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**Youth Education & Welfare Society's
National Senior College, Nashik – 01**

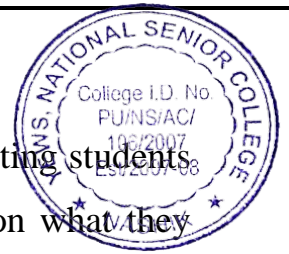


Department of Geography Tour Report 2023-24

1. Date of the Tour: 29 February 2024
2. Number of the Students Were present in Tour: 49
3. Number of Staff Teachers Were present in meeting: 05
- 4 Places of study Tour:
 - a. Bhandardara Sandhan valley,
 - b. Konkan Kada
 - c. Ghadghar Irrigation Project.
5. Objectives Of the study Tour:

Importance of Study Tour:

1. **Memories** of school Educational trips are among the most prominent of the formative years, largely because they are a welcome break in the routine for both students and teachers. While their purpose is essentially to educate, they can also be a fun bonding experience for everyone involved.
2. **Reinforcement:** The trip can reinforce what a teacher has been instructing in class about a subject and help students understand the topic better.



3. **Engagement:** Teachers turn trips into mobile classrooms, instructing students to collect data, then quizzing them or assigning a project based on what they learned during the outing.

4. **Socialization:** Taking students into a new environment gives them the experience of traveling in a group and teaches them to be respectful of the locations they visit.

5. **Exposure:** Kids get to visit a place to which they have never been before. This can be particularly advantageous to students who are less fortunate and don't have the opportunity to travel.

6. **Curiosity:** Students who go on Educational trips find they want to learn more about the subjects on which the trip focused.

7. **Retention:** The type of memories that Educational trips create, called "episodic memories," helps children retain information for longer periods.

Fieldwork is Important Because of following causes:



- It is of great pedagogical importance as it lets students experience the geography of a particular region which theoretical texts can't do.
- Field surveys enhance our understanding about patterns and spatial distributions, their associations and relationships at the local level.
- Field surveys facilitate the collection of local level information that is not available through secondary sources.
- It is very important as it helps to gather required information so as the problems under investigation is studied in depth as per the predefined objectives.
- Field studies enable the investigator to comprehend the situation and processes in totality and at the place of their occurrence.
- All the geographical skills are used in practical during field work. You get to learn and apply the skills of sampling, data collection, data processing, making questionnaires, map making, statistical techniques to derive results, observational skills and skills of interviewing etc.
- It helps you understand the theoretical concepts better.
- It gives you a chance to enjoy a wide variety of environments and landscapes
- Develops an understanding and sensitivity about the culture and people of field area. This may change your biased views about that community and most importantly, it is enjoyable and gives you a great memorable experience.



یوتھ ایجوکیشن ویلفیئر سوسائٹی ناسک

YOUTH EDUCATION AND WELFARE SOCIETY'S

NATIONAL SENIOR COLLEGE

● Affiliated to the Savitribai Phule Pune University, Pune ● NAAC ACCREDITATION 'B' Grade

FACULTY : ARTS, COMMERCE, B.B.A., B.B.A. (CA) & B.Sc. (Computer Science)

Public Trust Regd. No.F-1882, Nasik.
Soc'y. Regd. No. Maharashtra / 1880 / Nasik

RELIGIOUS & LINGUISTIC MINORITY INSTITUTION

"National Campus", Maulana Azad Road, Sardar Circle, Nasik-422001. Ph. 0253-2596692

● E_mail : nationalseniorcollege@gmail.com ● website : www.yewnational.org ● College ID No. : PU / NS / AC / 106 / 2007

Ref: 2055/SC-19

Date: 24/02/2024

प्रति,
अध्यक्ष/ सचिव,
युथ एज्युकेशन अॅण्ड वेल्फेअर सो.,
नाशिक.

विषय :- भूगोल विभागास एक दिवसीय शैक्षणिक सहलीस परवानगी मिळणे बाबत...

महोदय,

वरील विषयास अनुसरून विनंती पुर्वक अर्ज करतो की, आपल्या वरिष्ठ महाविद्यालयातील भूगोल शाखेच्या विद्यार्थ्यांच्या शैक्षणिक अभ्यासक्रमात शैक्षणिक सहल करणे अनिवार्य आहे. तसेच प्रात्यक्षिक परिक्षेत त्यांना सहलीचा अहवाल सादर करणे साठी गुणदान दिलेले आहे. त्याकरीता या वर्षी दिनांक २९ फेब्रुवारी २०२४ गुरुवारी सदर सहलीचे आयोजन केले आहे, सदर सहल फक्त मुलींकरीता राहिल.

तरी दरवर्षाप्रमाणे यावर्षीही भूगोल विभागास शैक्षणिक सहलीस परवानगी मिळावी,

ही विनंती.


डॉ. सुरेश बी. न्हिरे
प्राचार्य
नॅशनल सिनियर कॉलेज,
नाशिक - ४२२ ००९.

Application

From
Department of Geography
Yews National Senior College,
Nashik
Date: 23/02/2024

To,
The Principal,
Yews National Senior College,
Nashik

Subject: Permission to conduct Study Tour for Geography Special students.

Respected Sir,

The Study Tour is a part of the Savitribai Phule Pune University syllabus and students have to submit a Study Tour report at the time of the Practical examination, which carries marks. Therefore, we intend to organize a study Tour for Geography special students at **Bhandardara, Sandhan Valley, Konkan Kada etc. on 29th February 2024 (Thursday)**

Therefore, we kindly request you to grant permission.

Thank you.

Subject Teachers

1. Mr. Mule M.P.

2. Mr. Mungase G.R.

Yours Faithfully,

*Mr. Majid
Letter to management member
for permission
23/2/24*

Mule
Mungase



Youth Education & Welfare Society's
National Senior College, Nashik- 01
Year: 2023-24



Geography Study Tour

Date: 29/02/2024

SN	Name of the Students	Class	Age
1	KHAN NAZIYA SOHEL	SYBA	19
2	KHAN SABA MOBIN	SYBA	19
3	MOMIN MARIYAM	SYBA	19
4	KHAN SANA MD. SAEED	SYBA	19
5	KHAN MUTAHERA IQBAL	SYBA	19
6	SHAH AIMAN LATIF	SYBA	19
7	SHAIKH SANA AKRAM	SYBA	19
8	SHAIKH MISBAH FIRDUS	SYBA	19
9	SHAIKH ALVIYA ANIS	SYBA	19
10	SHAIKH SUMAIYYA ASGAR	SYBA	19
11	SHAIKH SHIFA SAJID	SYBA	19
12	SHAIKH MUBASHIRA MOSHINUDDIN	TYBA	20
13	QURESHI AIMAN AB. RASHID	TYBA	20
14	SAYYED BUSHRA TAHER	TYBA	20
15	KHAN HANIFA NASIR	FYBA	18
16	SHAIKH UMMESLAMA MOBIN	FYBA	18
17	QURESHI MAHEFUZA K	FYBA	18
18	KHAN RESHMA SAMI	TYBA	20
19	BAGWAN SAFINA RIZWAN	TYBA	20
20	SHAIKH BUSHRA MUKTHAR	FYBA	18
21	PATEL ASHNA FATEMA ALTAF	FYBA	18
22	SHAIKH ZOYA FATEMA RAFIQUE	SYBA	19
23	SHAH MAHEK YAKUB	FYBA	18
24	PATHAN SANIYA H	FYBA	18
25	SHAIKH BUSHRA SHAKIL	FYBA	18
26	SHAIKH ALFIYA AYAZ	FYBA	18
27	SHAIKH MAHENOOR RAFIQUE	FYBA	18
28	SHAIKH AAIMAN BI R	FYBA	18
29	SHAIKH MAHEK IMRAN	FYBA	18
30	SHAH MAHENNOR AMJAD	FYBA	18
31	SAYYED TAQDIS F	FYBA	18
32	KHAN ASIYA Z	FYBA	18
33	SAYYED AQSA K	FYBA	18
34	SAYYED SADIYA N	FYBA	18
35	SHAIKH AFROZ RAFIQUE	SYBA	19
36	SAYYED ARSHIN SALIM	TYBA	20
37	SHAIKH SABA ZAHIR	TYBA	20
38	SHAIKH SUNIYA SHAREEF	FYBA	18
39	SHAIKH ALISHA MOBIN	SYBA	19
40	SAYYED RUKSAR SALIM	SYBA	19
41	ATTAR ALINA AJAZ	TYBA	20
42	KHAN ALMISBAH ANWAR	TYBA	20



43	KHAN NEHA GUFRAH	TYBA	20
44	KHAN MUSKAN RAZULLA	TYBA	20
45	SHAIKH JASMIN KASIM	TYBA	20
46	SHAIKH SWALEHA ZUBAIR	TYBA	20
47	SHAIKH SAIMA MD.AYYUB	TYBA	20
48	SHAIKH FARHA	TYBA	20
49	SHAIKH ZINAT	TYBA	20



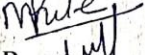

Yews National Senior College, Nashik
Department of geography
Date: 23/02/2024

Respected Sir/madam

As per syllabus of the Savitribai Phule Pune University Study tour is compulsory for FYBA (General)/SYBA/TYBA Geography Special Students. The candidates have to produce a report at the time of examination. The visit will be conducted on 29 February 2024 (Thursday).

Therefore, you are requested to grant the permission to your ward to attend the study tour on your own risk. However any misbehavior on part of your ward will be disciplinary actions against her. (Place: Bhandardara, Sandhan Valley, Konkan Kada etc.)

Your co-operation in the interest of your ward is solicited.

- 1) Mr. Mule M.P. 
- 2) Mr. Mungase G.R. 

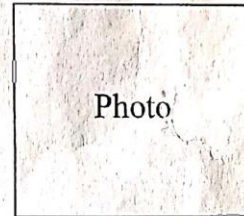
(Subject Teacher)


Dr. Suresh B. Nahire

PRINCIPAL
YEW'S NATIONAL SENIOR COLLEGE,
NASHIK-422 001

.....Cut here

Date:
Yews National Senior College Nashik
Department of geography
Date: 23/02/2024



Sir,

I am in receipt of your letter, dated 23/02/2024, and know the contents I allow my ward to attend the study tour on my own risk on 29/02/2024. She will follow all the rules and discipline in the Study Tour For any misbehavior on part of my ward he /she will be liable for disciplinary actions against him/her.

(Place: Bhandardara, Sandhan Valley, Konkan Kada etc.)

Full Address:

Contact Number:

(Signature of the Student)

(Signature of the Parents/Guardians)

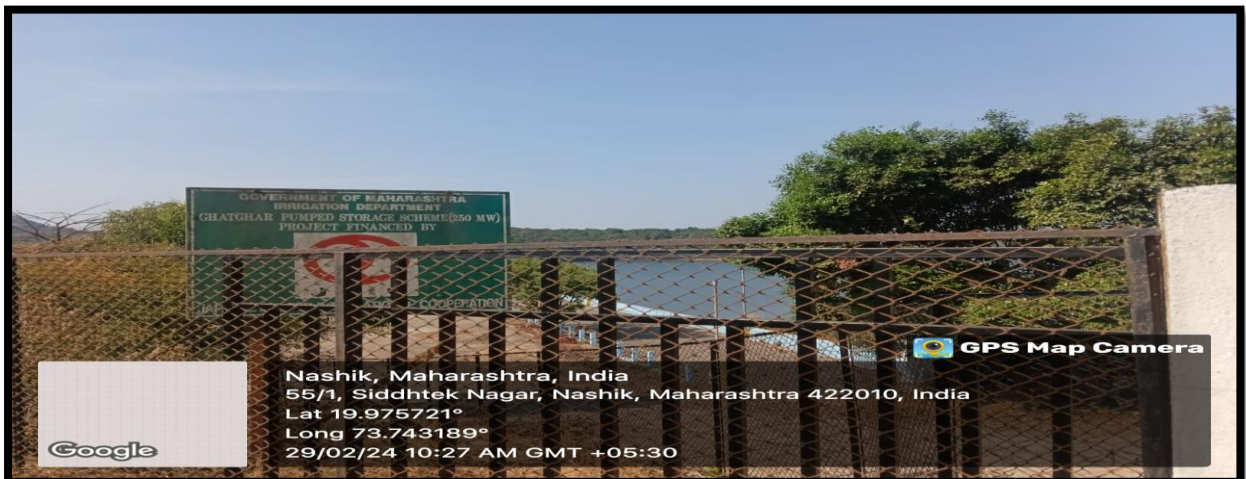
Name:

Name:



Study Tour Photographs date 29/02/2024

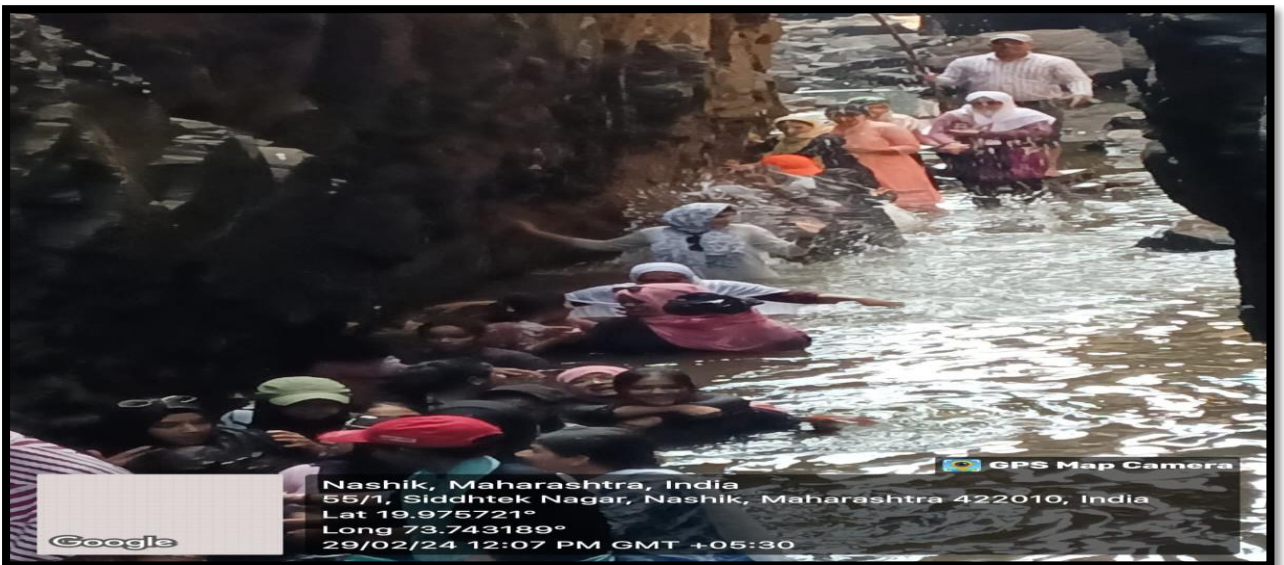
Ghadghar Irrigation Project



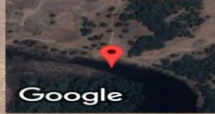


Bhandardara Sandhan valley





Konkan Kada



Thane, Maharashtra, India
GM7M+WQ9 ECO SOUND POINT, Maharashtra 422604, India
Lat 19.514775°
Long 73.684577°
29/02/24 02:06 PM GMT +05:30

GPS Map Camera



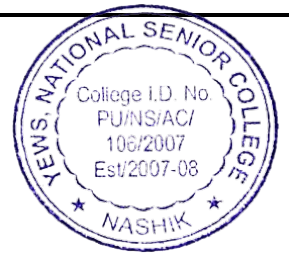
Thane, Maharashtra, India
GM7M+WQ9 ECO SOUND POINT, Maharashtra 422604, India
Lat 19.514775°
Long 73.684577°
29/02/24 02:07 PM GMT +05:30

GPS Map Camera



V-Shaped valley



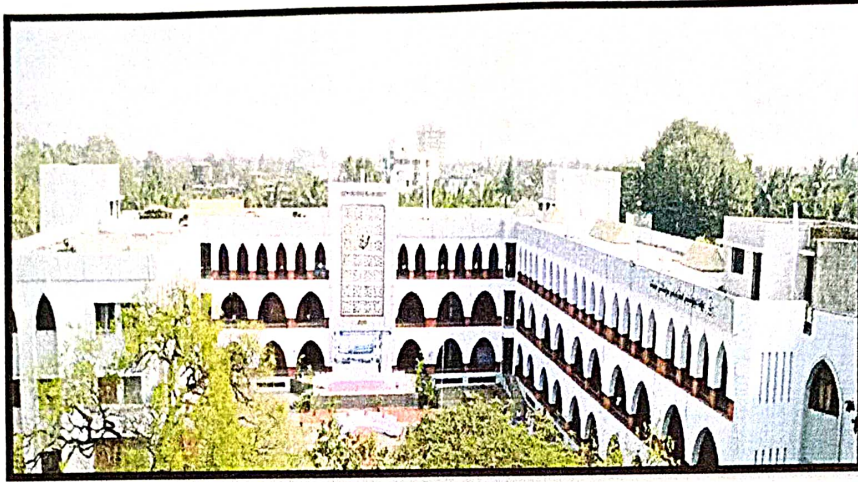


Randha Water Fall



D. D. D.
PRINCIPAL
YEW'S, NATIONAL SENIOR COLLEGE,
NASHIK-422 001


A Report on
Visit to Gargoti Museum
Academic Year: 2023-24

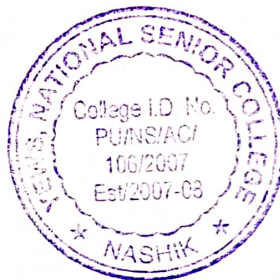



Acknowledgment

I wish to express our deep sense of gratitude to

1. Mr. Nasir R. Pathan (President)
2. Mr. Sohail Umar Shaikh (Vice-President)
3. Prof. Shaikh Jahid Abdul Gaffar (Secretary)
4. Mr. Mohd. Ajaz Jalaluddin Qazi (Joint-Secretary)
5. Mr. Gous Noor Khan (Treasurer)
6. Mr. Adv. Ajaz H. Sayyed (Executive Member)
7. Mr. Sayyed Salim Sadik (Executive Member)
8. Dr. S. B. Nahire (Principal)
9. Dr. Seema Jagtap (IQAC – Coordinator)
10. All the faculty member of Commerce Department
11. All the teaching and Non-teaching staff
12. Team of Students


Asst. Prof. Ranjana Mahajan
HOD
HOD, Commerce Faculty
National Senior College
Nashik-01




Dr. S.B. Nahire
Principal



**Youth Education & Welfare Society's
National Senior College, Nashik – 01**

Date: 05/03/2024

Industrial visit Report

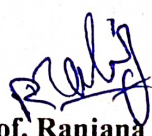
Program Name: Industrial visit
Program Date: 05th March 2023, Time: 02:30 p.m.
Venue: Gargoti Museum, Sinnar, Nashik, Maharashtra
Principal: Dr. S.B Nahire,
Faculty Members Present: Mr. Tousif Mirza
Asst. Prof. Bharti Warekar
Asst. Prof. Rushikesh Zute
Asst. Prof. Saima Khan
Asst. Prof. Sadiya Ansari

An Visit to Gargoti Museum was organized for the students of Commerce Department, National Senior College, Nashik on 7th March 2024. Total 40 students of Commerce Department and All faculty members visited to Gargoti Museum to interact with the resource person to observe the various types of Stones. In the afternoon at 02:30 am to 03:30 pm students visited and interacted with the resource person who has given the information about the various rock structures.


