



Re-Accredited 'B++' 2.86 CGPA by NAAC

VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

વીર નર્મદ દક્ષિણ ગુજરાત યુનિવર્સિટી

યુનિવર્સિટી કેમ્પસ, ઉદ્ધના-મગદલા રોડ, સુરત - ૩૯૫ ૦૦૭, ગુજરાત, ભારત.

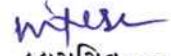
Tel : +91 - 261 - 2227141 to 2227146, Toll Free : 1800 2333 011, Digital Helpline No.- 0261 2388888
E-mail : info@vnsgu.ac.in, Website : www.vnsgu.ac.in

-: પરિપત્ર :-

યુનિવર્સિટી સંલગ્ન તમામ બી.બી.એ. કોલેજોનાં આચાર્યશ્રીઓને જણાવવાનું કે, NEP-2020 અંતર્ગત શૈક્ષણિક વર્ષ ૨૦૨૬-૨૭ થી અમલમાં આવનાર B.B.A. Sem.-5 Summer Internship Programme સંદર્ભે બિઝનેસ એન્ડ મેનેજમેન્ટ સ્ટડીઝ વિષયની અભ્યાસ સમિતિની તા.૨૧/૦૨/૨૦૨૬ની સભાના ઠરાવ ક્રમાંક:૦૨ થી કરેલ ભલામણને મેનેજમેન્ટ વિદ્યાશાખાનાં અધ્યક્ષશ્રીએ મેનેજમેન્ટ વિદ્યાશાખાની મંજૂરીની અપેક્ષાએ વિદ્યાશાખા વતી મંજૂર કરી એકેડેમિક કાઉન્સિલને કરેલ ભલામણને એકેડેમિક કાઉન્સિલની તા.૨૪/૧૨/૨૦૨૪ ની સભાનાં ઠરાવ ક્રમાંક:૩૫૩ અન્વયે માન. કુલપતિશ્રીને આપેલ સત્તા અંતર્ગત માનનીય કુલપતિશ્રી ધ્વારા મંજૂર કરેલ છે. જેનો અમલ કરવા આથી જાણ કરવામાં આવે છે.

બિડાણ: ઉપર મુજબ

ક્રમાંક:ઓથો./પરિપત્ર/સિલેબસ/૭૬૯૩/૨૦૨૬
તા.૧૭-૦૪-૨૦૨૬


કુલસચિવ

પ્રતિ,

- ૧) યુનિવર્સિટી સંલગ્ન તમામ બી.બી.એ. કોલેજોનાં આચાર્યશ્રીઓ.
.....આપશ્રીની કોલેજના સંબંધિત શિક્ષકોને જાણ કરી અમલ કરવા સારું.
- ૨) ડીનશ્રી, મેનેજમેન્ટ વિદ્યાશાખા.
- ૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.
.....તરફ જાણ તેમજ અમલ સારું.

Subject Code [2508000705010001]

Major : SUMMER INTERNSHIP PROJECT (DSCC-11)

TY.B.B.A (SEM-5) - Credit : 4

(EFFECTIVE FROM A.Y. 2026-27)

BACHELOR OF BUSINESS ADMINISTRATION

General Guidelines for Implementation of Internship as per NEP 2020 at Veer Narmad South Gujarat University

- Curriculum and Credit Framework for Undergraduate Programmes, UGC, New Delhi, December 2022.
- Based on Framing of Uniform Credit Structure for all Higher Educational Institutions of the State and Implementation of the Common Curriculum and Credit Framework under the National Education Policy-2020.
- GR No. KCG/admin/2023-24/0607/kh.1 dated 11/07/2023.

