



**JALNA EDUCATION SOCIETY'S, R. G. BAGDIA ARTS S. B. LAKHOTIA COMMERCE &
R. BEZONJI SCIENCE COLLEGE, JALNA.**

Notice For Students

M.com 2nd Year IV Sem

Students of M.com 2nd year IV Semester are hereby informed that, **RESEARCH PROJECT** work will start from 10th December, 2019. All information about Project Work is given below:

1. As per the syllabus students will to work in Company for 40 days and take training in specific area of project work.
2. College will provide you the company name and your project area.
3. If any student is working in any Organization or Firm or Company, they should complete their project on their working place but these students should take permission from their Project faculty member and report till 30th November, 2019 in between 8.45AM to 12.30PM. Before joining the company student have to submit following documents to the Faculty member and take approval of the faculty member to start their training.
4. Following is the detail about documents. Students can take print on college website.
 - Students who Complete their Internship at their job place:

Name of the Document	Date for the Submission
Company Approval Form	Till 5 th December, 2019
Student Internship Program Application	Till 5 th December, 2019
Request Letter to Internship Provider	Till 5 th December, 2019
Student Reliving Letter	Till 5 th December, 2019
Student daily attendance sheet (for Company record)	After completion of Internship
Internship Evaluation report by Industry (For Company)	After completion of Internship
Student Feedback of Internship	After 5 Days Completion of Training

- Students who were sent by the college for Internship:

Name of the Document	Date for the Submission
Student Internship Program Application	Till 5 th December, 2019
Student Feedback of Internship	After 5 Days Completion of Training

5. Above all Documents are available on College website www.jesjalna.org and submit two copies with faculty member.
6. After Completion of company training students will prepare their projects within 30 days. Format of Project is available on Notice Board at Commerce Department.

7. Students have to prepare their project only in given format.
8. Spiral binding is not allowed. Project should be printed in following format:
Font Size is **14** for Heading with Bold and **12** for other information. And use **Times New Roman Font**.
9. Student has to attach some important page at Starting in Project i.e. **Title Page, College Certificate, Student Internship Program Application and Student Acknowledgement**.
10. All above Documents also available on college website after 15th January, 2020.
11. Date of Submission of project will be informed on college website.
12. If any query about documentation or Project contact your Faculty member in given time.

NOTE: All above Procedure is important and have to compulsory to all Students.

- **All the required documents are listed below. Kindly take the printed as needed.**


Head department of Commerce
DR. S. M. MANTE
Dr. S. M. Mante
HOD & Associate Professor
Department Of Commerce
JES College, Jaina

COMPANY APPROVAL APPLICATION

(Filled by working students)

To,

The Head department of Commerce

J.E.S. College, Jalna

Name of the Student: _____

Class: _____ Sem: _____ Academic Year: _____

Contact Number: _____

Respected Sir/Madam,

I hereby informed you that I _____ complete my

Internship in _____ Company for 40 days

From 10th December, 2019 to 20th January, 2020 as approval given by the company.

I request you to please give me permission to start Internship.

Thank you.

Date:

Place:

Signature of Research Student

Company Stamp/Signature



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STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the Faculty. Type or write clearly.

Student Name :			
Campus Address:		Phone:	
Home Address:		Phone:	
Student Email Address:			
Academic Course:		Internship Semester No:	Year:
Internship Preferences :			
	Location	Core Area	Company/ Institution
Preference-1			
Preference-2			
Faculty mentor Signature: Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program and has received approval from his/her advisor.			Date :
Student Signature: Signature confirms that the student agrees to the terms, conditions and requirements of the Internship Program.			Date :



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REQUEST LETTER TO INTERNSHIP PROVIDER

To,

The General Manager / HR Department

.....
.....
.....

Subject: 30 Days **INTERNSHIP** to **M.Com** Student.

Dear Sir,

M.Com Course of Dr. Babasaheb Ambedkar Marathwada University is 2 Years course divided in 4 semesters, with alternate classroom and industry modules.

In view of the above, I request your good self to allow our students for industrial training for 30 days in your esteemed organization. It helps to our students to improve their skills and this experience is useful in their future career.

Your confirmation will be highly appreciated.

With warm regards,

Principal,

J.E.S. College,

Jalna.



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RELIVING LETTER OF STUDENT

To,

Subject: Reliving Letter to Student and Industry.

Dear Sir,

Kindly refer your letter dated on..... As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions.

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/ Industrial supervisor.

1. Issue instructions regarding working hours during training.
2. Maintain the attendance record which is provide by us for student.
3. Evaluate the student performance in Internship Evaluation Report.
4. Grade Students by Excellent/Good/Satisfactory/Non satisfactory.
5. The performance Report may please be forwarded to the undersigned on completion of training in sealed envelope.

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on dated Along with a copy of this letter.

List of students is attached with this letter.

With warm regards,

Principal,

J.E.S. College, Jalna.



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ATTENDANCE SHEET

Name & Address of Organization

Name of the Supervisor	
Time of Arrival:	Time of Departure:
Name of the Course	
Date of the Commencement Training	
Date of the Completion of Training	

Roll No	Name of the Student	Day-1	Day-2	Day-3	Day-4	Day-5	Day-6
		Dates					

Notes:

1. Students should sign in the attendance column. Do not mark 'P'.
2. Holidays should be marked in Red Ink in attendance column.
3. Absent should be marked as 'A' in Red Ink.



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INTERNSHIP EVALUATION REPORT BY THE INDUSTRY

Name & Address of Organization:

Please give Grade as Satisfactory/ Good/ Excellent/Non Satisfactory

Sr. No	Name of the Student	Roll No	Marks to be awarded by			Overall Grade
			Punctuality Grade	Skill Test Grade	Overall Performance	

Signature of the Company internship supervisor with the company stamp/ seal

Name:

Date:



STUDENT FEEDBACK OF INTERNSHIP

(To be filled by students after Internship Completion)

Student Name :			Date:
Industrial Supervisor Name:			
Topic Name:			
Internship Stipend:	Paid:	Rs.	Unpaid:
Company/ Organization:			
Internship Address:			
Faculty Coordinator:			
Dates of Internship:		From:	To:

Fill out the above in full detail.

Give a brief description of your internship work (title and tasks for which you were responsible.)

Indicate the degree to which you agree or disagree with the following statements.

This Experience has:	Agree	Disagree
Given me the opportunity to explore a career field		
Helped me develop my decision-making and problem solving skills		
Helped me develop my written and oral communication skills		
Provided a chance to use leadership skills		
Made it possible for me to be more confident in new situation		
Given me a chance to improve my interpersonal skills		
Helped me learn to handle responsibility and use my time wisely		
Helped me develop new interest and abilities		
Helped me clarify my career goals		

