. They are expected to hold a short meeting with the Internship Mentor at least once a month to review the student's progress.

## Internship Mentor

The Internship Mentor is an individual professional or owner or an employee working in an internship providing organization where a student is pursuing his/her internship. Students may choose the organization through their own network and must submit the Mentor's consent to the Internship Supervisor. The Mentor will guide the students throughout the internship, validate their participation and performance, issue the completion certificate, and assess them based on attendance, punctuality, learning, and achievement of objectives.

## Internship Providing Organization

The internship can be done by a student to get the opportunities for active engagement in on-site experiential learning preferably in their respective discipline at an Internship Providing Organization with the permission of the Internship Supervisor.

A suggestive list of possible areas of internship and the organizations is given below:

Internship	Objectives	Organization Type
Financial Analysis	Interpreting financial statements, conducting ratio analysis, evaluating investments, financial modelling, forecasting, risk assessment, reporting.	Companies/Business Organizations (Manufacturing/Trading)
Accounting Software Proficiency	Use of software like QuickBooks, SAP, Tally, Oracle; data entry, reconciliation, generating reports.	Account Service Providers / Banks (Commercial & Cooperative)
Data Analysis and Visualization Internship	Working with large datasets, statistical analysis, visual reporting using Excel, Tableau, Power BI.	Banks, Advertising Agencies, Insurance Companies, Investment Banks, Mutual Funds
Tax Preparation and Compliance	Exposure to tax regulations, filing processes, preparing tax returns, compliance research.	CA Firms / Tax Service Providers / Advocates
Financial Planning & Wealth Management	Portfolio analysis, retirement planning, investment strategies, assessing financial goals and risk tolerance.	Financial Advisors / Wealth Management Companies



Business Process Improvement	Identifying inefficiencies, streamlining workflows, implementing best financial practices.	Financial Advisors, Retail Stores, Real Estate Firms, Trade Associations
Project Management	Coordinating audits, implementing accounting systems, managing budgeting processes.	Companies, Banks, Advertising Agencies, Insurance Companies, Stock Agencies, NGOs, Retail & Real Estate Firms
Marketing & Market Research	Conducting market research, developing marketing strategies, executing promotional campaigns, understanding consumer behavior.	Advertising Agencies, Insurance & Investment Companies, NGOs, Retail & Real Estate Firms
Sales & Business Development	Client prospecting, customer relationship management, negotiation of business deals.	Advertising Agencies, Insurance & Investment Companies, NGOs, Retail & Real Estate Firms
Human Resources Management	Recruitment, onboarding, training, employee relations, performance management, HR policies.	Companies, Banks, Agencies, Retail Firms, Newspapers, Travel & Hospitality Organizations
Entrepreneurship & Small Business Management	Working with start-ups, business planning, market analysis, operations support.	Start-ups, Retail Businesses, Agencies, Accounting Firms, Travel & Hospitality Firms
Business Consulting	Industry research, competitive analysis, strategic growth recommendations.	Companies, Investment Firms, NGOs, Retail & Real Estate Organizations

## Internship Student Engagement Process

### Step 1: Orientation Session

An introductory session is conducted to explain the internship objectives, expectations, and professional conduct, helping students prepare for real-world application of their studies.

### Step 2: Identify an Internship

Students research and select internships that match their academic background and career goals using job portals, networks, or faculty recommendations.

### Step 3: Internship Agreement Form & Commencement of Internship

The student shall contact the internship-providing organization or the Internship Mentor to obtain consent for internship guidance. The student must then submit the **Internship Agreement Form / Offer Letter**, prepared on the organization's official letterhead and duly signed by the Internship Mentor with official seal and date, clearly stating the detailed nature of work, to the Internship Supervisor along with the proposed internship schedule, within one week from the date of joining. Upon receiving approval, the student shall proceed for the internship after informing the Internship Supervisor.

### Step 4: Internship Completion Certificate

After completion of the internship, the student must obtain the **Internship Completion Certificate** on the organization's official letterhead, duly signed by the Internship Mentor with official seal and date, and submit it to the respective Internship Supervisor.



### **Step 5: Internship Report Submission**


Under the guidance of the Internship Supervisor, students are required to prepare and submit an Internship Report upon completion of their internship.

The final report should include the following components:

- Front Page (Name, Roll No, Registration No, Course, Company, Duration, Mentor)
- Internship Agreement Form / Offer Letter and Completion Certificate
- Background of the Company
- Description of Roles and Weekly Tasks
- Discussion of Challenges Faced, Solutions Implemented, Key Learnings, Value addition and Conclusion

### **Points of consideration:**

- Internships in online or virtual mode are not permitted.
- Internships undertaken in one's own family business are not permitted.
- Internships must be pursued only with organizations that possess a valid GSTIN, Registration Number, or CIN.
- Internship Timing should not overlap with the Normal Class hours

  
Vice-Principal  
Department of Management Studies  
St. Xavier's College  
(Autonomous)  
Kolkata