The resource person also given the brief introduction about the how the Stones were collected in the museum the process of formation of different rock structures. The students also observed the different variety of precious stones in the museum. There are various art pieces were also carved within the single rock. The students also got chance to see some rocks those were only seen within the UV light. Those stones glitters within that UV light.

During the visit students also interacted with the resource person they asked various questions related to the rock structures, from which state the structure belongs. Within the museum there was also a piece of Moon rock and Piece of Mars rock which was observed by the students.

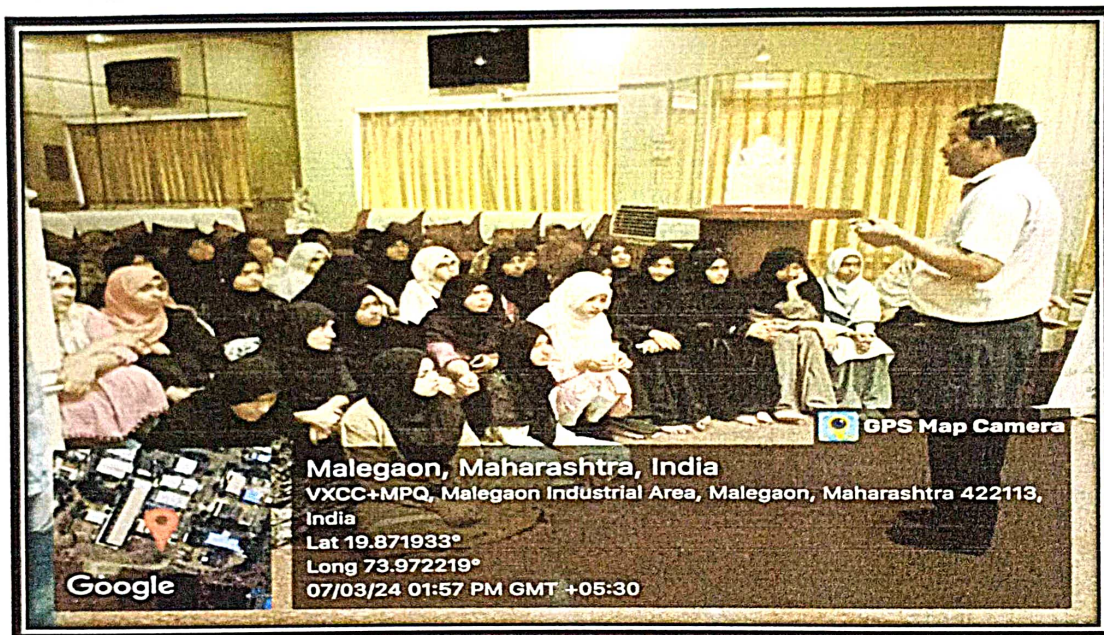
The visit was organized by Department of Commerce. The students was participated in the visit and interacted very well. The students also studied about the various structures of rocks, sales and marketing.


Asst. Prof. Ranjana Mahajan
HOD
HOD. Commerce Faculty
National Senior College
Nashik-01




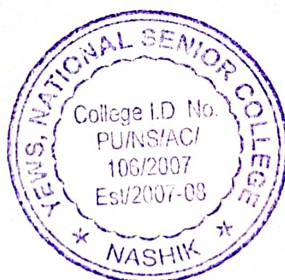

Dr. S.B. Nahire
Principal


Photos: Gargoti Museum visit



Resource Person Giving Introduction


Asst. Prof. Ranjana Mahajan
HOD
HOD. Commerce Faculty
National Senior College
Nashik-01




Dr. S.B. Nahire
Principal



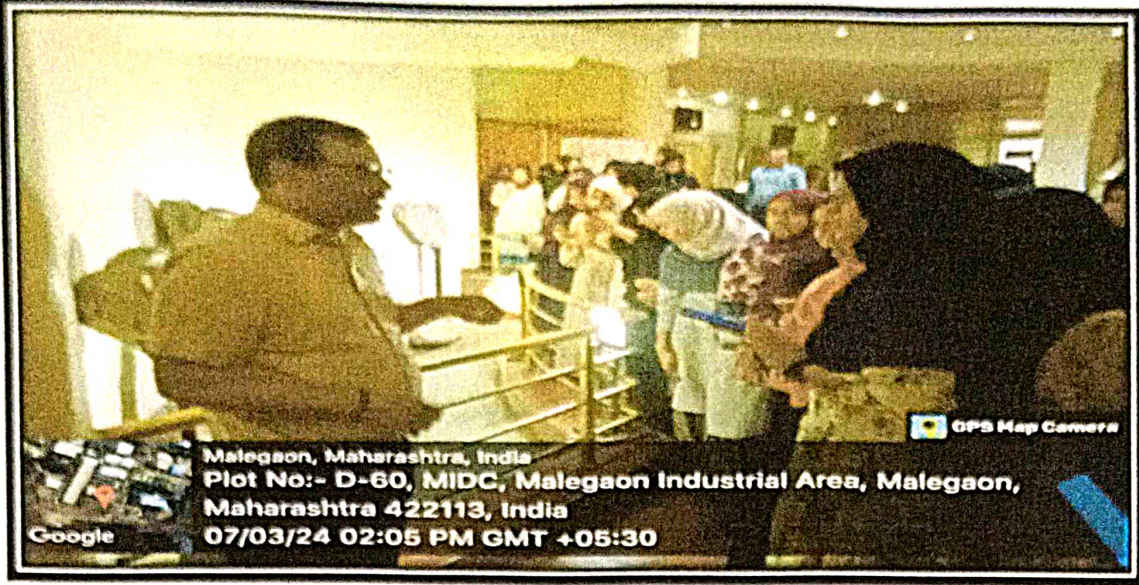
Students Observing Different Structures of Stones



Ranjana Mahajan
 Asst. Prof. Ranjana Mahajan
 HOD
 HOD. Commerce Faculty
 National Senior College
 Nashik-01



S.B. Nahire
 Dr. S.B. Nahire
 Principal



Ranjana Mahajan

Asst. Prof. Ranjana Mahajan
 HOD
 HOD. Commerce Faculty
 National Senior College
 Nashik-01



S.B. Nahire

Dr. S.B. Nahire
 Principal



YOUTH EDUCATION & WELFARE SOCIETY'S
NATIONAL SENIOR COLLEGE, Nashik
Academic Year ---2023-24



Students Attendance

Name of Programme	Venue of Programme	Date of Programme
Gargoti museum visit	Gargoti Museum	05/03/2024

SR. No.	Name of the Students	Class	Mobile Number	Signature
1	Shaikh Nausheen Nihal	T.Y.Bcom	9078292892	Nausheen
2	Shaikh Sadaf Isfan	T.Y.Bcom	7058251263	Sadaf
3	Inamdar Nabira Rizwan	T.Y.Bcom	9021998176	Nabira
4	Khan Tabassum Zahid	T.Y.Bcom	7880539377	Tabassum
5	Shaikh Simran Rafiq	T.Y.Bcom	9527818624	Simran
6	Shaikh Bushra Aairuddin	T.Y.Bcom	9730717642	Bushra
7	Shaikh Sofiya Rafique	TyBcom	8080116855	Sofiya
8	Shaikh Tamanna Rizwan	TyBcom	8446433786	Tamanna
9	Patel Tasmin Akhatak	TyBcom	7385057836	Tasmin
10	Pinjari Nahid Faouk	TyBcom	735044785	Nahid
11	Bagwan Aqsa Akbar	TyBcom	8668802405	Aqsa
12	Kawat Saima Aziz	TyBcom	7387788137	Saima
13	Shaikh Sana Fahim	TyBcom	8830814013	Sana
14	Ansari Noor Fatema ABG	TyBcom	8446193580	Noor
15	Khalifa Kawat Md Chaud	Ty.Bcom	9156324997	Kawat
16	Sana Khatoon Md Ali	Ty.Bcom	9960165988	Sana
17	Khan Sumaiya Md.N	Ty.Bcom	7445011478	Sumaiya
18	Shaikh Bushra Zakir	T.Y.Bcom	9657914019	Bushra
19	Shaikh Saniya Mobin	T.Y.Bcom	7350915049	Saniya

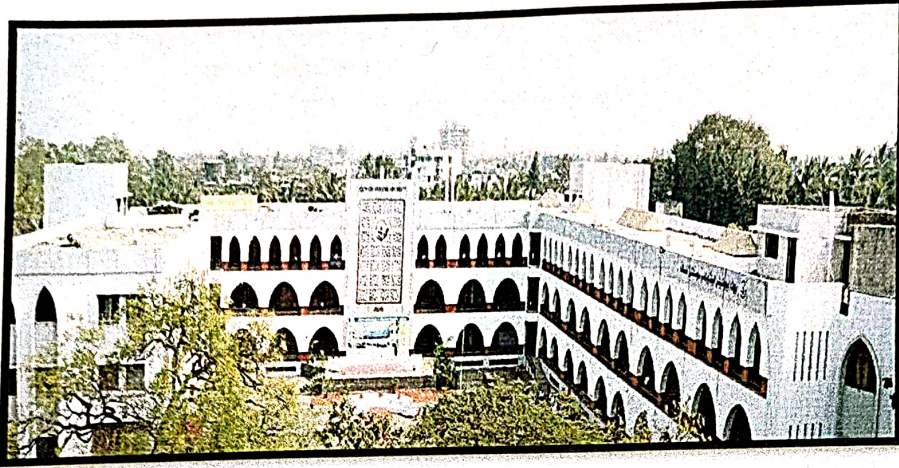
Industrial Visit List

2023-24



Sr. No.	Name of the Student		
1.	Ansari Noor Fatma Ab. Gafoor		
2.	Ansari Tabassum Khatoon		
3.	Bangwan Aqsa Akbar		
4.	Inamdar Nabira		
5.	Kachchi Karishma Yusuf		
6.	Khalifa Kainat Md Chand		
7.	Khalifa Mahejabeen Md Chand		
8.	Khan Affreen Imran Ali		
9.	Khan Alfiya Altaf		
10.	Khan Sumaiyya Mohd. Nawrez		
11.	Khan Tabassum		
12.	Khan Tahesin Fatema Nasim		
13.	Khan Zara Shakir		
14.	Kotwal Saima Arif		
15.	Patel Shifa Zuber		
16.	Patel Taskin Akhlaq		
17.	Pathan Fiza Firoz Khan		
18.	Pathan Suma		
19.	Pinjari Nahid		
20.	Sana Khatoon Mohammad Ali		
21.	Sayyed Taniya Khwaja		
22.	Shaikh Afreen Saeed		
23.	Shaikh Aqsa Abbas		
24.	Shaikh Bushra Ainuddin		
25.	Shaikh Bushra Ismail		
26.	Shaikh Bushra Md. Zakir		
27.	Shaikh Farzin Yusuf		
28.	Shaikh Fiza Mahemud		
29.	Shaikh Kashifa Faruk		
30.	Shaikh Naushin		
31.	Shaikh Nurain Fatema Javed		
32.	Shaikh Sadaf		
33.	Shaikh Sana Fahim		
34.	Shaikh Sana Nadeem		
35.	Shaikh Saniya Mobin		
36.	Shaikh Simran Rafique		
37.	Shaikh Sofiya Rafique		
38.	Shaikh Tamanna Rizwan		
39.	Tamboli Shifa Noori Sabbir		
40.	Sayyed Farazi		
41.			
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45.			


A Report on
Industrial Visit
Academic Year: 2023-24



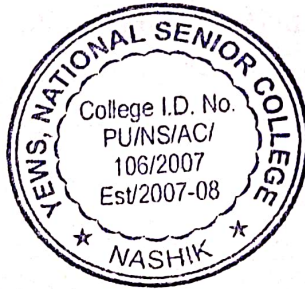
Acknowledgment


I wish to express our deep sense of gratitude to

1. Mr. Nasir R. Pathan (President)
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8. Dr. S. B. Nahire (Principal)
9. Dr. Seema Jagtap (IQAC – Coordinator)
10. All the faculty member of Commerce Department
11. All the teaching and Non-teaching staff
12. Team of Students


Asst. Prof. Ranjana Mahajan
HOD

HOD. Commerce Faculty
National Senior College
Nashik-01




Dr. S.B. Nahire
Principal



**Youth Education & Welfare Society's
National Senior College, Nasik – 01**

Date: 05/03/2024

Industrial visit Report

Program Name: Industrial visit

Program Date: 05th March 2023, Time: 11:30 a.m.

Venue: Felix Batteries Industries, Shindegaon, Sinnar, Nashik, Maharashtra

Principal: Dr. S.B Nahire,

Faculty Members Present: Mr. Tousif Mirza

Asst. Prof. Bharti Warekar

Asst. Prof. Rushikesh Zute

Asst. Prof. Saima Khan

Asst. Prof. Sadiya Ansari

An Industrial Visit to Felix Batteries Industries was organized for the students of Commerce Department, National Senior College, Nashik on 7th March 2024. Total 40 students of Commerce Department and All faculty members visited to Felix Batteries Industries to interact with the resource person to understand the process of manufacturing different types of Batteries. In the morning at 10:00 am to 01:30 pm students visited and interacted with the resource person who has given the information about How the batteries are manufactured and also the further processing.

The resource person also given the brief introduction about the battery industry, how the raw material is get processed and also how the industry takes care of the security of the employees. The students observed the manufacturing process from the initial beginning. The manufacturing of the sheets within the batteries, how they are placed together in the safe environment, different types of batteries also studied by the students. The students also got the chance to study the administration deeply also they have studied about the practical concept of marginal costing.

Within the visit students also studied about waste water filtration unit and air filtration unit that is setup within the industry. There was some plants that are also maintained by the processed and filtered waste water from industry.

The group students also asked the various questions to the resource person and the owner of the company about the process of manufacturing, amount of capital which is required to start the industry, marketing areas, strengths and weakness of the industry, number of clients and number of employees are connected with the industry, wages that are provided by the industry and the logistics and supply department of the industry.

The visit was organized by Department of Commerce. The students was participated in the visit and interacted very well. The students also studied about the sales and marketing.



Asst. Prof. Ranjana Mahajan
HOD
HOD. Commerce Faculty
National Senior College
Nashik-01




Dr. S.B. Nahire
Principal


Photos: Industrial visit

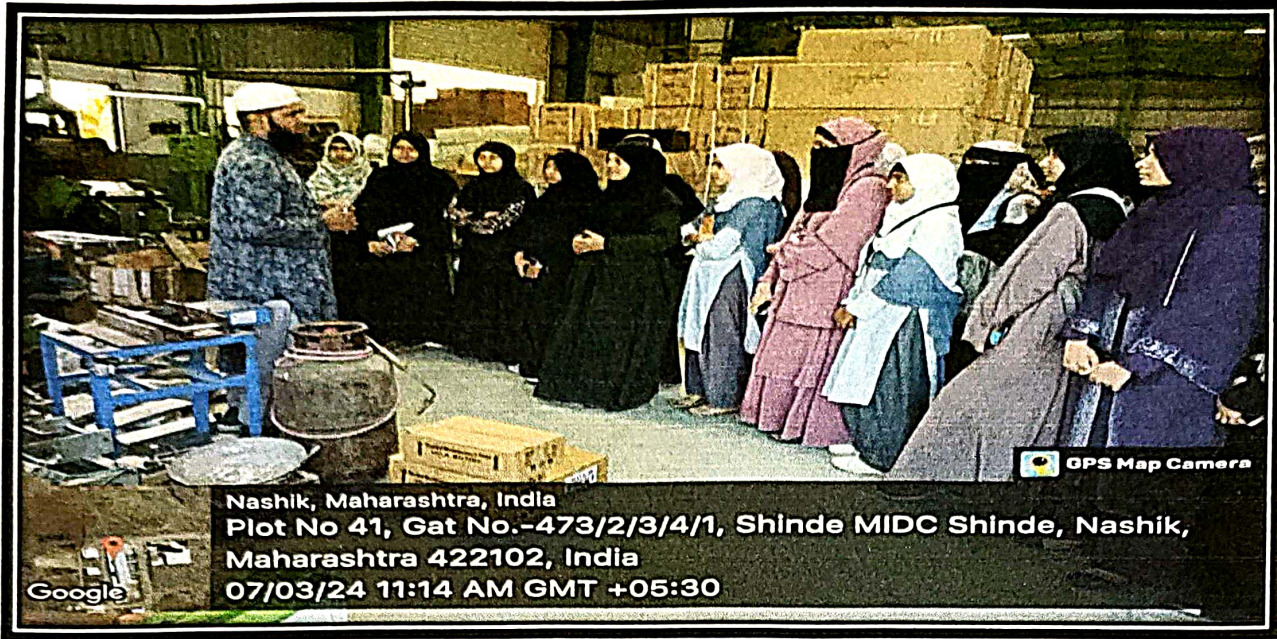


Demonstration of Manufacturing Process


Asst. Prof. Ranjana Mahajan
HOD
HOD. Commerce Faculty
National Senior College
Nashik-01




Dr. S.B. Nahire
Principal



Process of Manufacturing of Sheets



Process of Labeling the Product

Ranjana Mahajan
 Asst. Prof. Ranjana Mahajan
 HOD
 HOD. Commerce Faculty
 National Senior College
 Nashik-01



S.B. Nahire
 Dr. S.B. Nahire
 Principal



Process of Packaging and Distribution



Owner of the Industry Interacted with the Students

Ranjana Mahajan
 Asst. Prof. Ranjana Mahajan
 HOD
 HOD. Commerce Faculty
 National Senior College
 Nashik-01



S.B. Nahire
 Dr. S.B. Nahire
 Principal



YOUTH EDUCATION & WELFARE SOCIETY'S
NATIONAL SENIOR COLLEGE, Nasik
Academic Year ---2023-24



Students Attendance

Name of Programme	Venue of Programme	Date of Programme
Industrial Visit	Felix Batteries Industries	05/03/2024

SR. No.	Name of the Students	Class	Mobile Number	Signature
1	Khalifa Kainat Md. Chaud	Ty. Bcom	9822068113	Kainat
2	Khan Sumaiya Nawaz	Ty. Bcom	7448011478	Shay
3	Sana Khatun Md. Ali	Ty. Bcom	9960165968	Sana
4	Chaith Farzin Yusuf	Ty. Bcom	8237996303	Farzin
5	Sayyed Tanaya Khawaja	Ty. Bcom	8432262404	Tanaya
6	Kalshi Kalishma Yusuf	T.Y. Bcom	9730115480	Kalshi
7	Ansari Noor Fatema Ab.	T.Y. Bcom	8446193580	Noor
8	Khalifa Mahjabeen Md. Chand	Sy Bcom	9096823164	Mahjabeen
9	Shaikh Kashifa Faruque	Sy Bcom	9322231590	Kashifa
10	Shaikh Bushra Ismail	Sy Bcom	7875752160	Bushra
11	Shaikh Aqsa Abbas	Sy Bcom	7198804709	Aqsa
12	Sayyed Farazi	Sy Bcom	8857809429	Farazi
13	Chau Fiza	Sy Bcom	7558990876	Fiza
14	Khan Tahsin Fatema Nasim	Sy Bcom	9022628157	Tahsin
15	SK Nurain F. Javed	Sy Bcom	9541545788	Nurain
16	Khan. Alfiya, Akhtar	S.Y. B.com	7038322377	Alfiya
17	Khan Zehra Shakir	Ty Bcom	8355904348	Zehra
18	Ansari tabassum khatun	Ty Bcom	9322782023	Tabassum
19	Shaikh Bushra Zakir	T.Y. Bcom	9657914019	Bushra



یوتھ ایجوکیشن اینڈ ویلفیئر سوسائٹی ناسک

YOUTH EDUCATION AND WELFARE SOCIETY'S

NATIONAL SENIOR COLLEGE

● Affiliated to the Savitribai Phule Pune University, Pune ● NAAC ACCREDITATION 'B' Grade
FACULTY : ARTS, COMMERCE, B.B.A., B.B.A. (CA) & B.Sc. (Computer Science)

Public Trust Regd. No.F-1892, Nashik.
Scty. Regd. No. Maharashtra / 1960 / Nashik

RELIGIOUS & LINGUISTIC MINORITY INSTITUTION

"National Campus", Maulana Azad Road, Sardar Circle, Nashik-422001. Ph. 0253-2596692

● E_mail : nationalseniorcollege@gmail.com ● website : www.yewsnational.org ● College ID No. PU / NS / AC / 106 / 2007

Ref : 2058 A/Sc-19

Date : 28/02/2024

To,
Felix Batteries Industry,
GATE No. 473/2/3/4,
Shindegaon Bramhanwada
Road, Nashik

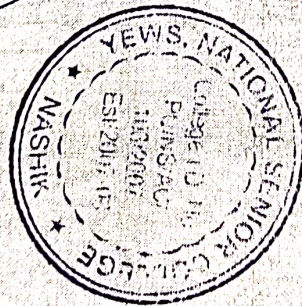
Subject: Request for Industrial Visit

Respected Sir/Ma'am,

Youth Education and welfare society's National Senior College, an institute running under graduate courses in Arts, Commerce, Science, Computer application and Computer Science.