Contents

Sr. No.	Particulars
1	About Summer Internship Project (SIP)
2	General Rules
3	Credit Rules
4	Evaluation Pattern
5	Annexure 1: Departments that can be studied
6	Annexure 2: Structure of Summer Internship Project Report
7	Annexure: 3 OJT / Internship completion certificate for candidates to be issued by the company to the concerned university department/college
8	Annexure : 4 OJT / Internship Completion Certificate for candidates to be issued by the concerned university department/college to Examination Section of the University
9	Annexure 5: Suggestive Formatting Guidelines
10	Annexure : 6 Internship Report Summary
11	Annexure : 7 Log Book (Dairy) Format

Summer Internship Project – DSCC-11 (T.Y.B.B.A – Sem. V)

About Summer Internship Project (S.I.P)

A student enrolled in Bachelor of Business Administration (BBA) program shall have to undergo Summer Internship in any organization of their choice (Manufacturing / Processing is highly advisable) either individually or in group. Student(s) will choose a company of his/her/their choice will personally go to the company and understand the working of the company there will prepare a report of the same and will have to present the report in front of panel members. This whole exercise will be equivalent to 4 credits in Semester 5 of BBA course. The students shall be able to get credit only when they complete their training.

Objectives:

The Internship Program at Veer Narmad South Gujarat University aims to:

- Integrate theoretical knowledge with practical workplace applications.
- Offer hands-on industry exposure to equip students for professional roles and organizational expectations.
- Enhance competencies in critical thinking, collaboration, effective communication, and adaptability to dynamic environments.
- Expose students to emerging technologies, innovation practices, and entrepreneurial avenues.
- Foster professional values, ethical conduct, social accountability, and integrity in future careers.

Outcomes:

Upon completion of the Internship program, students will be able to:

- Apply theory in practical settings.
- Show problem-solving and teamwork skills.
- Understand workplace culture and career trends.
- Adapt to new technologies effectively.
- Practice professional ethics and social responsibility.

General Rules

R.S.T.R. 1: At the end of Semester 4 during Summer Vacations, and during Semester 5 the student(s) have to undergo minimum 120 hours (4Credit) of Summer Internship Training.

R.S.T.R. 2: One student /Group of students should undergo said training. HOWEVER, GROUP PROJECT SHOULD BE ENCOURAGED.

R.S.T.R. 3: Student(s) will choose the company of his/her/their own choice and will bring the permission letter from there either in written letter format or via e-mail or any other formal mode. This training is the only means in BBA curriculum which allows the students to expose practically with hard-core working of manufacturing / processing activities. Students can also be sent to service firms / organisations, with proper guidance provided by the mentors.

R.S.T.R. 4: College authority can decide minimum and maximum number of group size on their

discretion but group size must not be greater than **6 (Six)**. Further college can also decide the maximum limit of groups going in single company. Individual student can also undergo summer training project. College should appoint faculty mentor to guide them throughout their work.

R.S.T.R. 5: This study will purely be ‘**Departmental Study**’ by nature wherein students will learn functioning of the company by studying departments like production, operations, marketing, finance, accounting, sales, personnel, HR, Health, Safety, Quality Assurance and others.

R.S.T.R. 6: At the end of Summer Internship Project, they will have to bring completion certificate and one copy of the same must be kept by the college. Without Project Completion certificate, study would be considered incomplete and student(s) will not get credit for the same and will be considered failed in ‘Summer Internship Project’.

R.S.T.R. 7: It is mandatory for an individual student to undergo the said training to earn the required credit of the said paper.

CreditRules

R.S.T.R. 8: If a student(s) fails to undergo required summer training, he/she will be considered “FAIL” and will be allotted ‘Grade F’ in the said subject.

R.S.T.R.9: Incaseastudent(s)fail(s)toundergothetrainingandhe/sheisdeclaredfailedinit,a student will earn the required credit just as it is done for any other subject.

R.S.T.R. 10: If student(s) gets his/her form withdrawn in Semester 5 and student(s) had already completed the training during summer vacation, in such circumstance, he/she will be allowed to use completion certificate to claim the credit of ‘Summer Internship Project’ in the following semesters just as it is done for any other subject.

R.S.T.R. 11: An individual student or a group of students shall have to give VIVA VOCE Exam before the committee/panel as a part of **CCE (Continuous and Comprehensive Evaluation)**. A panel may consist of the faculty members of the college concerned or from other colleges, if college wishes for. College must maintain full confidentiality during the whole evaluation process.

R.S.T.R. 12: Marks of Summer Internship Project External should also be entered in the university ERP system along with the internal marks of Semester 5.

R.S.T.R. 13: Although this is a group project work but evaluation should be done on individual student basis. E.g. If only 4 students are working sincerely out of 6 and the other 2 are not putting enough efforts, they must be evaluated accordingly.

