



Department of Commerce
SIDHO-KANHO-BIRSHA UNIVERSITY
Ranchi Road, P.O.: Sainik School
Purulia-723104, West Bengal, India
Website: www.skbu.ac.in

Ref. No.:

Date: 16-12-2025

To

The Secretary

Council of UG Studies

Sidho-Kanho-Birsha University

Purulia, West Bengal

Sub.: Modalities for Internship for UG Commerce Students

Madam,

On the basis of decision taken in Workshop on Internship held in J.K. College, Purulia where faculty members from all affiliated colleges were present and approved in the meeting of UG BOS in Commerce held on 07.04.2026 at SKBU, the Internship for UG Commerce will be held maintaining the following.

Duration:

During the VI semester, all students shall have to do the internship for 2 credits consisting of minimum 60 hours.

Marks Distribution:

Total 50 Marks be allotted for the Internship of 2 Credits. The marks distribution is as under:

- Activity Report Register - 20 Marks
- completion certificate - 10 Marks
- Viva Voce & Presentation- 20 Marks
- Total - 50 Marks

Evaluation / Assessment of Internship

Evaluation of Internship shall be conducted in the respective college as home centre. However, any affiliated college can send their students to J.K. College for undertaking internship and evaluation of internship project. The assessment will be made by the Internship Co-ordinator (Internal) and one external examiner from other college. Assessment will be based on Activity Report Register (ARR) and Viva Voce. Each student will submit completion certificate of

Internship issued by the Authority of the Industry/ Organisation and Activity Report Register (ARR) before appearing the assessment procedure.

Project Report will be prepared with the following as per the format prepared by the University:

- i) Cover Page
- ii) Certificate issued by the Internship Co-ordinator
- iii) Completion certificate issued by the external internship supervisor
- iv) Student declaration
- v) Brief notes about the Organisation / Industries
- vi) Internship activities in details date wise
- vii) References (if any)

Internship maybe conducted in Government Organisations, Non-Government Organisations, Private Organisations, Higher Education institutions, Business Organisations, Startups, Local Industry, etc, covering the following sectors/ areas:

- Economy, Banking, Financial Services and Insurance
- Logistics, Automotive & Capital Goods
- Fast Moving Consumer Goods & Retail
- Information Technology/Information Technology enabled Services
- Healthcare
- Digitization & Emerging Technologies (Internet of Things/Artificial Intelligence/Machine Learning/Deep Learning/Augmented Reality/Virtual Reality, etc.)
- Public Policy and Legal Service
- Communication
- Sustainable development
- Environment
- MSMEs

Pradiptra Banerjee.

**Chairman
UG BOS in Commerce
Sidho Kanho Birsha University
Purulia, West Bengal**