The students of Bachelor of Commerce are required to undertake different visits to various manufacturing organisation. We would like to request you to kindly grant us permission to visit at your Esteem organisation and provide information to the students to gain a plethora of knowledge. Kindly grant us for the Industrial visit. Awaiting your positive reply.

Thanking You...



Dr. S. B. Nahire
PRINCIPAL
YEWS, NATIONAL SENIOR COLLEGE,
NASHIK-422 001



FELIX BATTERIES INDUSTRIES

MANUFACTURERS OF AUTOMOTIVE, INVERTER & INDUSTRIAL BATTERIES
1st Floor, Sunil Towers, Near Hotel Dwarka, New Agra Road, Nashik 422011 | fxfelixbattery@gmail.com

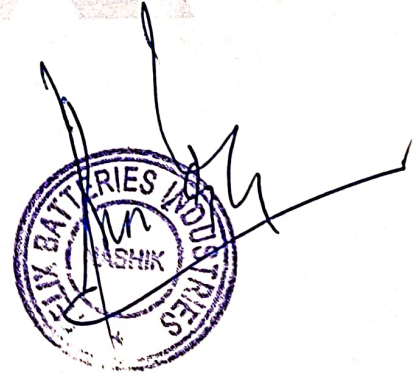
Date: 07/03/2024

CERTIFICATE OF INDUSTRIAL VISIT

This is to certify that **YEWS NATIONAL SENIOR COLLEGE, NASHIK**
DEPARTMENT OF COMMERCE Student of S.Y.B.COM & T.Y.B.COM was
Successfully Visited at Felix Batteries Industries, Nashik for Educational Purpose on 07th
March 2024.

During the Visit We found are honest, passionate about their work, sincere &
satisfactory.

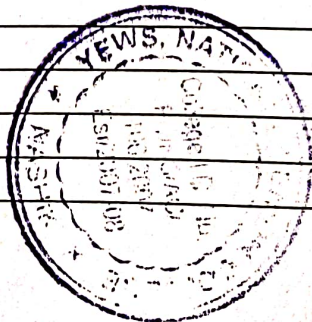
We wish them all the success in the future endeavours.



Industrial Visit List

2023-24

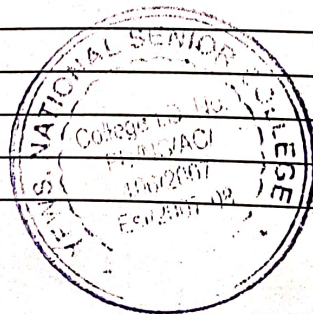
Sr. No.	Name of the Student
1.	Ansari Noor Fatma Ab. Gafoor
2.	Ansari Tabassum Khatoon
3.	Bangwan Aqsa Akbar
4.	Inamdar Nabira
5.	Kachchi Karishma Yusuf
6.	Khalifa Kainat Md Chand
7.	Khalifa Mahejabeen Md Chand
8.	Khan Affreen Imran Ali
9.	Khan Alfiya Altaf
10.	Khan Sumaiyya Mohd. Nawrez
11.	Khan Tabassum
12.	Khan Tahesin Fatema Nasim
13.	Khan Zara Shakir
14.	Kotwal Saima Arif
15.	Patel Shifa Zuber
16.	Patel Taskin Akhlaq
17.	Pathan Fiza Firoz Khan
18.	Pathan Suma
19.	Pinjari Nahid
20.	Sana Khatoon Mohammad Ali
21.	Sayyed Taniya Khwaja
22.	Shaikh Afreen Saeed
23.	Shaikh Aqsa Abbas
24.	Shaikh Bushra Ainuddin
25.	Shaikh Bushra Ismail
26.	Shaikh Bushra Md. Zakir
27.	Shaikh Farzin Yusuf
28.	Shaikh Fiza Mahemud
29.	Shaikh Kashifa Faruk
30.	Shaikh Naushin
31.	Shaikh Nurain Fatema Javed
32.	Shaikh Sadaf
33.	Shaikh Sana Fahim
34.	Shaikh Sana Nadeem
35.	Shaikh Saniya Mobin
36.	Shaikh Simran Rafique
37.	Shaikh Sofiya Rafique
38.	Shaikh Tamanna Rizwan
39.	Tamboli Shifa Noori Sabbir
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Industrial Visit List

2023-24

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27.	Shaikh Farzin Yusuf
28.	Shaikh Fiza Mahemud
29.	Shaikh Kashifa Faruk
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37.	Shaikh Sofiya Rafique
38.	Shaikh Tamanna Rizwan
39.	Tamboli Shifa Noori Sabbir
40.	
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45.	



CONSENT LETTER

To Principal,
YEWS National Senior College,
Nashik, 422001
Date: /03/2024

Subject: Consent to send the ward to Industrial Visit

Respected Sir,

I would like to send my son/daughter to the industrial visit organized by the Commerce department on 07/03/2024. I understand and agree that the organizer will do their best for the safe and smooth conduct of the visit, still in case of any unnatural happening, I will not hold the college responsible.

DETAILS OF THE STUDENT

Student's Name : Khalifa Kainat Md. Chand .

Class : Ty. Bcom.

Roll No : 17

Signature : Kainat

गुलामग चंद

Parent's Signature

Name: -Md. Chand

Khalifa



**Youth Education & Welfare Society's
NATIONAL SENIOR COLLEGE, NASHIK-01**

(Accredited by NAAC "B" Grade with (CGPA 2.16))

Department of Commerce

Academic Year: 2023-24

FIELD VISIT

Under Choice Based Credit System Pattern-2019

- ❖ **Name of Student:** Khalifa... Kainat... Md. Chand...
- ❖ **Class:** T.Y.: B.COM. **Division:** **Roll No:** 16.....
- ❖ **Specialization:** Business Administration (C.U. & U.U.).....
- ❖ **Name of Guide:** Asst. Prof. Sadiya Ansari.....
- ❖ **Date:** 07/3/2024



GPS Map Camera

Field Visit
CERTIFICATE

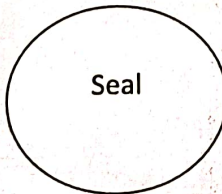
This is certify that Mr. / Miss. Khalifa Kainat Md. Chand.....
Class: Ty. BCOM Division: Roll No: 16.... Of Youth Education &
Welfare Society's National Senior College, Nashik-1 has completed his/her Field
Visit/ Study Tour/ Industrial Visit to our Organization on 07-03-2024.
under the guidance of Asst. Pro. Sadiya Ansari.....during the
Academic Year 2023-24..

During the visit he/she obtained practical knowledge regarding the subject / area
of production process to selling process.....
of batteries.
I hereby appreciated his/her performance during the visit.

Name of Officer:	<u>Fazal Khan</u>
Name of the Organization:	<u>Felix Batteries Industries</u>
Address of the Organization	<u>Gat No 473/2/34, Shinde Brahanwadu Road, Shinde, Behind HP Petrol Pump, Nashik - 422101, Maharashtra, India.</u>

Date: 07-03-2024

Place: Nashik



Signature & Stamp

1. Name & Address of the Organization:

Felix Batteries Industries.....
473/2/3/4/1..... Plot No-1433..... Naya gaon, Maharashtra
422102.

2. Type of Organization:

Private limited company.....

3. Special Subject of Student:

Business Administration (11.9.111)

4. Introduction:

Felix Batteries is the industry
leads in manufacturing deep cycle
batteries designed for investor battery,
solar battery, automotive battery,
Bike battery, E-rikshaw battery.

5. Information about the Organization:

Felix battery industry is a
private limited company. The major
activity of Felix battery industry
is manufacturing such classified
into manufactures of electrical
equipment & primarily engage in
industry.

6. Objectives of Visit:

- i] The objective of industrial visit is to bridge the widening the gap between theoretical learning and practical exposure.
- ii] To identify the inputs and outputs of different business operations & processes performed at the work place.
- iii] Get to learn a lot of things that will help in my development and also help beneficial for the future.

7. Key Observation during the Visit:

- i] At the starting of field visit they show us about the how much they are aware about the pollution.
- ii] There is two types of battery (a) lead-acid battery (b) Dry battery.
- iii] They check battery after a every step means they testing the batteries into the machineries.

8. Description & Analysis of the Visit:

i] In the organization the officer is taking care about the environment harm.

ii] In the organisation also have and these pc truck battery and they intensate that.

iii] Have machines for bit as also for testing the battery if there is leakage of air.

iv] According to the battery liquid is required.

9. Key Finding during the Visit:

i] In that organization they produced 400 battery at a time.

ii] They have a lot of machinery in the organization.

iii] The machine have capacity to handle 33000 pannels.

iv] Make 360 mpl battery.

v] Make plate of battery after the power cleaning.

vi] There is a machine to check the negative battery.

vii] At the end of manufacturing the labelling of battery & packaging & wrapping.

10. Outcomes of Visit:

An industrial visit my horizons by exposing industry into technologies the fore front of industry evolution.

This explosive visit makes the forward thinking mindset essential for success in the dynamic professional landscape learning about production, quality & service management working of instruments during the course of curiculum.

Date: 07.03.2024

Place: Nashik.

Javjat
Signature of Student

❖ Remark of Guide

..... Mrs. Kainat Md. Chand Khurfa.....
 has completed a visit with.....
 all knowledge, well and good.....

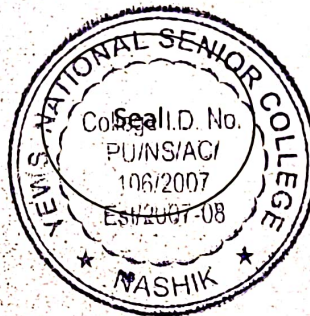
❖ Evaluation by Guide

Remark	Grade	Numerical Grade	Percentage	Evaluation
Outstanding	O	10	100-99	
Excellent	A+	09	89-75	V. good.
Very Good	A	08	74-60	
Good	B+	07	59-55	—
Above Average	B	06	54-50	—
Average	C	05	49-45	—
Pass	D	04	44-40	
Fail	F	00	39-00	
Absent	AB	00	NILL	

❖ Grade / Percentage: 75%

Date: 07/03/24

Place: Nashik



Barkar
 Signature of Guide



**Youth Education & Welfare Society's
NATIONAL SENIOR COLLEGE, NASHIK-01**

(Accredited by NAAC "B" Grade with (CGPA 2.16))

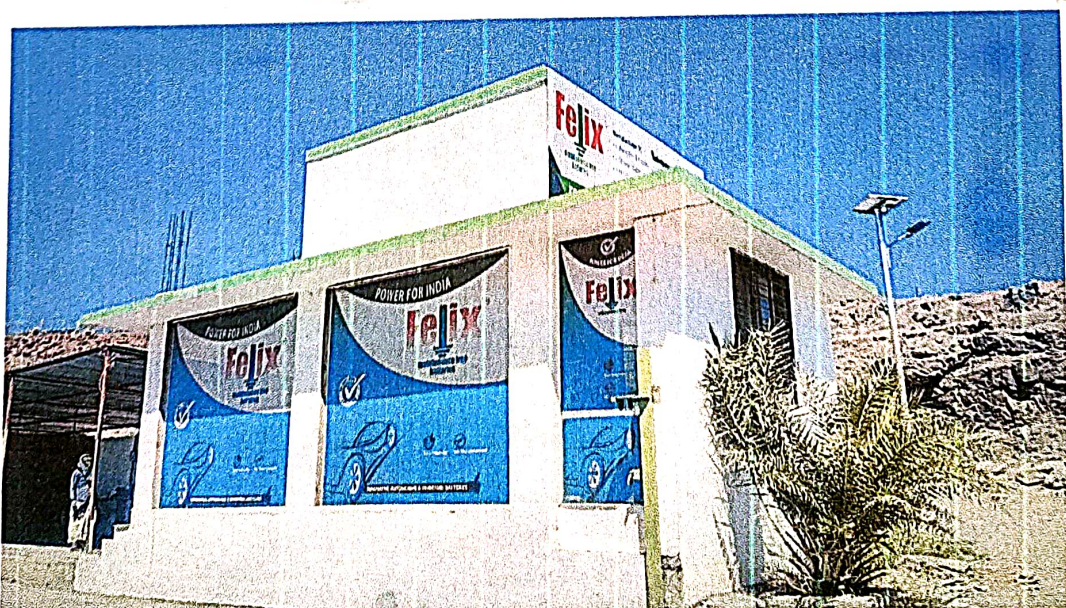
Department of Commerce

Academic Year: 20

FIELD VISIT

Under Choice Based Credit System Pattern-2019

- ❖ Name of Student: *Shaikh Tamanna Rizwan*
- ❖ Class: *T.Y.B.com* Division: Roll No: *100*
- ❖ Specialization: *Marketing Management*
- ❖ Name of Guide: *Asst. Prof. Ranjana Mahajan.*
- ❖ Date: *7/3/2024*



Field Visit

CERTIFICATE

This is certify that Mr. / Miss. Shaikh Tamanna Rizwan.....

Class: T.Y.B.COM Division: Roll No: 100 Of Youth Education & Welfare Society's National Senior College, Nashik-1 has completed his/her Field Visit/ Study Tour/ Industrial Visit to our Organization on 7.10.3.2024.... under the guidance of Asst. Prof. Sadiya Ansari.....during the Academic Year 2023-24..

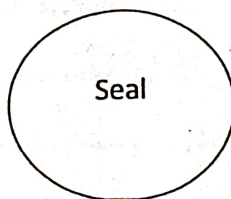
During the visit he/she obtained practical knowledge regarding the subject / area of.....

I hereby appreciated his/her performance during the visit.

Name of Officer:	
Name of the Organization:	<u>Felix Batteries Industries</u>
Address of the Organization	<u>Gate No 473/2/34, Shide Brahanwad Road Shinde, Behind HP Petrol Pump. Nashik - 422101, Maharashtra, India.</u>

Date: 7/03/2024

Place: Nashik



Signature & Stamp

1. Name & Address of the Organization:

Felix Batteries Industries
493/213/411 Plot No. 1433 Nagargoan, Maharashtra

2. Type of Organization:

Private Limited Company.

3. Special Subject of Student:

Marketing Management.

4. Introduction:

Felix Batteries is the industry leader in manufacturing deep cycle batteries designed for investor battery, solar battery, automotive battery, Bils battery, E-Rikshaw battery.

5. Information about the Organization:

Felix battery industry is a private limited company. The major activity of Felix battery industry is manufacturing. Such classification into manufactures of electrical equipment & primarily engaged in industry.

6. Objectives of Visit:

- ① The objective of Industrial visit is also to bridge the widening the gap between theoretical learning and practical exposures.
- ② To identify the inputs and output of different business operations is processes performed at the work place.

7. Key Observation during the Visit:

- ① At the starting of field visit they show as about the how much they are aware about the pollution.
- ② There is two types at battery positive and negative.
- ③ They check battery after every step means they testing the battery is machinery.

8. Description & Analysis of the Visit:

- ① In the organization the officer is taking care about the environment harm.
- ② In the organization also have and there is truck battery & they interest that
- ③ Have machine for hit as also there is leakage of air.
- ④ According to the battery, liquid is require.

9. Key Finding during the Visit:

- ① In their organization they produce 400 battery at a time.
- ② They have lot of machinery in the organization.
- ③ The machine have capacity to handle 33000 pannel.
- ④ Make 360 mpl battery.
- ⑤ Make plate of battery after the pour cleaning.
- ⑥ There is a machine to check the negative battery.

⑦ At the end the labelling of battery & preparing & wrapping.

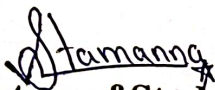
10. Outcomes of Visit:

An industrial visit expand my horizen by exposing industry into technologies & the forefront of industry evolution.

This exposes nurtures a forward thinking mindset essential for success in the dynamic professional landscapes learning about production, quality & service management.

Date: 07/3/24.

Place: Nashik.


Signature of Student

❖ Remark of Guide

Behavior is very good & subject
 Knowledge is also very good.

❖ Evaluation by Guide

Remark	Grade	Numerical Grade	Percentage	Evaluation
Outstanding	O	10	100-99	09
Excellent	A+	09	89-75	
Very Good	A	08	74-60	
Good	B+	07	59-55	
Above Average	B	06	54-50	
Average	C	05	49-45	
Pass	D	04	44-40	
Fail	F	00	39-00	
Absent	AB	00	NILL	

❖ Grade / Percentage:0.....

Date: 07/3/2024.

Place: Nashik.



[Handwritten Signature]

Signature of Guide

SAVITRIBAI PHULE PUNE UNIVERSITY
Ganeshkhind, Pune 411007

Faculty of Commerce & Management

Manual of
Internship Programme for
Third Year B. Com. Students
(Semester V & VI)
Under
Choice Based Credit System

June 2021

Preamble: -

India is recognized as one of the youngest nations in the world with over 50% of the population under 30 years. It is estimated that by about 2025, India will have the 25% of the total global workforce (World Competitiveness Yearbook, 2012).

Hence, there is a need to further develop and empower the human capital to ensure the nation's global competitiveness. As far the economic progress of our country is concerned, India is still lagging behind due to various problems like poverty, unemployment, illiteracy, medical infrastructure etc.