R.S.T.R.14: If a student never undergoes summer training, he/ she will never be entitled for the credit of ‘Summer Internship Project (DSCC – 11)’ of Semester 5.

R.S.T.R.15: Students are required to maintain a logbook (Diary) of their Summer Internship Project (SIP) activities on a regular basis. The format prescribed in Annexure–7 shall be followed. However, the college may adopt a similar format with necessary modifications, ensuring that all essential details of the internship work are systematically recorded.

Evaluation Pattern

As per the SOP issued by the Education Department, in semester 5, a total 4 credits are allotted for Internship/ OJT.

Out of these, 2 credits shall be evaluated through SEE (Semester Ended Examination) (50 marks) by concerned company/ Industry/ factory expert/supervisor/ mentor etc.

The remaining 2 credit (50 Marks) shall be evaluated as CCE (Continuous and Comprehensive Evaluation) by concerned Institution/ colleges

Course type	Semester	Course Code	Course Title	Course Credit	SEE	CEE	Total
Major	Fifth	DSCC-11	Summer Internship Project	4	50 marks	50 marks	100 marks

CCE (Continuous and Comprehensive Evaluation)

Particulars	Marks
Summer Training Report (Quantum of Information taken, Formatting, Content, Way of presentation)	25 Marks
VIVA VOCE of Report (Faculty panel from within /outside college)*	25 Marks
Total	50 Marks**
<i>* College concerned is allowed to frame faculty panel for VIVA from within as well as outside college. If college appoints outside faculties/experts for VIVA, DA and TA should be borne by college only and not by VNSGU. Panel members should not be less than two.</i>	
<i>**subject to producing completion certificate</i>	

ANNEXURE 1

DEPARTMENTS THAT CAN BE STUDIED

AIM & ESTABLISHMENT OF THE COMPANY AND GENERAL INFORMATION

- Name of the Organization and its Establishment year
- Location of the Registered Office and Head Office
- Location of the manufacturing units and other branches (if any)
- Name of Founders and Promoters
- Brief History
- Form of Organization
- Vision Statement
- Mission Statement
- Objectives and Shared Values
- Milestones since Inception
- Total Investment in Plant and Machinery (from inception till present)
- Organizational Structure of the company
- Organizational Hierarchy (To be presented as a flow-chart representing the various designations in the organization starting from top and arranged in descending order)
- Present Manpower status (classified as Executive/Managerial Level and Non-Executive/Non-Managerial level)
- Company's Sales Volume, Sales Revenue and Profits of Previous Financial Year
- Types of Products/ Services produced/offered
- Brand Name/s of Company's Products / Services
- The Market Structure (of the industry where the selected organization belongs to)
- Position in Industry (Company's Rank within the Industry among its peers)
- Environmental Pollution issues encountered by the organization (if any)
- CSR activities undertaken by the Organization if any
- Future Expansion Plans
- Any other specific detail

Production Department / Processing Department

- Departmental structure representing the Key Personnel in Department
- Plant Location
- Plant Layouts Used
- Raw Materials Used
- Systems used (Continuous / Intermittent and their sub-systems)
- Heavy Machineries Used
- Products and Services produced
- Process used
- Description of Layout (Product, Process, FP, Hybrid)
- Material Handling Equipment used
- Inventory Control methods (if followed)
- Order Quantity, Lead Time, Reordering Level

- CRP plan
- MRP plan
- Quality control technique
- Inspection Technique
- On the Job & Off the Job Training to Workers and Supervisors
- Names and addresses of plants if elsewhere situated
- Any other company specific detail

Marketing Department/ sales Department

- Departmental structure representing the Key Personnel in Department
- List of Products & Services
- Number of customers / overseas customers
- Marketing Plan
- Major competitors
- Specific Distribution channel
- PLC concept and association of their product with respect to PLC stage
- Market segmentation
- Positioning Strategies
- Promotion tools used
- Pricing method followed
- Sales force management
- CRM practices (if followed)
- Research Procedure (if conducted)
- Export Procedure (if applicable)
- Any other company specific detail

