



Dayananda Sagar College of Arts, Science and commerce

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore

Department of B.Com- UG Schedules for Internship Reports – B. Com

Sl. No	Schedules	Final Dates for submission
1	Request letter from students for initial letter from college for company	Commencing from 24 th January, 2025 till 05 th February 2025
2	Letter of confirmation from the company	10 th February, 2025
3	Registering of Title of the Internship with the College guides	10 th February, 2025
4	Chapter 1: Introduction & Company Profile	21 st February, 2025
5	Chapter 2: Work Experience	27 th February, 2025
6	Chapter 3: Observation, Conclusion and Bibliography	17 th March, 2025
7	Executive Summary	20 th March, 2025
8	Annexure: Internship Attendance (Weekly)	Starting from 10 th February, 2025 to 20 th March, 2025 1. 14 th February, 2025 2. 21 st February, 2025 3. 7 th March, 2025 4. 14 th March, 2025
9	First complete draft (including title and front pages)	22 nd March, 2025
10	Second Draft with all the recommended changes	24 th March, 2025
11	Final Internship Report Submission	28 th March, 2025

1. Students have to meet their guides on a regular basis. Follow the dates given below.
14th February, 2025, 21st February, 2025, 7th March, 2025, 14th March, 2025,
2. Students have to sign the attendance on the day of visit to communicate their weekly progress with their college internship guides.

Shalini
Coordinator

[Signature]
HOD

T. Bahi
Principal
24/1/25

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Department of B. Com - UG

Order of Internship report - B.COM

1. Cover Page
2. Certificate Issued by The Company
3. College Certificate
4. Guide Certificate
5. Student Declaration
6. Acknowledgement
7. Table of Contents
8. Executive Summary
9. Chapter I: Introduction and Company Profile
10. Chapter II: Work Experience
11. Chapter III: Observation and Conclusion and Bibliography
12. Annexures – Internship Attendance

Balu. C
24/11/2021

Principal

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INTERNSHIP WEEKLY PROGRESS – Week 1

(All 4 weeks should be in separate sheets)

Week	Date	Days	Topics Completed	Signature of the employer

Company Seal and Signature