Youth plays a crucial role in achieving economic prosperity of the country. In the present scenario, it is found that most of the youth being educated are facing severe unemployment problem due to lack of skills and technical knowledge. Most of them are unaware of the developments taking place in the modern world.

National Skill Development Initiative will empower all individuals through improved skills, knowledge, nationally and internationally recognized qualifications to gain access to employment and ensure India's competitiveness in the global market.

The National Education Policy 2020 also emphasize Practical Assignments and Skill Development to the students across institutes of higher learning in various streams.

In view of this, Savitribai Phule Pune University has come up with a concept to provide 'Internship' to all students studying in semester V & VI across faculty of commerce.

The internship programme will provide valuable work experience to the students, help them explore a career path and develop and refine skills that will eventually give themselves an edge in the job market

The University has established a pool of business establishments who are willing to provide practical exposure to the students for sixty hours in their respective organisations. The certificate awarded by these establishments will add a value to the academic credentials of participating students.

1. Eligibility for Internship Programme

The students who have sought admission to the semester V & VI of T.Y.B.Com. under Choice Based Credit System need to undergo 'Internship Programme'. The internship programme is compulsory.

2. Nature of Internship Programme

A student has to undergo sixty hours of practical training in business establishments. The list of these establishments will be provided by the university. In case, a student is unable to join the enlisted establishment, he/ she can choose an establishment in consultation with the concerned teacher.

3. Salient features of Internship Programme

The fundamental framework of internship is as below:

- a. The internship is of four credits and eighty marks.
- b. The internship will replace the practicals and practical examination of special paper II and paper III of semester V & VI.
- c. Internship will be of sixty clock hours.
- d. A student has to complete internship in the special subject that he / she has opted in S.Y.B.Com.
- e. The Internship Programme is based on the contents of the syllabus prescribed for paper II and Paper III of semester V & VI.
- f. The Internship Programme has to be completed in the vacation between semester V and VI.
- g. In case of backlog, he/ she can complete the internship prior to appearing for the semester VI examination.
- h. Successful completion of the Internship Programme is mandatory, in case a student could not complete the internship as per prescribed standards, he/ she has to undergo the Internship Programme again in different establishment.
- i. A student is entitled to a 'Completion Certificate' after successful completion of the Internship Programme.
- j. The internship provider establishment may select the apprentice student for regular employment depending on the skill set and nature of performance exhibited by the student.
- k. A student is solely responsible for his behaviour in the business establishment during the Internship Programme

4. Subjects available for Internship Programme

A student has to undergo Internship Programme in the Discipline Specific Special Subject which he / has chosen in S.Y.B.Com. (Semester III & IV). List of the Discipline Specific Special Subject given below:

1. Business Administration Paper II & III
2. Banking and Finance Paper II & III
3. Business Law and practices Paper II & III
4. Cooperation and Rural Development Paper II & III
5. Cost and Works Accounting Paper II & III
6. Business Statistics Paper II & III
7. Business Entrepreneurship Paper II & III
8. Marketing Management Paper II & III
9. Agricultural and Industrial Economics Paper II & III
10. Defence Budgeting, Finance and Management Paper II & III
11. Insurance, Transport and Tourism Paper II & III
12. Computer Programming and Application Paper II & III

5. Framework of the for Internship Programme :

- a. The area in which a student has to undergo Internship Programme (Contents of the Internship Programme) will be finalized by the concerned subject teacher in consultation with the Internship Programme providing organisation.
- b. It is essential to ensure that all key contents of the syllabus of paper II and III are incorporated in the framework of the Internship Programme.
- c. This will help a student to have hands - on experience of the important aspects of the Discipline Specific Special Subject chosen by him / her.
- d. The contents of the Internship Programme should be adequate and a students should be able to understand various concepts and put it into practice within a time frame of sixty hours.
- e. Internship Programme is of sixty hours net. It does not contain pre-Internship Programme training and or / and evaluation.

Guidelines for Teachers

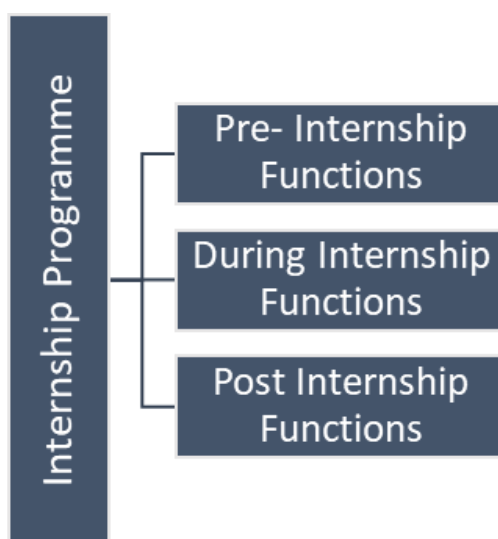
Teachers' contribution in planning and implementation of Internship Programme is very crucial and pivotal. Teachers need to play the role of a guide and philosopher to make the Internship Programme a flagship initiative and also making it a success.

Meaningful execution of the Internship Programme will add a significant value not only to the skillset of students but will enhance institutional image to a significant extent.

The National Assessment and Accreditation Council also emphasizes Internship Programme as a part of effective curriculum delivery. The number of students undergoing Internship Programme will certainly aid colleges to secure better grades during evaluation.

For effective implementation of the Internship Programme, it is advised that the concerned department institutes an 'Internship Programme Execution Cell'. The cell will plan and implement the Internship Programme according to the guidelines issued by the university. The cell is also expected to monitor and review the progress and outcomes of the programme with regular intervals and make necessary changes.

Role of teachers in execution of the Internship Programme is divided into three sections:



Guidelines for Teachers

Pre- Internship Functions

Teachers are expected to carry out following Pre-Internship functions:

1. Internship Programme Execution Cell:

The concerned department needs to institute 'Internship Programme Execution Cell'. The composition of the cell will be as below:

- Principal of the college : Chairman
- Vice -Principal / HoD : Member Secretary
- Convener, Soft Skills Development Cell : Member
- Subject Teachers : Member
- Industry Expert /s : Member
- Student representative : Member

Following are the functions of the cell:

- a. Preparation of exhaustive outline of the Internship Programme.
- b. Communication of the outline to the concerned students well in advance.
- c. Contacting concerned companies/ establishments and organisation of meetings to finalize the programme.
- d. Preparation of subject wise 'Hands- on training contents list' (Internship contents).
- e. Getting the contents approved by the Internship providing companies / establishments.
- f. Preparation of sixty hours' duration Internship Programme for each Discipline Specific Special Subject ensuring that the hands-on training contents fit in properly.
- g. Establishment of query/ grievances/ difficulties redressal mechanism to solve students' issues related to Internship Programme.
- h. Establishment of 'Feedback Mechanism' for both students and Internship providing companies.
- i. Preparation of 'Progress Card' to record the progress of students' during the Internship Programme.

2. 'Soft Skill Development Programme'

The concerned department needs to organize sessions on 'soft skills development' in association with the 'Soft Skills Development Cell' of the college. This programme will help students to accommodate themselves in the professional environment at a faster pace. Contents of the programme may be finalized in association with the industry experts.

3. Clusters

Few colleges located in geographical vicinity may think of coming together and formation of 'Cluster' to implement Internship Programme jointly. This will ease the process of contacting the Internship providing companies and execute all related activities. The colleges will save on funds, manpower and time if the programme is implemented through clusters.

4. Evaluation and credits

The Internship Programme has replaced existing practicals and practical examination of Discipline Specific Special Subjects - Paper II & III for semester V & VI. However, the same number of credits allotted to practical and practical examination have been transferred to 'Internship Programme'.

The process of evaluation has been restructured as below:

Process of Evaluation- Semester V

Semester V		
Discipline Specific Special Subject, Paper II	Discipline Specific Special Subject, Paper III	Total Marks
Maximum Marks - 20	Maximum Marks - 20	40

Methodology for Evaluation:

This evaluation is to be done prior to joining the Internship Programme.

The student will prepare a plan for proposed internship programme. The plan may contain following aspects: -

- Format of Slide wise presentation of proposed plan of Internship programme to be prepared and submitted by the student is given below:
- The student is required to keep necessary documents ready, if any, at the time of assessment of the proposal.

Slide No.	Contents
1.	Name of the organisation where the internship is proposed to be carried out.
2.	Details of the organisation, i.e. nature of business, turnover, branches, market share etc.
3.	The areas in which he/ she is planning to undergo internship.
4.	Details of the various subject specific concepts learnt by the student before joining the internship.
5.	Allocation of 60 hours of Internship Programme.
6.	List of the skills that he/she is planning to acquire during internship programme.
7.	A brief note on how the internship program may benefit him/her to develop better skills in his / her subject.
8.	A note on the preparation done by the student before joining the internship programme. This note may include the following: <ul style="list-style-type: none"> a. Completion of soft skills program, b. completion of a certificate / diploma in related area, c. Previous job experience in related area.
9.	Details of the primary discussion that the student had with any officer/ authority of the internship providing organisation about the proposed work.
10.	Proposed outcome of the internship programme

- Students may add more slides providing additional information about the proposed Internship Programme.
- The evaluation of the proposed Internship Programme is to be done on the basis of above parameters.

- Teachers may provide suggestions to make the proposed internship more meaningful for the student. Such suggestions must be communicated to the students in writing.

Evaluation of the Proposal

- a. The student is supposed to prepare a PowerPoint Presentation covering the above aspects.
- b. The evaluation is to be done on the basis of the potentials, quality, utility and outcome of the proposed work.
- c. The evaluation panel will consist of one internal and one external examiner. Industry experts may be invited to evaluate the proposal and make suggestion, if any.
- d. Total evaluation of the proposal will be of 40 marks and it carries 2 credits.
- e. Further, out of 40 marks, 20 marks are allotted to paper II and paper III each.

Guidelines for Teachers

During - Internship Functions

1. Teachers need to contact the internship providing organisations at regular intervals during the internship programme to review following matters: -
 - a. Regularity / punctuality of student
 - b. Behaviour / soft skills
 - c. Inclination to learn new things
 - d. Ability to put theory into practice
 - e. Ability to take initiative for problem solving
 - f. Commitment to the assigned task
 - g. Overall progress and performance (Whether satisfactory or not)

Guidelines for Teachers

Post - Internship Functions

- After the students have successfully completed the Internship Programme, teachers are required to convene a batch wise meeting of students to know their experience and overall opinion about the utility and effectiveness of the programme.
- Teachers should also try to compare the feedback received from the students regarding the industry requirements with the prevailing curriculum and try to bridge the gap by organizing guest lectures, assigning projects to the student, organisation of industrial visits etc.
- These endeavors will help students to undergo the Internship Programme in a more confident manner.

Process of Evaluation- Semester VI

Semester VI		
Discipline Specific Special Subject, Paper II	Discipline Specific Special Subject, Paper III	Total Marks
Maximum Marks - 20	Maximum Marks - 20	40

Methodology for Evaluation:

1. This evaluation is to be done after the student has successfully completed the Internship Programme.
2. The student will prepare a presentation based on the work performed by him/ her during the internship programme.
3. The parameters for evaluation are as below:-
 - Hard Skills learnt by the student
 - Soft skills / communication skills developed by the student
 - Outcome of the Internship Programme
 - Feedback received from the Internship Providing organisation
 - Value addition in the overall knowledge of the student
 - Quality and contents of the presentation
 - Contribution of the student towards the organisation

- Format of Slide wise presentation of work performed by the student during the Internship programme is given below.

Slide No.	Contents
1.	Name of the organisation where the internship was proposed to be carried out.
2.	Contents proposed to be learnt during the Internship Programme.
3.	Allocation of 60 hours of Internship Programme
4.	List of the officers and the staff members of the Internship Providing organisation with designations.
5.	Name and designation of the officer under whom the internship was completed.
6.	Work profile assigned during the Internship Programme
7.	Actual work performed during the Internship Programme
8.	Skills learnt during the Internship Programme
9.	Problems faced while performing the assigned task
10.	How the problems were addressed to
11.	Contribution made towards better functioning the organisation, i.e. any techniques invented to save time, manpower or money, improvised documentation process, development of a model for better customer service etc. (Optional)
12.	List of the skills required to perform the assigned task, not included in the syllabus.
13.	Opinion of the student about the following - <ol style="list-style-type: none"> 1. Utility of the Internship Programme 2. Adequacy of the time allotted for programme 3. Suggestions for improvement in the syllabus 4. Will the programme improve employability? 5. Suggestions to make the internship programme more meaningful and effective 6. Overall feedback about the internship experience 7. Any other information

- Students need to submit following documents at the time of final evaluation of the work performed during the Internship Programme:-
1. Internship Completion Certificate (Format Enclosed)
 2. Duly signed and completed Log Sheet stating hour wise work done. (Format Enclosed)
 3. Feedback form duly signed and stamped by the internship provider organisation. (Format Enclosed)
 4. Student Feedback form (Format Enclosed)

Evaluation of the Proposal :

- a. The student is supposed to prepare a PowerPoint Presentation covering the above aspects.
- b. The evaluation is to be done on the basis of the
 - a. Regularity and punctuality
 - b. Actual work performed,
 - c. Feedback by the internship providing organisation
 - d. Nature of contribution made
 - e. Skills learnt
 - f. Problem solving initiative taken
 - g. Learning attitude.
- c. The evaluation panel will consist of one internal and one external examiner. Industry experts may be invited to evaluate the proposal and make suggestion, if any.
- d. Total evaluation of the proposal will be of 40 marks and it carries 2 credits.
- e. Further, out of 40 marks, 20 marks are allotted to paper II and paper III each.

Institutional Arrangements for Internship

Savitribai Phule Pune University has made internship arrangements in association with the following institutions by signing Memorandum of Understandings. These institutions will help colleges to provide internship opportunities to the students.

1. Institute of Chartered Accountants of India (ICAI)
2. Institute of Company Secretaries of India (ICSI)
3. Institute of Cost and Management Accountants (ICMA)

Formats required for Internship Programme

1. Letter to Internship Providing Organisation for inclusion of students
2. Undertaking from student about his/ her behaviour to the college
3. Undertaking from student about his/ her behaviour to the organisation
4. Log Sheet of work performed during internship
5. Internship completion certificate
6. Feedback from internship provider organisation
7. Feedback from student

College Letter Head

To,
The Manager(HR),
----- Co Ltd.

Subject :- Request for inclusion of students of our college for Internship Programme...

Madam / Sir,

Savitribai Phule Pune University has introduced 'Internship Programme' for Third Year B. Com. Students in its revised syllabus.

The purpose of the internship programme is to provide hands-on training and experience to the students about various aspects of business and commercial activities. The internship will also enhance employability of students.

In view of this, I request you to provide following students of our college (List enclosed) with an opportunity for internship in your esteemed organisation.

We would appreciate if you could provide exposure of the following business activities to these students:-

Mention here the key contents of the discipline specific special subject selected by the student

We look forward to a mutually rewarding academic association with your organisation.

Thank you.

Sincerely,

**Coordinator,
Internship Programme**

Principal

UNDERTAKING FROM STUDENT

1. Name of the Student :
2. Class : T.Y.B.Com.
3. Division and Roll Number :
4. Present address :
5. Permanent address :
6. Contact Number :
7. Contact Number (Parent) :
8. Email ID :

To,
The Principal,
----- College, -----

Subject : Undertaking

Respected Madam / Sir,

I am studying in semester V of T.Y.B.Com. I am going to join -----
(Name of the organisation) for my sixty hours internship programme during -----
--to -----.

I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behaviour and performance during the internship period.

Thank you.

Yours obediently,

(Name & Signature of parent)

(Name & signature of the student)

Date :

UNDERTAKING FROM STUDENT

To,
The Manager (HR),

----- (Place)

Subject : Undertaking

Respected Madam / Sir,

I am a student of ----- College. I am studying in semester VI of T.Y.B.Com. I am going to join your esteemed organisation for my sixty hours internship programme during -----to -----.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behaviour and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,

(Name & signature of the student)

Date :

Place :

INTERNSHIP COMPLETION CERTIFICATE

Letter Head of the Internship Provider Organisation

To,
The Principal,
----- College,
----- (Place)

Subject: Internship Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the 'Sixty Hours Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

These students have been provided with adequate exposure and necessary hands-on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavors.

Thank you.



Sincerely,

Name & Signature
(Authorised Signatory)

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process.

Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	:	Details
1)	Name of the Supervisor/ Officer	:	
2)	Department	:	
3)	Designation	:	
4)	Name of the Student	:	
5)	Name of the College	:	
6)	Roll Number	:	
7)	Special Subject	:	

Part - A - Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge					
2)	Communication Skills					
3)	Punctuality & Dedication					
4)	Ability to work in teams					
5)	Problem solving skills					
6)	Quality of work done					
7)	Effectiveness					
8)	Efficiency					
9)	Ability to take Initiative					
10)	Positive attitude					
11)	Appearance					
12)	Using full potential at work					
13)	Work habits					
14)	Honesty & Integrity					
15)	Creativity					

Please turn over

Part B - SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Part C - Suggestions to make the internship programme more productive and effective.

1. -----
2. -----
3. -----
4. -----
5. -----

Part D - Changes required in the curriculum to improve employability of students.

1. -----
2. -----
3. -----
4. -----
5. -----

Name, Designation and Signature of the Supervisor / Reviewing Officer

Place of Review :

Date of Review :



STUDENT FEEDBACK FORM

1. Name of the Student :
2. Class : T.Y.B.Com.
3. Division and Roll Number :
4. Present address :
5. Contact Number :
6. Email ID :

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	
2.	I was properly introduced to the task assigned to me in the organisation	
3.	I was given proper guidance to carry out my responsibility	
4.	My supervisor / officer was very cooperative and supportive	
5.	I found my task interesting and worth learning	
6.	My supervisor / officer addressed to my queries/ doubts quickly	
7.	I received due respect from my colleagues in the organisation	
8.	The contents of the syllabus match with the practical work	
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	
10.	The Internship Programme is very useful to enrich my knowledge	

Please give your suggestions to make the internship programme more productive and effective.

1.
2.
3.

Please give your overall feedback about your experience during the internship (Not mentioned above).

.....
.....