HRM / Personnel Department

- Departmental structure representing the Key Personnel in Department
- Recruitment Procedure
- Selection Process
- No. of employees
- Attendance maintenance
- Training given
- Fringe benefits provided, Leave rules
- Employee Safety mechanisms
- Promotion – Transfer rules
- Specific HR policies
- Performance appraisal
- Wages & Salary Administration
- Grievance Handling Procedure
- Strategic HRM (if adopted)
- Employee Feedback mechanism (if adopted)

- **Finance Department / Accounting Department**

- Departmental structure representing the Key Personnel in Department
- Trading & P & L Account
- Balance Sheet
- Ratios & their interpretation
- Financial Statement Analysis
- Accounting procedure

Purchase Department

- Departmental structure representing the Key Personnel in Purchase Department
- General details about purchase department
- Purchase Procedure
- Ordering Costs
- Raw Materials Ordered
- Order Quantity and Purchasing Lead Time (for key raw materials)
- List of Suppliers
- Vendor Selection
- Re-Ordering Time (Interval)
- Purchase Policies
- Software/Applications used by the department to carry out their work
- Any other specific detail

Safety Department

- Departmental structure representing the Key Personnel in Safety Department
- No. of fire extinguishers
- Safety Equipment provided to workers
- Workmen's Compensation policy
- List of Life Insurance Policies (if taken)
- List of General Insurance Policies (Fire, Marine, Burglary, etc.)
- Health and Safety Policy
- Any other Safety mechanisms

Other Company Specific Departments that can be studied **STORES AND WAREHOUSING DEPARTMENT**

- Departmental structure representing the Key Personnel in Stores Department
- Stores Layout
- Receipt, Storage and Issue Procedure
- Storage Medium
- Stores Record (Manual as well as Electronic)
- Software Used in store/warehouse administration
- Material Coding System
- Material Handling Equipment used inside the store-room / warehouse
- Carrying costs
- Inventory Management technique used
- Stock Verification
- Software/Applications used by the department to carry out their work

QA/QC DEPARTMENT

- Departmental structure representing the Key Personnel in QA/QC Department
- Instruments Used
- Name of Tests Conducted
- Brief procedure of any one test
- Method of Calibration
- Quality Assurance and Control Policies
- Software/Applications used by the department to carry out their work

DISPATCH AND LOGISTICS DEPARTMENT

- Departmental structure representing the Key Personnel in Dispatch Department
- Dispatch Procedure
- Mode of Dispatch
- Sources of Logistics (Own or Outsourced)

OTHER COMPANY SPECIFIC DEPARTMENTS THAT CAN BE STUDIED

- Utility Department (for providing utilities like Steam, Central Air-conditioning, Air Handling, DM/DI Water, Artificial Humidification, LPG, Power Back-up, etc.) ETP and Waste Disposal
- Packing Department
- Engineering and Maintenance Department (Civil, Electrical, Mechanical) Captive Power Plant

ANNEXURE 2

STRUCTURE OF SUMMER TRAINING REPORT

Sr. No.	Particulars
	Title Page
	Project Completion Certificate (College)
	Project Completion Certificate (Company)
	Declaration
	Acknowledgement
	Executive Summary
	Table of contents
	List of Tables
	List of Figures
	List of Graphs
Chapter 1:	AIM & ESTABLISHMENT OF THE COMPANY AND GENERAL INFORMATION
Chapter 2 :	Production Department / Processing Department
Chapter 3:	Marketing / Sales Department
Chapter 4:	Finance / Accounts Department
Chapter 5:	Human Resource / Personnel Department
Chapter 6:	Purchase Department
Chapter 7:	Safety Department
Chapter 8:	Any other company specific department
Chapter 9	EXPERIENCE GAINED AND PROBLEMS FACED <ul style="list-style-type: none">✓ What did you learn? How will this experience help you in the future?✓ Problems faced✓ What was missing /lacking?

	<ul style="list-style-type: none">✓ How could you have done your work better?✓ How could you have gained more experience?
Chapter 10:	CONCLUSION, SUMMARY AND RECOMMENDATIONS Your thoughts, views and comments in general about the company and your work experience
	Bibliography
	Annexure

ANNEXURE 3

OJT / Internship completion certificate for candidates to be issued by the company to the concerned university department/college

Company letter head

Issued on: _____ ID No.: _____

OJT / Internship Completion Certificate

This is to certify that Ms. / Mr. _____
_____ has successfully completed on the job training /
internship with grade _____ and marks _____ out of 50 (SEE)* for Conducted
by _____ (Company name) facilitated by
_____ (Institution / College / Department
name) from _____ (DD/MM/YYYY) to _____
(DD/MM/YYYY) at _____ (Name of company with
address).