Signature & Name of the student with date

Please mention your suggestions and feedback about this manual here.
You can also mail them to y.mithare@gmail.com (Dr. Yashodhan Mithare, Associate Dean, Faculty of Commerce & Management, Savitribai Phule Pune University, Pune 411007)

1. -----
2. -----
3. -----
4. -----
5. -----
6. -----
7. -----
8. -----
9. -----
10. -----



Savitribai Phule Pune University
Faculty of
Commerce & Management

NATIONAL EDUCATION POLICY- 2020

FIELD PROJECT GUIDELINES

Master of Commerce (M.COM)

(Semester II)

Course Code: FP578MJT

Subject: Field Project

Credits: 04

Total Marks-100

No. of Hours - 120 Hours

w.e.f. 2023-24



सावित्रीबाई फुले पुणे विद्यापीठ

गणेशखिंड, पुणे - ४११००७

Savitribai Phule Pune University

Ganeshkhind, Pune - 411007



सावित्रीबाई फुले पुणे विद्यापीठ
७५ वी वार्षिक वर्षगांठ

दूरध्वनी क्रमांक : ०२०- २५६२११५६/५७/५९

Telephone No. : 020-25621156/57/59

ईमेल/ Email : boards@pun.unipune.ac.in

शैक्षणिक विभाग (मान्यता कक्ष)

Academic Section (Approval Cell)

संकेतस्थळ/ Website: www.unipune.ac.in

संदर्भ क्र : सीबी/सीएम/४९

दिनांक : १२/०९/२०२४

प्रति,

अ.क्र.	सदस्यांचे नाव	पदनाम
१	डॉ. शेख अन्वर	अध्यक्ष
२	डॉ. मुल्ला एम. जी.	सदस्य
३	डॉ. केकाणे मारूती	सदस्य
४	डॉ. सानप मनोहर	सदस्य
५	डॉ. टाकळकर शिवाजी	सदस्य
६	डॉ. डाकले सुनिता	सदस्य
७	डॉ. निकम किशोर	सदस्य
८	डॉ. मंगेश वाघमारे	सदस्य

विषय:— वाणिज्य व व्यवस्थापन विद्याशाखेतर्गत संलग्न महाविद्यालयांकरिता पदव्युत्तर पदवीच्या कामकाजाकरिता समिती गठित करणेबाबत

महोदय/महोदया,

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की, प्राप्त झालेल्या आदेशानुसार राष्ट्रीय शैक्षणिक धोरण २०२० नुसार M.Com. Sem. II - On the Job Training आणि Field Project या संदर्भात मार्गदर्शक तत्त्वे, नियम, अटी व माहितीपुस्तिका — स्वयंस्पष्ट व सविस्तर तयार करण्यासाठीच्या समितीमध्ये आपला समावेश करण्यात आला आहे.

कृपया स्वीकृती करून मा. अध्यक्ष, यांनी सभेसाठी आपल्या सोईची तारीख व वेळ कळवावी, ही विनंती.
कळावे,

आपला,

(स. द. डावखर)

उपकुलसचिव

Prof. Dr. Suresh Gosavi
Vice-Chancellor,
Savitribai Phule Pune University

Prof. Dr. Parag Kalkar
Pro Vice-Chancellor,
Savitribai Phule Pune University

Dr. Yashodhan Mithare
Associate Dean,
Faculty of Commerce and Management,
Savitribai Phule Pune University

M.Com. Sem-II

Course Code: FP578MJT

Subject: Field Project

Credits: 04

Total Marks-100

No. of Hours - 120 Hours

A field project for Master in Commerce (M. Com) students under NEP 2020 will provide a transformative educational experience that goes beyond textbooks and traditional classroom learning typically in collaboration with businesses or organizations.

The objective is to enhance students' understanding of commerce-related concepts and develop practical skills that will be valuable in their future careers. Field projects can vary widely depending on the specific focus area within commerce, such as management, marketing, finance, accounting, costing, banking, cooperation and rural development, business practices and environment or other commerce related disciplines.

Field projects for Master in Commerce (M.Com) students not only intensify their understanding of theoretical concepts but also equip them with practical skills and experiences that are valuable in their future careers.

Field projects empower students to bridge the gap between theory and practice that enhance their academic knowledge and prepare them for the dynamic challenges of the business world, fostering the development of critical skills, a professional mindset, and a comprehensive understanding of the field of commerce. Ultimately, field projects empower commerce students to enter the workforce with a holistic skill set, positioning them as skilful professionals capable of navigating the complexities of the business sphere.

KEY FEATURES OF A FIELD PROJECT

Why field project is valuable for Master in Commerce (M. Com) students?

Application of Theoretical Knowledge

- Allows M. Com students to apply the theoretical concepts learned in the classroom to real business situations.
- Bridges the gap between academic learning and practical implementation.

Hands-on Experience:

- Provides hands-on experience in various aspects of commerce such as management, marketing, accounting, costing, banking and finance, cooperation and rural development, business practices and environment or other commerce related disciplines.
- Enables students to develop practical skills that are essential in the professional world.

Problem-Solving Skills:

- Challenges students to solve real-world business problems, enhancing their critical thinking and problem-solving abilities.
- Encourages innovative thinking and creativity in finding solutions.

Integration of Specialization Knowledge:

- Depending on their chosen specialization, students will integrate and apply specialized knowledge to the specific context of their Field Project.

Interaction with Industry Professionals:

- Offers opportunities for students to interact with professionals in the industry, gaining insights, guidance, and networking opportunities.
- Facilitates mentorship and the exchange of ideas between students and experienced professionals.

Understanding Business Practices:

- Allows students to gain firsthand experience in the day-to-day operations of businesses, helping them understand the practical aspects of business management.
- Provides exposure to industry best practices and real business challenges.

Professional Development:

- Enhances professional skills such as communication, teamwork, time management, and project management.
- Builds confidence and prepares students for the demands of the corporate world.

Report and Presentation:

- A crucial aspect of the Field Project will be the preparation of a comprehensive report.

- Additionally, students will be required to present their project outcomes to faculty or industry experts.

Industry Relevance:

- Ensures that students are aware of the current trends and challenges in the industry.
- Helps students stay updated with industry practices, making them more adaptable and relevant in their future careers.

Research and Analysis Skills:

- Develops research and analytical skills as students gather and analyze data for their projects.
- Fosters a deeper understanding of market trends, consumer behavior, and industry dynamics.

Preparation for Entrepreneurship:

- If students aspire to become entrepreneurs, a field project can provide valuable insights into the challenges and opportunities of starting and managing a business.

Networking Opportunities:

- Engaging in a Field Project may provide students with opportunities to connect with professionals, industry experts, and potential employers, expanding their professional network

Resume Enhancement:

- Adds value to a student's resume by showcasing practical experience and the ability to apply theoretical knowledge in real-world scenarios.
- Increases the employability of students as employers often value practical experience.

GENERAL GUIDELINES FOR THE PREPARATION OF FIELD PROJECT

1. Selecting a Relevant Topic:

Choose a topic aligned with your specialization, allowing for the practical application of classroom concepts. Consider current trends, issues, or challenges within the business or financial sector.

2. Define Clear Objectives:

Clearly outline the objectives of your field project.

3. Identifying the Scope:

Define the project's scope to ensure it is manageable within the given timeframe and resources. Set realistic expectations regarding the depth and breadth of your project.

4. Industry or Sector Focus:

Tailor your field project to a specific industry or sector such as management, marketing, finance, accounting, costing, entrepreneurship, banking and finance, cooperation and rural development, business practices and environment or other commerce related disciplines.

5. Practical Application of Concepts:

Design your project to require the application of theoretical concepts learned in the classroom.

6. Project Presentation:

Include a presentation component where you communicate your findings, insights, and recommendations to your peers, faculty, or industry professionals. Utilize visual aids, such as charts and graphs, to enhance clarity.

7. Evaluation Criteria:

Understand the criteria for evaluating the field project, including factors such as research quality, analytical skills, presentation effectiveness, and the practical relevance of your findings.

8. Documentation:

Emphasize the importance of documenting the entire process, from project initiation to conclusion. This documentation includes research notes, analysis, and final reports.

FIELD PROJECT ASSESSMENT PLAN

Savitribai Phule Pune University is committed to prepare students for the jobs of the future, which will require a combination of technical skills, problem-solving abilities, and creativity and to achieve this industrial internship plays crucial role. Field Project is a 04-credit course and it is evaluated based on successful completion of the student's submission of the project with required documents. The project report prepared by the student will be known as the output of field Project. Field Project carries 04 credits, and carries 100 marks, divided into two parameters

Internal Evaluation (30 Marks)

External Evaluation (Marks 70)

As the field Project is based on the self-study done by the candidate and evaluated for 100 marks altogether, 04 credits will be awarded to a successful candidate in this subject. The project shall be evaluated by two examiners one internal and one external (Subject Expert from Outside College). A Viva voce must be conducted by the panel consisting of Internal Examiner and External Examiner.

FIELD PROJECT REPORT: A GUIDING FRAMEWORK

A Field Project Report is an end result of practical experiences, research, and analysis, reflecting the depth and breadth of the student's engagement during fieldwork. This comprehensive document serves as a testament to the student's ability to apply academic knowledge to real-world challenges within the field of commerce.

Structural Guidelines:

➤ **Cover Page:**

Include the title of the report, student's name, university, and the date of submission.

➤ **Acknowledgments:**

Express gratitude to individuals, organizations, and the Field Project Guide who contributed to the success of the project.

➤ **Abstract / Executive Summary:**

Provide a concise summary of the field project, including objectives, methodology, key findings, and recommendations.

➤ **Table of Contents:**

Present a clear and organized list of the report's sections and subsections with corresponding page numbers.

➤ **Introduction:**

Introduce the project, its context, and the significance of the chosen topic. State the objectives and outline the structure of the report.

➤ **Organizational Profile:**

Provide a detailed overview of the organization where the fieldwork was conducted. Include information about its structure, mission, and industry context.

➤ **Problem Statement or challenges addressed:**

Clearly define the problem or challenge addressed in the field project. Discuss why it is relevant and its significance to the organization.

➤ **Objectives and Scope:**

Present specific objectives and scope of the field project. Clarify the boundaries within which the project operates.

➤ **Literature Review:**

Review relevant literature and theoretical frameworks related to the field of study. Discuss how existing knowledge informs the project and its goals.

➤ **Research Methodology:**

Describe the research design, data collection methods, and tools used during fieldwork. Explain the rationale behind methodological choices.

➤ **Discussion / Description of the study:**

Interpret the findings in the context of the problem statement. Relate findings to existing literature and theories.

➤ **Recommendations:**

Propose actionable recommendations based on the analysis and discussions. Provide justifications for each recommendation.

➤ **Conclusion:**

Summarize key findings, insights, and the overall impact of the field project. Restate the significance of the work undertaken.

➤ **References:**

Provide a comprehensive list of all sources cited in the report using a standardized citation style.

FIELD PROJECT FORMATTING AND STYLISTIC CONSIDERATIONS:

1. Font and Spacing: Use a readable font (e.g., Times New Roman or Arial) with standard size 12 and one and half line spacing.

2. Headings and Subheadings: Clearly distinguish headings and subheadings to enhance readability.

3. Page Numbers: Number all pages sequentially, including the cover page.

4. Graphics and Visuals: Incorporate visuals strategically to enhance understanding but avoid overloading the report.

FIELD PROJECT

Table of Contents

Title	Page No
Title Cover Page (<i>Ref-Specimen-1</i>)	NA
Acknowledgement	I
Declaration by the Candidate (<i>Ref- Specimen-2</i>)	II
Certificate of the Project Guide (<i>Ref- Specimen-3</i>)	III
Company Certificate (<i>Ref- Specimen-4</i>)	IV
Project completion Certificate (by the college) (<i>Ref- Specimen-5</i>)	V
Plagiarism Report	VI
Table of Content	VII
List of Table (<i>Ref- Specimen-6</i>)	VIII
List of Figures (<i>Ref- Specimen-7</i>)	IX
Abstract or Executive Summary	
Chapter No-1- Introduction	1
Chapter No-2 Organizational Profile	
Chapter No-3 Problem Statement or challenges addressed	
Chapter No-4 Objectives and Scope	
Chapter No-5 Literature Review	
Chapter No-6 Research Methodology	

Chapter No-7 Discussions /Description of the study	
Chapter No-8 Recommendations, Conclusions	
References / Bibliography	

Specimen-1

write here the title of the project

(CAPITAL LETTER WITH CENTER ALIGNMENT)

**A FIELD PROJECT REPORT SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY**

**IN THE PARTIAL FULFILMENT OF THE REQUIREMENT FOR THE
DEGREE OF MASTER OF COMMERCE**

{Write Specialization)

SUBMITTED BY

Roll No/ Seat No_____

UNDER THE GUIDANCE OF

(Logo of the College)

NAME OF THE DEPARTMENT

NAME OF THE COLLEGE

WRITE MONTH AND YEAR

Specimen-2

Declaration by the Candidate

I declare that the field Project entitled _____ submitted by me for the degree of Master of Commerce is the record of work carried out by me during the period from _____ to _____ under the guidance of _____ and has not formed the basis for the award of any degree, diploma, associateship, fellowship, titles in this or any other University or other institution of Higher learning. I further declare that the material obtained from other sources has been duly acknowledged in the project

Date :

Signature of the Candidate

Specimen-3

Certificate of the Field Project Guide

CERTIFIED that the work incorporated in the Field project _____ (Title) submitted by Mr./Ms. _____ was carried out by the candidate under my supervision/ guidance. Such material has been obtained from other sources has been duly acknowledged in the Field project.

Date:

(Supervisor/ Research Guide)

Specimen-4

**CERTIFICATE FROM THE COMPANY
(On company Letter Head)**

This is to certify that -----(Student Name) of MCOM Part I, SEM _____, and Roll No. ----- of -----(College Name) has successfully completed the field work as per the guidelines of Savitribai Phule Pune University in our organization from----- to----- (Total 120 Hours)

During the work, the student was sincere, hardworking and showed a keen interest learn. The involvement and sustained efforts put in by the student are highly appreciable. I recommend this **Field Project** for evaluation & consideration for the award of credits to the student.

We wish him all the best in his future endeavours.

Authorized Signature and Stamp

Specimen-5

(On College Letter head)

PROJECT COMPLETION CERTIFICATE

This is to certify that the project report entitled “-----

--

in the subject (Specialization) -----
- was prepared by -----
Class M.COM –I (SEM-_____) Roll No----- under my guidance and supervision for
the academic year -----. This project report is based on original study/field work carried
out by him/her. Material/Notes obtained from sources has been duly acknowledged in the
report.

This project is submitted to Savitribai Phule Pune University in partial fulfillment of
requirement of Master of Commerce for the academic year _____.

Project Guide

HOD

Exam Seat No:

Date of Exam:

Internal Examiner

External Examiner

Specimen-6

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The first number indicates the chapter number, the second number following the dot indicates the number of the table in that chapter

FIELD PROJECT IDEAS Business Administration.

Students can choose projects based on their interests, allowing them to gain valuable experience and contribute to the success of businesses.

1. Strategic Business Planning:

- Collaborate with a business to develop a comprehensive strategic plan.
- Evaluate market trends, competitive analysis, and formulate strategies for growth.

2. Operational Efficiency Improvement:

- Analyze the operational processes of a business and identify areas for improvement.
- Implement changes to enhance efficiency and reduce costs.

3. Market Research and Consumer Behavior Analysis:

- Conduct market research to understand consumer behavior and preferences.
- Provide insights to businesses for product development and marketing strategies.

4. Organizational Culture Assessment:

- Evaluate the organizational culture of a company.
- Propose initiatives to enhance employee engagement, communication, and workplace satisfaction.

5. Leadership Development Program:

- Collaborate with a company to design and implement a leadership development program.
- Focus on cultivating leadership skills among employees.

6. Financial Health Analysis:

- Analyze the financial statements of a business to assess its financial health.
- Provide recommendations for financial management and stability.

7. Customer Relationship Management (CRM) Implementation:

- Work with a company to implement a CRM system.
- Improve customer interactions, streamline processes, and enhance customer satisfaction.

8. Employee Training and Development Program:

- Design and implement a training program for employees.
- Focus on skill development, knowledge enhancement, and career progression.

9. E-commerce Strategy Development:

- Assist a business in developing and implementing an e-commerce strategy.
- Explore online sales channels, user experience optimization, and digital marketing.

10. Risk Management and Compliance Assessment:

- Collaborate with a business to assess its risk management and compliance practices.
- Ensure adherence to industry regulations and propose risk mitigation strategies.

11. Sustainability and Corporate Social Responsibility (CSR):

- Develop and implement sustainability and CSR initiatives for a business.
- Align business practices with environmental and social responsibility.

12. Project Management and Implementation:

- Collaborate with a company to manage and implement a specific project.
- Apply project management principles to ensure successful completion.

13. Human Resource Policies and Procedures Review:

- Review and update human resource policies and procedures for a business.
- Ensure alignment with legal requirements and industry best practices.

14. Supply Chain Optimization:

- Analyze and optimize the supply chain of a business.
- Improve inventory management, logistics, and distribution processes.

15. Digital Marketing Campaign:

- Develop and execute a digital marketing campaign for a product or service.
- Utilize various digital channels for promotion and analyze campaign performance.

16. Financial Analysis of a Company:

- Analyze the financial statements of a company to assess its performance & financial health.
- Identify areas for improvement and suggest strategies for financial optimization.

17. Business Process Optimization:

- Collaborate with a business to analyze and improve its operational processes.
- Implement changes and measure the impact on efficiency and cost-effectiveness.

18. Social Media Marketing (SMM) Campaign:

- Develop and execute a social media marketing campaign for a business or product.
- Monitor SMM campaign performance, analyze data & make recommendations for future strategies.

19. Feasibility Study for a Business Idea:

- Create a comprehensive business plan for a hypothetical or existing business idea.
- Conduct a feasibility study considering market demand, competition, and financial projections.

20. Tax Planning and Compliance:

- Work with a tax consultant or firm to understand and assess tax planning and compliance for businesses.
- Provide recommendations for optimizing tax strategies.

21. Supply Chain Management Review:

- Collaborate with a manufacturing or retail company to study and optimize their supply chain processes.
- Identify areas for improvement and propose solutions.

22. Investment Portfolio Management:

- Create a hypothetical investment portfolio.
- Monitor and analyze the performance of different investment instruments.
- Develop strategies for portfolio optimization and risk management.

23. CSR (Corporate Social Responsibility) Assessment:

- Evaluate the impact and effectiveness of a company's CSR initiatives.
- Suggest improvements or propose a new CSR initiative.

24. E-commerce Platform Analysis:

- Assess the performance of a specific e-commerce platform.
- Analyze user experience, security features, and payment options.
- Provide recommendations for enhancing the online shopping experience.

25. Market Entry Strategy:

- Analyze a specific industry and propose a market entry strategy for a new product or service.
- Conduct market research, assess competitors, and outline the marketing and distribution plan.

26. Startup Business Plan:

- Develop a comprehensive business plan for a startup, considering aspects like market analysis, financial projections, and operational strategies.
- Present the plan to potential investors or industry experts.

27. Brand Positioning and Marketing Campaign:

- Choose a brand or product and create a detailed marketing campaign.
- Focus on brand positioning, target audience, and the use of various marketing channels.

28. Financial Analysis of a Company:

- Select a publicly traded company and conduct an in-depth financial analysis.
- Evaluate financial statements, profitability, and liquidity, and provide recommendations for improvement.

29. Human Resource Management Practices:

- Collaborate with a company to assess its human resource management practices.
- Evaluate recruitment, training, and employee engagement strategies.

30. Operations Management Optimization:

- Work with a business to analyze and improve its operational processes.
- Identify areas for efficiency enhancement and cost reduction.

31. E-commerce Business Development:

- Develop a plan for launching or improving an e-commerce platform.
- Consider user experience, payment gateways, and security measures.

32. International Business Expansion Plan:

- Choose a company and develop a plan for expanding its operations internationally.
- Consider cultural, legal, and economic factors.

33. Supply Chain Optimization:

- Collaborate with a company to optimize its supply chain.
- Analyze inventory management, logistics, and distribution processes.

34. Customer Relationship Management (CRM) Implementation:

- Choose a company and develop a plan for implementing a CRM system.
- Address customer communication, data management, and feedback mechanisms.

35. Financial Technology (Fintech) Innovation:

- Explore innovative solutions within the financial technology sector.
- Develop a business plan for a fintech startup or propose improvements to existing fintech services.

36. Event Management for a Business Conference:

- Organize and manage a business conference or seminar.
- Handle aspects such as budgeting, marketing, logistics, and attendee engagement.

37. Retail Merchandising Strategy:

- Work with a retail business to develop a merchandising strategy.
- Consider product placement, pricing strategies, and promotional activities.

38. Strategic Management Analysis

- Choose a company and conduct a strategic management analysis.
- Evaluate its competitive positioning, SWOT analysis, and suggest strategic recommendations.

MARKETING

Students can choose projects based on their interests and career goals, gaining practical skills that are valuable in the dynamic field of marketing.

1. Market Research and Consumer Behavior Analysis:

- Conduct a comprehensive market research study to understand consumer behavior and preferences.
- Analyze market trends, identify target audiences, and provide insights for product/service development.

2. Social Media Marketing Campaign:

- Develop and execute a social media marketing campaign for a specific product or brand.

- Measure engagement, reach, and conversion rates, and provide recommendations for improvement.

3. Brand Audit and Positioning Strategy:

- Collaborate with a brand to conduct a brand audit.
- Develop strategies to enhance brand positioning, differentiation, and market share.

4. Influencer Marketing Campaign:

- Plan and execute an influencer marketing campaign for a product or service.
- Measure the impact on brand awareness and customer engagement.

5. Content Marketing Strategy:

- Develop a content marketing strategy for a business.
- Create and distribute content across various platforms to enhance brand visibility.

6. Product Launch Campaign:

- Assist in planning and executing a product launch campaign.
- Develop promotional materials, organize launch events, and measure campaign success.

7. Customer Satisfaction Survey:

- Implement a customer satisfaction survey to gather feedback on products or services.
- Analyze results and propose strategies for improvement.

8. Competitor Analysis and Benchmarking:

- Conduct a thorough analysis of competitors in a specific industry.
- Identify strengths, weaknesses, opportunities, and threats to inform marketing strategies.

9. Email Marketing Optimization:

- Collaborate with a business to optimize their email marketing campaigns.
- Analyze open rates, click-through rates, and suggest improvements for better engagement.

10. Event Marketing and Management:

- Plan and execute an event to promote a product, service, or brand.
- Measure the success of the event and its impact on brand awareness.

11. Digital Advertising Campaign:

- Develop and run a digital advertising campaign on platforms like Google Ads or Facebook.
- Optimize ad performance and analyze key metrics.

12. Customer Persona Development:

- Create detailed customer personas for a target audience.
- Use these personas to inform marketing strategies and tailor messages effectively.

13. Market Expansion Strategy:

- Work with a company to develop a strategy for expanding into new markets.
- Consider cultural differences, market trends, and competitive landscapes.

14. Brand Loyalty Program Implementation:

- Collaborate with a business to design and implement a brand loyalty program.
- Evaluate the effectiveness of the program in retaining customers.

15. Mobile App Marketing Campaign:

- Develop a marketing campaign to promote a mobile app.
- Utilize various channels such as app stores, social media, and influencers.

ACCOUNTING AND COSTING

1. Cost Analysis for a Manufacturing Company:

- Collaborate with a manufacturing company to conduct a detailed cost analysis.
- Identify direct and indirect costs, analyze cost behavior, and suggest cost reduction strategies.

2. Budgeting and Forecasting for a Small Business:

- Work with a small business to create a comprehensive budget and financial forecast.
- Evaluate actual performance against budgeted figures and recommend adjustments.

3. Internal Control Assessment:

- Partner with a business to assess its internal control systems.
- Identify areas of potential risk and recommend improvements to strengthen internal controls.

4. Tax Planning for a Business:

- Collaborate with a tax consultant or firm to understand and implement tax planning strategies for a business.
- Analyze the tax implications of various business decisions.

5. Financial Statement Analysis for Nonprofit Organizations:

- Work with a nonprofit organization to analyze its financial statements.
- Evaluate fund accounting and assess the financial health of the organization.

6. Activity-Based Costing Implementation:

- Collaborate with a company to implement activity-based costing.

- Analyze the impact on cost allocation and provide recommendations for improvement.

7. Forensic Accounting Investigation:

- Engage in a simulated forensic accounting investigation.
- Analyze financial records to identify irregularities and potential fraud.

8. Cost Control Measures for a Service Industry:

- Partner with a service-oriented business to implement cost control measures.
- Evaluate cost drivers and suggest strategies to optimize costs.

9. Inventory Management Optimization:

- Work with a retail or manufacturing business to optimize inventory management.
- Analyze inventory turnover, carrying costs, and recommend improvements.

10. Governmental Accounting Compliance:

- Collaborate with a government entity to assess compliance with governmental accounting standards.
- Evaluate fund accounting, financial reporting, and compliance measures.

11. Cost-Benefit Analysis for Capital Expenditures:

- Collaborate with a company to perform a cost-benefit analysis for a capital expenditure project.
- Evaluate the financial feasibility and long-term impact on costs.

12. Costing and Pricing Strategy for a Startup:

- Work with a startup to develop a costing and pricing strategy.
- Consider variable and fixed costs, market conditions, and competitive pricing.

13. Sustainability Accounting and Reporting:

- Collaborate with a company to implement sustainability accounting and reporting practices.
- Evaluate the environmental and social impact of business operations.

14. Financial Risk Assessment for an Investment Portfolio:

- Collaborate with a financial institution to assess the financial risk of an investment portfolio.
- Analyze factors such as market risk, credit risk, and interest rate risk.

15. Cost Analysis of Outsourcing vs. In-House Operations:

- Work with a business considering outsourcing to conduct a cost analysis.
- Compare the costs of outsourcing versus maintaining in-house operations.

COOPERATION AND RURAL DEVELOPMENT

1. Cooperative Business Development:

- Collaborate with a local community to establish a cooperative enterprise.
- Develop a business plan, facilitate community involvement, and implement sustainable business practices.

2. Agricultural Supply Chain Analysis

- Study the agricultural supply chain in a specific rural area.
- Identify bottlenecks, assess the efficiency of distribution channels, and propose improvements.

3. Community-Based Tourism Development:

- Work with a rural community to develop a community-based tourism initiative.
- Focus on preserving local culture, supporting economic development, and enhancing tourism sustainability.

4. Microfinance Program Implementation

- Partner with a microfinance institution to implement a program in a rural setting.
- Assess the impact on local entrepreneurship and financial inclusion.

5. Rural Infrastructure Development:

- Collaborate with local authorities to plan and implement rural infrastructure projects.
- Focus on roads, water supply, sanitation, and renewable energy.

6. Cooperative Marketing and Branding

- Work with local cooperatives to develop marketing strategies and branding initiatives.
- Enhance the visibility of products from rural cooperatives in broader markets.

7. Natural Resource Management Project

- Collaborate with local communities to implement sustainable natural resource management practices.
- Address issues such as deforestation, water conservation, or soil erosion.

8. Livelihood Diversification Program

- Design and implement a program to diversify livelihoods in rural communities.
- Explore opportunities in agriculture, agro-processing, handicrafts, or eco-tourism.

9. Community Health and Education Initiatives:

- Collaborate with local healthcare providers to implement health and education programs.

- Address issues such as maternal health, nutrition, and access to education.

10. Cooperative Governance and Leadership Training

- Develop a training program for cooperative leaders on governance and leadership.
- Focus on empowering leaders to make informed decisions for the benefit of the community.

11. Digital Inclusion for Rural Communities

- Implement projects that enhance digital literacy and connectivity in rural areas.
- Explore the use of technology for education, healthcare, and economic activities.

12. Social Entrepreneurship Initiatives

- Collaborate with local entrepreneurs to establish social enterprises in rural areas.
- Focus on businesses that address community needs while promoting economic development.

13. Food Security and Agricultural Extension Services:

- Work with local farmers to enhance food security through improved agricultural practices.
- Implement agricultural extension services and provide training to farmers.

14. Community-Based Renewable Energy Projects:

- Collaborate with communities to implement renewable energy projects.
- Explore the feasibility of solar, wind, or biogas projects to address energy needs sustainably.

15. Women Empowerment Programs:

- Develop and implement programs to empower women in rural communities.
- Address issues such as economic independence, education, and healthcare.

BANKING AND FINANCE

1. Credit Risk Assessment

- Collaborate with a financial institution to analyze and assess credit risk in the lending portfolio.
- Evaluate creditworthiness models, default rates, and propose risk mitigation strategies.

2. Financial Inclusion Initiatives

- Work with a bank to develop and implement financial inclusion programs.

- Focus on reaching unbanked or underbanked populations through innovative financial products.

3. Customer Relationship Management (CRM) Enhancement:

- Collaborate with a bank to enhance its CRM systems.
- Improve customer engagement strategies, analyze customer feedback, and optimize service delivery.

4. Digital Banking Adoption Analysis:

- Study the adoption of digital banking services among customers.
- Assess factors influencing digital adoption and propose strategies to increase usage.

5. Market Research for Investment Products:

- Conduct market research on investment products and services.
- Identify market trends, customer preferences, and suggest new investment offerings.

6. Fraud Prevention and Detection:

- Collaborate with a bank's risk management team to develop and implement fraud prevention strategies.
- Evaluate transaction patterns, implement monitoring systems, and enhance security measures.

7. Financial Literacy Programs:

- Work with a bank to design and implement financial literacy programs for the community.
- Focus on educating individuals about budgeting, saving, and responsible financial management.

8. Foreign Exchange Market Analysis:

- Analyze trends in the foreign exchange market.
- Assess factors influencing currency movements and provide insights for traders and investors.

9. Impact of Regulatory Changes:

- Investigate the impact of recent regulatory changes on financial institutions.
- Assess compliance requirements, operational changes, and strategic implications.

10. Investment Portfolio Management:

- Work with an investment firm to manage a hypothetical investment portfolio.
- Evaluate asset allocation, risk management, and performance analysis.

11. Financial Technology (Fintech) Partnership:

- Collaborate with a fintech company to explore opportunities for partnership with traditional banks.

- Assess the integration of fintech solutions for improved financial services.

12. Real Estate Finance Analysis:

- Study the real estate finance market and analyze property investment opportunities.
- Evaluate mortgage lending practices and assess market risks.

13. Sustainable Finance Initiatives:

- Collaborate with a bank to develop sustainable finance strategies.
- Assess environmental, social, and governance (ESG) factors in lending and investment decisions.

14. Mergers and Acquisitions Analysis:

- Analyze recent mergers and acquisitions in the financial sector.
- Assess the financial implications, risks, and benefits for the involved institutions.

15. Crypto currency and Block chain Exploration:

- Investigate the impact of crypto currencies and block chain technology on the financial industry.
- Analyze potential applications, risks, and regulatory considerations.

BUSINESS PRACTICES AND ENVIRONMENT:

1. Business Process Improvement:

- Collaborate with a company to analyze and improve specific business processes.
- Identify bottlenecks, streamline workflows, and enhance overall efficiency.

2. Employee Engagement and Satisfaction:

- Conduct a study on employee engagement within a company.
- Develop strategies to enhance job satisfaction, communication, and overall workplace morale.

3. Change Management Implementation:

- Work with a business undergoing a significant change (e.g., technology adoption, restructuring).
- Develop and implement a change management plan to ensure a smooth transition.

4. Customer Experience Enhancement:

- Collaborate with a business to assess and improve the overall customer experience.
- Implement strategies to enhance service quality, communication, and customer satisfaction.

5. Market Entry Strategy:

- Assist a company in developing a market entry strategy for a new product or service.
- Conduct market research, analyze competition, and recommend entry approaches.

6. Supplier Relationship Management:

- Analyze and optimize the relationships with key suppliers.
- Implement strategies for effective communication, collaboration, and risk management.

7. Social Media Strategy Development:

- Work with a business to develop and implement a social media strategy.
- Focus on brand building, customer engagement, and online presence.

8. Diversity and Inclusion Initiatives:

- Collaborate with a company to implement diversity and inclusion initiatives.
- Develop programs to promote diversity in hiring, training, and workplace culture.

9. Strategic Cost Management:

- Work with a business to analyze and manage costs strategically.
- Identify cost-saving opportunities without compromising quality.

10. Market Expansion Analysis:

- Assist a company in analyzing opportunities for market expansion.
- Evaluate potential markets, assess risks, and develop an expansion strategy.

11. E-commerce Integration:

- Collaborate with a brick-and-mortar business to integrate e-commerce into its operations.
- Implement an online sales strategy and optimize the digital customer experience.

12. Brand Positioning and Marketing Campaign:

- Work with a company to refine its brand positioning and execute a marketing campaign.
- Emphasize brand values, uniqueness, and targeted messaging.

13. Corporate Social Responsibility (CSR) Program Development:

- Collaborate with a business to develop and implement CSR initiatives.
- Align CSR programs with the company's values and goals.

14. Supply Chain Optimization:

- Analyze and optimize the supply chain of a business.
- Implement strategies for efficient inventory management, logistics, and distribution.

15. Innovation and Product Development:

- Collaborate with a company to foster a culture of innovation.
- Develop strategies for new product development and improvement.

16. Corporate Sustainability Reporting:

- Collaborate with a company to assess and enhance its sustainability reporting practices.
- Evaluate environmental, social, and governance (ESG) metrics and recommend improvements.

17. Green Supply Chain Management:

- Work with a business to analyze and optimize its supply chain for environmental sustainability.
- Assess suppliers, transportation methods, and packaging to reduce the environmental impact.

18. Energy Efficiency Assessment:

- Partner with a business to conduct an energy efficiency assessment.
- Identify opportunities for reducing energy consumption and implementing sustainable energy practices.

19. Waste Reduction and Recycling Program:

- Collaborate with a company to develop and implement a waste reduction and recycling program.
- Evaluate waste streams, propose recycling initiatives, and measure the impact.

20. Circular Economy Implementation:

- Work with businesses to transition towards a circular economy model.
- Explore strategies for product reuse, recycling, and reducing overall resource consumption.

21. Carbon Footprint Analysis:

- Collaborate with a company to conduct a comprehensive carbon footprint analysis.
- Identify areas of high carbon emissions and suggest strategies for reduction.

22. Environmental Compliance Assessment:

- Assess a company's compliance with environmental regulations.
- Review permits, reporting requirements, and recommend strategies for maintaining compliance.

23. Green Marketing Campaign:

- Develop and execute a green marketing campaign for a business.
- Emphasize environmentally friendly practices, products, or initiatives.

24. Biodiversity Conservation Initiatives:

- Collaborate with businesses to develop and implement biodiversity conservation programs.
- Explore ways to protect and enhance local ecosystems.

25. Water Conservation Strategies:

- Work with a company to develop and implement water conservation strategies.
- Evaluate water usage, propose efficient technologies, and raise awareness among employees.

26. Sustainable Product Development:

- Collaborate with a company to assess and enhance the sustainability of its product development process.
- Consider eco-friendly materials, energy-efficient production methods, and product life cycle analysis.

27. Environmental Education Programs:

- Develop and implement environmental education programs for employees and the community.
- Focus on raising awareness about sustainable practices and their impact.

28. Eco-Tourism Development:

- Collaborate with local businesses to develop eco-tourism initiatives.
- Promote responsible tourism practices and support local conservation efforts.

29. Sustainable Event Management:

- Plan and manage an event with a focus on sustainability.
- Consider eco-friendly venue options, waste reduction, and carbon offsetting.

30. Community Green Spaces Development:

- Collaborate with businesses to create and maintain green spaces in the community.
- Enhance local parks, plant trees, and engage the community in environmental initiatives.





**Youth Education & Welfare Society's
National Senior College, Nasik – 01**

Date: 17/01/2024

Industrial visit Report

Program Name: Industrial visit

Program Date: 16 January 2024, Time: 10:00 a.m.

Venue: 4K Batteries Company Pvt.Ltd.Naygoan Sinnar Nashik

Faculty Members Present: Asst. Prof. Salwa Monde

Physical Director: Tausif Mirza

Asst. Prof.Farheen Mirza

Asst. Prof Gausiya Shaikh

Clerk: Ibrahim Mulla


No. Of Students Present:42

Objectives of the visit:

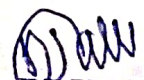
1. To develop the understanding of the student with a realistic and practical perception of the industry its layout, procedures, processes, organization structure.
2. The objective of the Industrial Visit is to help students gain first-hand information regarding the functioning of the industry which presents the students with opportunities to plan, organize and engage in active learning experiences both inside and outside the classroom.

An industrial visit to 4K Batteries Company Pvt.Ltd. was organized for the students of BBA Department, National Senior College on 16 January 2024 .Fourty Two students of BBA Department and All faculty member visited to 4K Batteries Company Pvt.Ltd.to interact with the resource person to understand the process of manufacturing of Batteries , assembling as well as distributing it. The visit started in Morning at 10:00 am to 1:00 pm. students visited and interacted with the resource person and owner of the company Mr. Mubin Khan sir who has given the information about Industry and appointed supervisors to give all the information about manufacturing, assembling and distribution functions.