Certified by:

(Company name)

Sign and seal

(Designation)

Grading for performance are as follows:

Letter Grade	Marks (in %)
O (Outstanding)	97.0 – 100
A+ (Excellent)	87.0 – 96.99
A (Very Good)	77.0 – 86.99
B+ (Good)	67.0 – 76.99

*SEE: Semester End Evaluation

Annexure 4

OJT / Internship Completion Certificate for candidates to be issued by the concerned university department/college to Examination Section of the University

on letter head of university department/college

Issued on: _____

ID No.: _____

OJT / Internship Completion Certificate

This is to certify that Ms. / Mr. _____
_____ has successfully completed on the job /
internship with grade _____ and marks _____ out of 50 (CCE) and
consolidated grade _____ and marks _____ out of 100 (SEE+CCE)*
for _____ (Name of Program/Course) conducted by
_____ (Company name) facilitated by
_____ (Institution / College / Department name) from
_____ (DD/MM/YYYY) to _____ (DD/MM/YYYY) at
_____ (Name of company, address).

Signed, Seal & Certified by:

Nodal Officer / Faculty Guide

Head of University Department / Principal of College

University Department/College

Date:

Place:

Annexure 5

SUGGESTED FORMATTING GUIDELINES

- Font Type: Times New Roman
- Font Size (Chapter Heading): 24
- Font Size (Main Heading): 16
- Font Size (Sub Heading): 14
- Font Size (Body Text): 12
- Line Spacing: 1.5
- Alignment: Justified
- References: APA Style
- Page No.: At Bottom Center
- Copies: 1 Spiral Bound + Soft copy
- Must be numbered according to the chapter (e.g. Table 5.1 means that it is located in Chapter 5 and that it is the first table presented and discussed in this chapter)
- Must have a title at the top and key(legend)underneath
- The table title must be set in sentence case (only first letter in capital) as follows: Table 5.1 Summary of sample characteristics
- Only the Table index number should be in bold. Rest of the title should be in plain text

Annexure 5

Internship Report Summary

Class: T.Y.B.B.A Semester: Division: Roll No.

Academic Year: _____

Student's Name: _____

Student's Address: _____

SPID number: _____

Internship Supervisor's Name: _____

Internship Period (min. 120 hours): From _____ To _____

Name of Internship Organization/Company: _____

Address of Internship Organization/Company: _____

Points to be considered in the report:

1. Introduction of Company/Organization
2. Objectives of Internship
3. Experiences and Difficulties faced during Internship
4. Skill Development during Internship
5. Lessons learnt during Internship

Date:

Signature of Student:

Signature of Internship Mentor/ Faculty Guide:

Note: Each student shall submit the above detailed report along with the Internship Completion Certificate. **(Prepare this report of maximum 5 pages only)**

11.2 Annexure 2: Format of 'Letter of Intent' for Skills Knowledge Partner (SKP)

To,
The Principal/ Dean/ Head of Department,
(College – Institute Name)
Address –

Subject – Letter of Intent to be a Skill Knowledge Provider.

Dear Sir/ Madam,

1. _____ (Name Of Organization) is desirous to become a Skill Knowledge Partner of _____ (Institute/University) and providing OJT/internship/Apprenticeship opportunity to students of _____.
2. We would be providing OJT/internship/Apprenticeship opportunity to up to _____ (number of students) for the _____ course/s.
3. We understand that the course is commencing on _____ and will be for the duration of _____ year (s) divided into _____ semesters.
4. As an organization, we shall provide opportunity to the students towards achieving the desirous learning outcomes. We understand that the minimum number of hours the student needs to spend on the learning outcome would be _____ (as per the credit assigned for internship) hours per semester.
5. We shall share the Completion letter with the names of the student and course, once the batch is finalized.

Your Sincerely,
ABC Company
Address
Contact person Name
Designation
Phone number