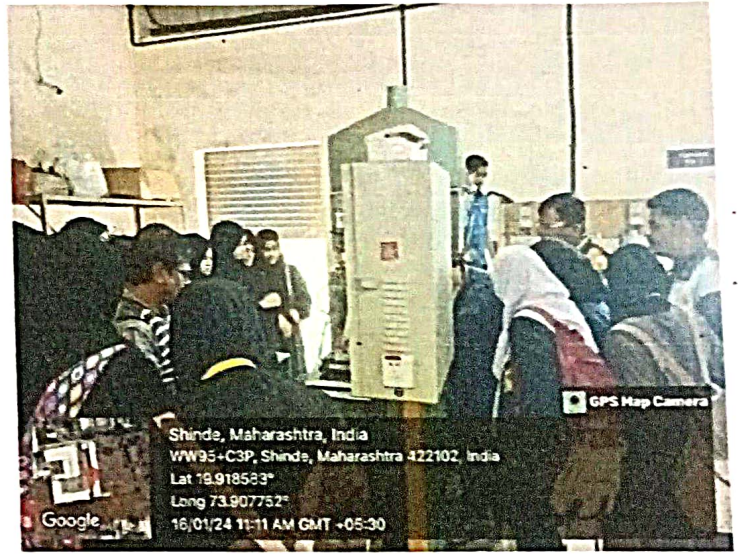
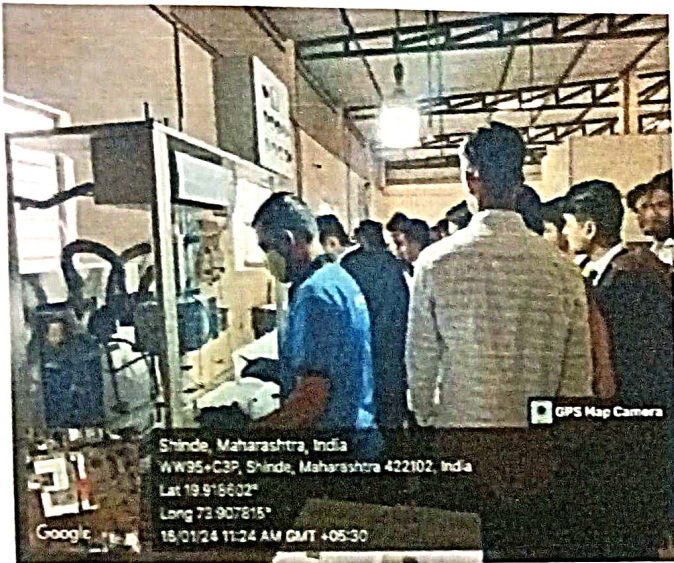
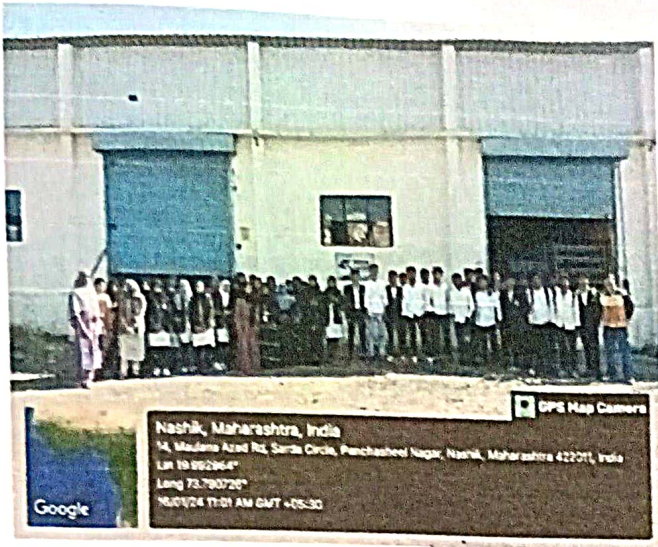
The visit was organized by BBA Department. The students was participated and asked various questions to understand the process in the visit and interacted very well.


for **Asst. Prof. Simin Shaikh**
HOD. BBA Faculty
(HOD)
National Senior College
Nashik-01

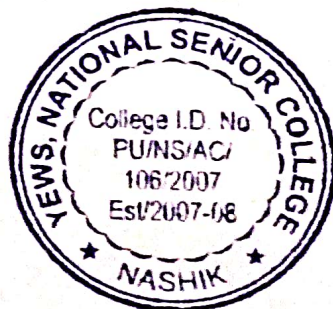



DR. S.B. Nair
(Principal)
NATIONAL SENIOR COLLEGE,

Photos: Industrial visit:



for *Palve*
 Ass. Prof. Simin Shaikh
 HOD. (HOD) Faculty
 National Senior College
 Nashik-01



Prin
 PRINIPAL
 Dr. S. D. Nair
 NATIONAL SENIOR COLLEGE,
 (Nashik)



SPPU, NATIONAL SENIOR COLLEGE, S.D.O.
Academic Year 20__ - 20__
Student's Undertaking / Event Entry Form

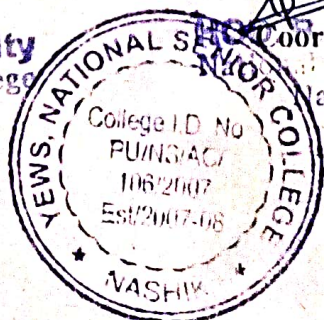


Name of the Event	Venue of Event	Date of Event
Industrial Visit	4K Batteries Industries	16/01/24.

COLLEGE: Youth Education & Welfare Society's National Senior College,
Nashik- 422001

Sr. No.	Name of the Student	Class	Mobile Number	Signature
1	Khan Sana Akil	SYBBA	7972422735	Sana
2	Shaik Nishat Asif	SYBBA	7741907764	NSK
3	Pathan Saba Isq	SYBBA	8788969152	Saba
4	Ansari Shamma	SYBBA	9307787215	Sh
5	Sayed Mawiyah	FYBBA	9764878651	M. Sayed
6	Pathan Tehzeeb	FYBBA	9768012453	Pathan
7.	IRAFI ADIBA	SYBBA	9529461835	Aditi
8.	Shaikh Ameen	SYBBA	9067092708	Ameen
9.	Shaikh Saniya Sajid.	FYBBA	8180082750	Saniya
10.	Paithankar mehek Akbar	FYBBA	8010093902	Mehek
11.	Pathkari Anha Faraz.	FYBBA	9822250730	Anha
12	Qureshi Saaliya	SYBBA	9834677586	Saaliya
13)	Ayesha Shaikh	SYBBA	8459300479	Ayesha
14)	Aslib Shaikh	SYBBA	7058231643	Aslib
15)	Mohammed Mustaf	SYBBA	9272707070	Mustaf
16)	Zunair Khan	SYBBA	9169636392	Zunair
17)	Zaki Shaikh	SYBBA	8208563344	Zaki
18)	Shalob Shaikh	SYBBA	7709647664	Shalob
19)	Kaif Khan	SYBBA	7558786467	Kaif

Signature & Seal
National IQAC College
Nashik-01



Signature & Seal
Coordinator Faculty
National Senior College
Nashik-01

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National Senior College,
Nashik.



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Academic Year 20__ - 20__

Student's Undertaking / Event Entry Form

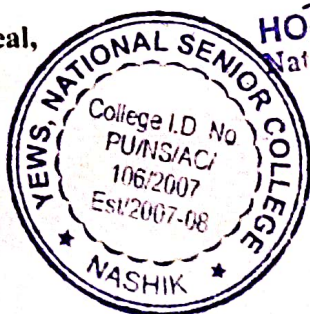


Name of the Event	Venue of Event	Date of Event
Industrial visit	4k Batteries Industries	16/01/24

COLLEGE: Youth Education & Welfare Society's National Senior College,
Nashik- 422001

Sr. No.	Name of the Student	Class	Mobile Number	Signature
1	Khan M D VAZIM	SYBBA	9665781792	
2	Sheikh Ali Nawaz	SYBBA	9890400803	
3	SK Zarkis	SYBBA	9764426185	
4	Khan Raj	SYBBA	8156021126	
5	Shah Farid	SYBBA		
6	Mansuri Ishaad	SYBBA	9370391283	
7	Shaikh Masin	SYBBA	9359063204	
8	Firoz Khan	SYBBA	9022866120	
9	Khozir Pirzade	SYBBA	8380097951	
10	Moin Khalik	SYBBA	9881786323	
11	Khan Saheb Alam	SYBBA	9890432089	
12	Arsh Angad	SYBBA	7058479661	
13	Sheikh Ali	SYBBA	7887867578	
14	Farhan Khan	SYBBA	7972396169	
15	Rahil Sheikh	SYBBA	9175664623	
16	Khan Sabasatar	SYBBA	932532890	
17	Chaudhry Umaira	SYBBA	9156799445	
18	Shaikh Uzma	SYBBA	898390164250	
19	Deshmukh Apsha	SYBBA	9307269993	

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H.O. Coordinator
National Senior College
Nashik-01

Principal
National Senior College,
Nashik.

SAVITRIBAIPHULEPUNEUNIVERSITY

Ganeshkhind,Pune411007

Faculty of Commerce & Management

Project and Internship Manual of Programme for

B.B.A. and B.B.A.(IB)

Students(Semester III,IV,V and VI)

Under

Choice Based Credit

System2019 pattern

Introduction: The key role of any system of education is to build abilities, develop attitude, and cultivate the right approach towards life. Commerce and Business Management Education is aimed at improving the students’ abilities and helping them to become a competent business leader who can contribute to nation-building. Business Administration education is not related only to knowing how to organize and apply skills related to business, trade, commerce, industry, and economy, but it further accelerates the process of thinking in a pragmatic manner about the nation building through effective utilization of skills, resources, manpower, and one's abilities.

The dynamic nature of global business demands a pool of competent human capital for which relevant education is essential in terms of timeliness, speed, flexibility, and dynamism. In the light of the changed socio-economic scenario of the global economy there is a need to provide students with appropriate skills and knowledge inputs which would make them globally competent and empower them to work in the changing business environment.

DSE /GE courses in third, fourth, fifth, and sixth semester are designed in keeping in view the employability, research, and innovation in the field of Commerce and Business especially in Accounting, Management, Finance, Marketing, Human Resource, Agricultural value-added services, Services management, Computer Applications in Business, Warehouse, logistics, supply chain, Business Laws, Entrepreneurship, etc.

Project based learning and internship activities in BBA & BBA(IB) under discipline specific and General Elective courses in Semester III, IV, V and VI Under CBCS pattern 2019.

Practical/project Courses under BBA and BBA(IB)	Method of Conducting Practical and Project	Expected learning outcome
<ul style="list-style-type: none"> • Tutorial /practical - (1 credit)- Semester III ,IV, V and VI – • For Courses- 305,405,505,and 605 • 1 – Credit – 20 	<ul style="list-style-type: none"> • Presentation/ discussions, Group study debate, quizzes ,charts etc. 	<ul style="list-style-type: none"> • After completing the class room activities the students will develop Ability to communicate • Develop capability to deduce a business problem • Apply the Class room learning into practice • Capabilities to analyse and synthesize

marks. –Internal evaluation		data
<ul style="list-style-type: none"> • Exposure projects Semester III • For 2-credits , 50 Marks - SPPU evaluation 	<ul style="list-style-type: none"> • Visit / videos /virtual tours / interaction /interview / seminars / workshops lectures 	<ul style="list-style-type: none"> • Ability to search for, locate, extract comprehend, organise, evaluate, and use or present information. • Ability to identify the developments in a particular discipline • Reports and analysis .
<ul style="list-style-type: none"> • Project based on Technological interface Semester IV • For 2-credits , 50 Marks SPPU evaluation 	<ul style="list-style-type: none"> • Role of technology in each disciplines • Understanding the technical interface in special courses 	<ul style="list-style-type: none"> • Capability to use various technical ICT tools for exploring, analysis, and using the information for business purposes • The course provides an extreme and rigorous base for teaching, research, and allied business administrations
<ul style="list-style-type: none"> • Mini project (4-credits) Semester V • 50 Marks - SPPU evaluation 	<ul style="list-style-type: none"> • Understanding the theory and real world issues to compare /analysis and evaluate the activities 	<p>Mini projects will create -</p> <ul style="list-style-type: none"> • Ability to engage in reflective and independent thinking by understanding the concepts in every area of Commerce and Business. • Ability to examine the results and apply them to various problems appearing in different branches of Commerce and Business management .
<ul style="list-style-type: none"> • Experiential learning /Internship (4-credits) Semester VI • 50 Marks- SPPU evaluation 	<ul style="list-style-type: none"> • Internship – Experiential learning 	<ul style="list-style-type: none"> • Students undergoing this programme will be equipped to the world of work, particularly, work of the future. The student will get a first-hand exposure of working in the real world.

Guidelines for 1 credit practical / tutorial / assignments

In the BBA and BBA (IB) programme course code 305, 405, 505, and 605 are consisting with 1 credit for DSE /GE courses.

- **Tutorials / Practical for course code 305 and 405 505 and 605:** Tutorials Courses will carry 20 marks as a part of evaluation in addition to the Internal Assessment of 30 marks.
- A small project work consisting of Hands-on experience / Field visits, videos / Mini-Research Project (by an individual student or a group of students)/ Assignments/Case-studies/ Presentation/ discussions, Group study debate, quizzes , / interaction / charts etc. that equip the students to acquire the much required skills. For evaluation purpose students can do the presentation of their work and on the below mentioned parameters

Presentation: Depending on the course objectives, the examiner may use the following criteria for evaluating presentations.

- Focus of the presentation
- Clarity and coherence of the content
- Thoroughness of the ideas presented and the analysis
- Clarity of the presentation
- Effective use of facts, statistics and details
- Correctness of grammatical and spelling
- Design of the slides
- Effective use of images
- Clarity of voice and appropriate volume
- Completion of the presentation within the allotted time frame

The above guidelines are indicative purpose. The given guidelines may be modified by the subject teacher as per the requirements.

Guidelines for Business Exposure Business Exposure - Details on BBA and BBA(IB) semester III

1. Project assignment for 2 credits – course code 306 – 50 marks

Rationale for Business Exposure:

The specialization subjects in each semester are DSE (Discipline Specific Electives) and GE (General Electives) in BBA (IB) having four credits each. This manual intends to underline the guidelines for the projects, visits and tutorials for these subjects. Course codes 306 are courses having (2+2) = 4 credits. (2 credits for **Business Exposure**)

- There will be viva voce examination of 50 marks and a Written Examination carrying 50 marks for the students.
- **The evaluation will be conducted at the SPPU level through Viva Voce.**

1.1 Guidelines to Teachers: The following are the indicative guidelines to the subject teachers:

- 1) A student shall complete a visit activities relevant to the specialization subject, the fees / Expenses towards computer course will be borne by the students.
- 2) Subject teachers may identify 4-5 project-based activities as per the subject curriculum to be allotted to the students at the start of the semester thereby giving the students sufficient time to grasp the knowledge through practical observation and learning.

1.1.2 Field Visits: In case of field visits, these visits and interviews shall be arranged under the supervision of the subject teacher.

- The interviews maybe structured or unstructured as the case may be with the sole proviso of maximum data collection for the students during the interaction process.
- Students should be encouraged to observe and learn how theatrical concepts are put into action, thereby aiding their practical learning. Students are to be exposed to the real working environment and shown how things are done in an organisation
- These visits are to be related to the specialisation subject curriculum.

1.1.3 Case Studies: In case of usage of case studies they to be designed effectively providing sufficient scope for back ground reading, usage of logical reasoning and analytical skills, and correlation of subject matter learned in the curriculum. A case should contain a description of the setting (time and place), the characters (personality and responsibility), and a sequence of events that are present in the problem or decision-making situation. Cases

are usually presented in a narrative or story format. A narrative is a story of an event. It includes what happened, who was involved, when it happened, why it happened, and how it happened. The good narrative brings the characters and actions to life. The usual way to organize a narrative is chronologically, in the order in which events occur. The case will draw the analysts into different interpretations, different judgments, different decisions and, consequently, different actions to take.

Evaluation parameters for case study based learning:

Case studies: Depending on the course objectives, the examiner may use the following key aspects to judge the understanding of the students.

- What is the issue?
- What is the goal of the analysis?
- What is the context of the problem?
- What key facts should be considered?
- What alternatives are available to the decision-maker?
- What would you recommend — and why?

1.1.4 Guest Lecture: The subject faculty may organize a guest lecture or a series of guest lecturers with well-known industry experts/ experts from the social field or experts from the legislation domain. Depending on the course objectives, the examiner may use the following criteria for evaluating learning through guest lectures.

- The focus should be to introduce the students to different industry practices, legislation and social practices in their relevant specialisations.
- Key takeaways by the student through guest lecture/series.
- Level of understanding developed by the student through the lecture regarding different industry practices, legislation and social practices in their relevant specialisations.

1.1.5 Survey: The subject teacher may use the survey method to promote research aptitude among the students.

The survey should be domain-specific. And the area/problem of research is to be identified by the teacher. The teacher may give a tentative list of topics and possible industries for the survey to be carried out.

- Basic inputs on the drafting of the questionnaire, types of questions, etc are to be provided by the teachers.
- Sample size for survey method should be in a respectable range and the survey is to be accompanied by graphical analysis, inferences, and conclusions drawn by the students.

1.1.6 Industrial Visit: Depending on the course objectives, the examiner may use the following criteria for evaluating learning through industrial visits.

- Correlation between the site of visit and the desired specialization of the student.
- Practical learning of the students achieved through the visit.
- Knowledge of industry practices gained by the student during the visit.
- The depth of interaction undertaken by the student with various stakeholders.
- The groundwork done by the student for basic information collection prior to the visit.

Instructions for students

- 1) Each project should be done strictly according to the instruction of the subject teacher.
- 2) The serial number, title, and objective of the assignment must be stated at the beginning of each project .3) Wherever required students must paste relevant documents, specimens, questionnaires, etc. in the project.
- 4) Copying and other malpractices shall be dealt with seriously.

Specimen Letters

Note – Various formats are tentative guidelines for faculty members if required, faculty members can modify)

a. Letter of Introduction for students - (At the time of industrial or business unit visit)

College Letterhead

To,

Date:

Subject: Request for permission for industrial visit

Dear _____,

With reference to the above subject we would like to request for permission to conduct an industrial visit at your company. We wish to undertake an industrial visit at your company on _____(date) _____ (time)_____to acquire practical knowledge in_____. Our academic curriculum focuses on engaging students in practical experiences to observe the implementation of what they are taught in theory. We believe that your company will give our students relevant knowledge during this visit.

A group of/individual _____ student/s in _____ year and _____ faculty members intend to participate in this industrial visit. Please allow us to conduct an industrial visit to your company. The information provided by the company officers will be used for academic purpose only. During visit the students and teachers will follow the rules and regulations of the industry.

Thank you in advance.

Yours faithfully,

DateName & signature of the Subject Teacher

b. Visit Record – (Students should bring after visit)

Certificate

This is to certify that Mr./Ms.a student studying in----- (name of the College-)

has visited our Factory / workshop/Office/Organization on.....and has collected necessary information/documents.

Name and Designation of the officer..... Signature.....

Name and Address of the Organization.....

Seal:.....

c. Format -To be used at the beginning of each visit report.

For details consult your concerned Teacher

Project No.....

Title of the assignment.....

Object of the assignment (if not included in the title).....

Activity: Lecture by...../ Visit to..... Interview of...../ Demonstration by...../ Library assignment/ Any other (Please mention)

Date..... Place of Activity.....

Signature of Student

Note: Suggestive list of topics are mentioned in the course content. Teachers and students are requested to refer the syllabus for details

Guidelines for Computer Interface Project

Course Code for DSE /GE - 406 SYBBA and SYBBA (IB)

2 Credits -Project and Viva for 50 marks

Introduction: Technology has revolutionized the way of living. In such a fast-paced society technology is ever-changing. The students must learn this technological interface in different specialisations.

The technological advancement is essential for big and small traders. Small business owners should consider implementing technology in their various stages of business for streamlined integration and to make room for future expansion. Basic software enables to automate back-office functions, such as financial record keeping, payroll, and digital marketing, etc. The technology syncs automatically with various other software back at the office.

Many types of business technologies or software programs are user-friendly and allow business owners with only minor backgrounds in information technology to make the most of their tools and features. There is an urgent need to understand these technologies for better employment.

The students must be familiar with how technology within an organization enables managers to gather, collect, and deliver information, automating certain business processes can greatly reduce the amount of administrative work. Computer programs and business software usually allow small businesses to avoid paying labor costs along with employee benefits.

We all have witnessed that websites represent a low-cost option that consumers can access 24/7 to purchase goods or services. Small business owners can also use internet advertising to reach new markets and customers through carefully placed web banners or ads. The students are expected to study their needs.

Technology provides managers with decision-making tools to help manage costs and enables them to reduce the time spent on administrative and legal compliance work, while maintaining an efficient and effective workforce to deliver quality service. During their graduation students are advised to learn them.

The computer interface project work is the part of semester IV in BBA and BBA (IB) under the subject code 406. These computer-enabled projects will help the student to understand the computer technology which is used in present and can contribute in future development.

Computer Interface The project will help the students to understand how the computers /technology /AI is used in business for the collection of information, generating source of information, post entries,

various information required to make decisions, data collection, identification of the particular source of information, and how the information is further processed. Various types of reports are generated on the filled data.

Objectives of Computer Enabling Activities:

- To familiarize Computer Applications used in a particular department and understand jargons of that respective field.
- To understand various concepts and steps relating to designing of Computer Technologies and its applications in various fields of specialization.

Method of Conducting Projects -

Requirement – High-Speed Internet or Wi-Fi , computer and screen. The teachers will search and download the free demo modules available on the internet as per the suggestive list mentioned in the syllabus.

- Teachers will run the software through dummy entries and explain its importance to the students.
- Students are expected to learn from online demo modules and its utility in the business or actual life situations.

Expected Outcome:

The Faculties are expected to search on various sites mentioning the requirements of the technological interface in the specific specialisation. This will help the students to identify how technology is being used and will be used or scope in future for such technology in the domain areas of Marketing, Finance, Human Resource, services, Logistics, and Agriculture. The students should learn the need, purpose, functions, utility, and requirements of software technology in business at micro and macro scale.

Project Guidelines for Students:

Students can search online information after learning through the demo. Students will prepare project report based on data collected (Online or offline).

Based on the observed demo or collected information from technology users students will have to prepare requirement sheets of various industries and analyze computer-enabled activities. The students will study various difficulties faced in absence of technology and identify probable solutions for the same.

Project submission details

College cover page

Certificate of Completion by the college faculty

Index - List the Minimum 3 to 5 different websites visited

Report on various software observed points mentioned on the site

Details of report

- Title
- Introduction
- Objectives of the survey / interaction /interview /sites etc.
- Purpose of the developed software – how will you relate the developed software with the points mentioned in the textbook or theory?
- Methodology
- SWOT / SWOC analysis
- Findings and conclusion. The report shall include the answers of-
- Name of the software /company product and purpose
- Where is it used?
- What are the strengths of the developed software /product?
- What are the different additions you can think of for further development?
- How the observed software can help various businesses – small and large – or different sectors?
- Students can conduct a small survey – interviews, interactions with the nearby shopkeepers, businessman. etc.

Evaluation Criteria

30 marks – project report and 20 marks viva – Total 50 marks (Internal and External examiner – SPPU)

- The Faculty members will evaluate the work of the students on the basis of efforts on collecting information on the use of technology in the specific domain.
- Content observed /viewed / prepared by the students

- Impact of the collected information
 - Overall understanding of the student.
-

Suggestive software details are mentioned below (BBA)

A 406 – Digital Marketing

Specific guidelines

Digital marketing (also known as data-driven marketing) is an umbrella term for the marketing of products or services using digital technologies, mainly on the Internet, which also includes mobile phones, display advertising, and any other digital medium. (UI and UX)

PPC Advertising With Google Adwords

Create Search Campaigns

Creating Display Campaign

Optimizing Display Campaign

Remarketing Google Adwords

Social Media Marketing like.....

- Creating Search Engine Campaign Ads
 - Creating Display Campaign
 - Optimising Display Campaign
 - Creating Facebook Advertising Campaign and other social media campaign
 - Create Remarketing Campaign
 - PR, Digital Marketing, Event Management, Advertising, Packaging, Product Design, Trade Shows, Sponsorship, etc. Usurers Interfere and Usurers Experience
 - Use of Marketing Communication tools effectively
 - Prepare the MARCOM strategy
-

B- 406- Finance

Tentative projects for Banking and Finance B 406

(Students can prepare the project individually or in a group of 3 to 4 students and can select any three to five topics from the list.)

- Computers in Banking and Financial Institutes
- Concept of Core Banking Details , standalone system and new integrated system
- Basics of Banking Software , Web server technology , Standards for Core Banking Software
- General Guidelines for using software, Cloud Security
- Online banking , internet banking UPI payments and Payment gateways , Security aspects for the same.
- Demo on free online banking software by using Projects
- For Example - Collect information

The core banking software/systems used by different banks in India;

- Finacle by Infosys.
- BaNCS by TCS.
- Flexcube by Oracle.
- Blockchain
- Artificial Intelligence. ...
- Mobile Banking. ...
- Customer Relationship Management (CRM) ...
- Cyber security.
- IT report of Banking technologies on - **Future of Banking:** Fintech firms and big tech how the information is captured capturing value chain, providing services such as payments, checking etc.
- **IT in the banking sector - Technologies** include Artificial Intelligence (AI), big data, robotic process automation (RPA), The Controller of Certifying Authorities, Institute for Development and Research in Banking Technology (IDRBT)
- Certification Authority (CA) for digital signatures. Process of registration authorities (RA) negotiated dealing system (NDS), the electronic clearing service (ECS) and electronic funds transfer (EFT)

- Customer-to-customer one-click payments, the consumer-to-business effortless digital banking system, password-free biometrics, new cryptocurrency opportunities, location administrations and offers, and conversational Interface

C- 406 Human Resource Management

(Students can prepare the project individually or in a group of 3 to 4 students and can select any three to five topics from the list.)

- Blockchain integration. In employee records ...
- People analytics tools. .for performance appraisal ..
- Real-time performance management. ...
- Biometric time tracking.In employee records
- Connected platforms in the workplace. ...
- Harassment-reporting tools.
- HRMS Business Value
- HCM cloud application
- Employees engagement
- Human Resources Cloud Powerhouse emerging technologies, including AI, chatbots, blockchain, and the Internet of Things (IoT).
- Data Security and Privacy Controls HRMS to Oracle HCM Cloud,
 - Core Human Resources
 - Onboarding
 - Benefits
 - Absence Management
 - Workforce Modeling and Predictions
 - Workforce Directory
 - HR Help Desk
 - Work-Life Solutions
 - Advanced HCM Controls
- The Process of Manpower Planning.
- Describes the understanding of Techniques of Manpower Forecasting.
- Process of Selection.
- New Trends in Employee record Management.

This will help the students to understand how the computers are used in business for collection of information, generating source of information, post entries, various information required to take decisions, Data Collection, identification of a particular source of information and how the information is further processed. Reports are generated based on the filled data.

D 406 Social Service and NGO management (Services Management)

(Students can prepare the project individually or in a group of 3 to 4 students and can select any three to five topics from the list.)

Customer relationship - Delight & retain your customers by integrating real-time chat inside your website or mobile apps to provide instant & convenient support to your valuable customers.

Customer Management -Manage all your customer details at a single place with our flexible CRM solution. Build long-term relationships with customers by using their order history details in the most effective way.

Business Analytics -Know numbers that matter the most to your business - repeat customers, most ordered items & revenues. Understand your customers' behavior & target them with your new offerings.

- Creating Search Engine Campaign Ads
 - Creating Display Campaign
 - Optimising Display Campaign
 - Creating Facebook Advertising Campaign and other social media campaign
 - Create Remarketing Campaign
 - PR, Digital Marketing, Event Management, Advertising, Packaging, Product Design, Trade Shows, Sponsorship etc. Usurers Interfere and Usurers Experience
 - Use of Marketing Communication tools effectively
 - Prepare the MARCOM strategy
-

E 406 – Agri-Business Management

(Students can prepare the project individually or in a group of 3 to 4 students and can select any three to five topics from the list.)

Technology-enabled activities.

- The students will study various difficulties faced in absence of technology and identify probably solutions for the same.
 - Introduction to IFFCO KisanApp, Agri Media Video App, KisanYojana, Mera mobile app, Crop Insurance Mobile App by Digital India
 - Online study of PM Fasal Bima Yojana,
 - Introduction to Agri-Fintech startup farMart
 - **All Agriculture Technology**
 - Introduction to IFFCO KisanApp, Agri Media Video App, KisanYojana, Mera the mobile app, Crop Insurance Mobile App by Digital India.
 - Online study of PM Fasal Bima Yojana.
 - Introduction to Agri-Fintech start-up farMart.
-

BBA (International Business)

(A- 406) Warehouse management System

Suggestive Names of the software companies and their products

(Students can prepare the project individually or in a group of 3 to 4 students and can select any three to five topics from the list.)

- NetSuite and likewise much more software for enterprise resource planning (ERP) and customer relationship management (CRM) functions.
- MacWinLinuxand: Cloud Zoho Inventory is a cloud-based inventory management solution designed for small to midsize businesses.
- inventory management, inventory control, -Reporting and analysis,
- Vendor managed inventory
- Magaya WMS and likewise software companies

- warehouse management inventory, automate accounting processes and improve warehouse management.
- The software provides a mobile app “Track2Go”
- Real-time delivery process , Fishbowl Inventory
- Fishbowl - hybrid manufacturing and warehouse management solution designed for small and midsize companies.
- Material requirements planning (MRP),
- Job shop floor control,
- CommerceBlitz for Logistics purpose and likewise many more
- Warehouse Management Software
- Wholesale platform. web-based
- Excalibur WMS is a cloud-based or warehouse management solution (WMS), designed exclusively for third-party logistics
- 3PL warehouse manager is a cloud-based warehouse management system designed for third-party logistics companies to manage multiple customers, processes and billing schedules.
- Infoplus WMS is a web-based warehouse management software solution for small to midsize companies -overall inventory, warehouse operations and shipping.
- WISE by Royal 4 Systems is a rules-based warehouse Management
- Lead Commerce is an integrated order management suite that offers applications like inventory management, merchandise planning, and customer relationship management.
- Omna- cloud-based ERP that allows businesses of all sizes to manage processes for the supply chain lifecycle, point of sale, warehousing, customer relationship management
- Oracle SCM Cloud is a cloud-based supply chain management solution that offers distribution, manufacturing, inventory management and fleet management within a suite.
- Agiliron cloud-based point-of-sale (POS) solution is designed to serve both in-store and mobile businesses as well as online sales channels.
- The Generix Group WMS is a highly flexible and adaptive warehouse management system built for companies that need their supply chains to be nimble, efficient, and scaling, while ensuring execution excellence, compliance, and operational
- Synapse is a cloud-based and on-premise warehouse management solution by Zethcon for small and mid-sized businesses.
- Kechie, a SaaS platform suited for businesses with \$1M+ in revenue, was developed to manage goods and services from the point of origin to consumption.

- Cadre Technologies' Cadence WMS is a warehouse management system that integrates warehouse operations with logistics and fulfillment.
- Foysonis WMS is a warehouse management system for small to mid-sized warehouses interested in utilizing cloud computing technology to integrate with currently installed hardware.
- Shipedge is a cloud-based warehouse management solution for small, midsize, and large enterprises. It caters to e-commerce warehouses,

(B 406) International Logistics & Port Management

(Students can prepare the project individually or in a group of 3 to 4 students and can select any three to five topics from the list.)

- License Procurement and Installation, Implementation & Customization
- SAP Business One SQL to HANA Migration
- Add- Ons Development
- Upgradation – (Standard Products | Add-Ons)
- Training and Documentation- (On-Site | Off-Site) ,Support – (On-Site | Off-Site)
- Automated Parcel Sorting System
- AI-backed shipment sorting and rider allocation software
- Asset Tracking And Logistics Enterprise Management Solution
- Managing Pick-ups and Deliveries
- Geo-coding and geo-fencing allows transparency in operations
- Reverse Delivery Scheduling, Multiple returns
- Customer App One-touch Communication
- Customers to track order status and find accurate ETA.
- Payments options - debit cards, net banking, and wallets.
- Agents Management -Real-time tracking -Track all the agents on a real-time basis, and monitor them efficiently.
- Mobile applications Agent Applications -Share notes, images or calendars with the co-workers in a flash.
- Complete Mobility Enterprise Suite that Empowers your Logistics Business ,
- DTDC

Guidelines for Project Reports

Course Code for DSE /GE – Semester V - 506 TYBBA and TYBBA (IB)

4Credits -Project and SPPU Viva for 50 marks

Introduction With an intensive study on a topic, students would explore the subject in detail, gather information and explain the same, seek challenges if any after investigation, the methods used to solve the problem, the results of the investigation and the conclusions inferred and a set of recommendations that can be implemented. The project can be descriptive with existing systems/ prevailing conditions of the topic under Research.

Structure of the project report

A) Introduction– Based on the topic of study (from the chosen specialization of BBA), e.g. if it is a study on of Marketing practice, an introduction as to what is Marketing and its practices, and other relevant information should be given in context to the organization where this project is undertaken.

B) Background- A brief background about the company/organization under study, like Name, Location etc. and relevant details like organization structure, existing systems related to the particular subject under study and a brief write up of the problem you have identified, and you want to study in that organization.

C) Methodology– It forms the crux of the report. It should clearly identify the Problem, the main objective of the study, the scope which indicates the usefulness of the project, how applicable it is, and how it can be used by the organization for improved performance. Review of Literature can be done included, which indicates the research done so far with regard to the subject. The relevant data gathered should be presented in the form of tables, graphs, flow charts etc. Detailed discussion about the present practices related to the subject. If new practices/augments have been introduced, a discussion of the same may be done. Analysis of the data collected or the effect of the new practices on the existing one.

Survey: Depending on the course objectives, the the examiner may use the following criteria for evaluating learning through the survey method.

- The research aptitude of the student.
- The fundamental knowledge f the student with regards to the questionnaire, nature of questions.
- The depth of the conclusion s drawn, analysis done by the student.
- The student's understanding of the problem area after data collection through survey method.

D) Conclusions & recommendations: Based on the study done, the recommendations are based on the conclusions of the study. It is important to indicate that a set of recommendations should follow from the conclusions inferred. The recommendations should have value to the organization. If possible quantify the benefits that can be gained from following the recommendations. Indications as to what other techniques can be applied to improve the systems viz. Cost-saving techniques, precautions.

1. Important guidelines while writing the project report

- Medium of instruction should be simple and good English while writing the report. Avoid grammatical errors.
- Follow all the structure of the report as mentioned above.
- Avoid ambiguity define and clearly state the problem and objectives. Important to include references, bibliography and list of tables.
- The report should also include a Certificate from the guide and acknowledgments for support provided by different people while undertaking the project (if any)
- The report should be in around 40 to 50 pages. (minimum)
- The following should be included in the Project Report in the same sequence as given below:
 - 1) Acknowledgment - to all those who have helped the student complete the project.
 - 2) Certificate from the guide (if help from a guide has been taken). (See appendix I)
 - 3) Table of contents, chapter wise with the appropriate page numbers.
 - 4) Actual project content following the given format.
 - 5) Bibliography - It is important for students to list the Book

In the beginning of the semester course teacher and students should plan their project timeline.

A) Proforma for project timeline card

(Students should strictly follow the dates as mentioned below)

Name of the student

Specialization

Roll No:

Mobile no:

Name of the Company and contact person, if any:

Project Title -

Time Line Details

Sr No	Task to complete	Last Date	Review date And remark	Student's sign	Teacher's Sign
1	Selection of a Topic / Area in which the Study to be done				
2	Identify the objectives and Methodology of the study. (Theory and material collection)				
3	Questionnaire design , (Based on Primary data or Secondary data) Collection of data and information about company (If applicable)				
4	Analysis of data – interpretation etc				
5	Submission of summary of findings and Listing down findings ,suggestions and conclusions				
6	Finalization of the entire project Report				
7	Spiral Bound Copy submission and internal (Mock- Viva voce)				
8	<u>Hard Bound Copies last Submission date</u>				

If Student fails to follow the date, then He / She will not be allowed to submit Project Report.

Name of the guide and Signature:

B) Format for Completion Certificate

Date:

This is to certify that

Mr. / Ms. _____ of _____ Roll

no. _____ having specialization in _____ has successfully completed

his / her project titled

_____ as per the norms of

Savitribai Phule Pune Univeristy under the guidance (Name of the Course Teacher) for the academic

year _____.

Internal Guide

External Guide

HOD /Principal

Manual of Internship Programme for
Third Year B.B.A. and B.B.A.(IB) Students (Semester VI)
Under Choice Based Credit System

Introduction :

Youth plays a crucial role in achieving the economic prosperity of the country. In the present scenario, it is found that most of the youth being educated is facing severe unemployment problems due to a lack of skills and technical knowledge. Most of them are unaware of the developments taking place in the modern world.

A student requires a new vision with curricular support for employment. Apprenticeship/internship has a prominent role to play in linking higher education with the requirements of the industry and the world of work. The internship is considered to be one of the most effective ways to develop skilled manpower for the country. The internship facility is offered to the students to bridge the gap between theory and practical work.

National Skill Development Initiative will empower all individuals through improved skills, knowledge, nationally and internationally recognized qualifications to gain access to employment and ensure India's competitiveness in the global market.

The National Education Policy 2020 also emphasizes Practical Assignments and Skill Development to the students across institutes of higher learning in various streams.

In this view, Savitribai Phule Pune University has come up with a concept to provide 'Internship' to all students studying in semesters V & VI across the faculty of commerce.

The internship programme will provide valuable work experience to the students, help them explore a career path and develop and refine skills that will eventually give themselves an edge in the job market

The University has established a pool of business establishments that is willing to provide practical exposure to the students. The certificate awarded by these establishments will add value to the academic credentials of participating students.

Eligibility for Internship Programme

The students who have sought admission to the semesters V & VI of T.Y.B.B.A and B.B.A. (IB) under Choice Based Credit System need to undergo 'Internship Programme'. The internship programme is compulsory.

Nature of Internship Programme

A student has to undergo minimum of sixty hours of practical training in business establishments. The list of these establishments will be provided by the University. In case, a student is unable to join the enlisted establishment, he/ she can choose an establishment in consultation with the concerned teacher.

Salient features of Internship Programme The fundamental framework of the internship is as below:

- a. The internship is of four credits in the VI semester
- b. Internship will be of minimum sixty clock hours.
- c. The Internship Programme is based on the contents that are prescribed for all the papers under relevant disciplines.
- d. The Internship Programme shall be part-time or full-time depending on the nature of jobs
- e. Successful completion of the Internship Programme is mandatory, in case a student could not complete the internship as per prescribed standards he/she would have to undergo the Internship Programme again in different establishment.
- f. A student is entitled to a 'Completion Certificate' after successful completion of the Internship Programme.
- g. The internship provider may select the apprentice student for regular employment depending on the skill set and nature of performance exhibited by the student.
- h. A student is solely responsible for his behavior in the business establishment during the Internship Programme.
- i. Types of Internships**

1. On Job – Students can register with any organization, business, traders, or office.
2. Virtual internships - Another option is a virtual internship which can be completed remotely. This means the intern can work from home rather than in the office. Virtual internships can be attractive and flexible, Finance,HR, Marketing or from any discipline students can work as per the need of the employer.

3. Externships/Shadow–Internship- Observation-based internship – Instead of actually working in an organization the student can observe the employer while working and he/she will record the observations on working. This is another option for an internship. Externships provide brief experiential learning opportunities for students, typically consisting of few days or few weeks.

Outcome

Internship learning outcomes will focus on knowledge and abilities that prepare students for potential employment. This will enable students to demonstrate workforce professional abilities within the required domain of their chosen subject.

Suggestive Tie-ups for colleges

The SPPU has signed MOUs for internship. The colleges can take the benefits of this facility. Apart from that, the colleges may sign MOUs with industry associations like FICCI, CII, MCCIA, commercial and non-commercial or organizations, enterprises, offices and industry, etc. Sector Skill Councils (SSC) and Board of Apprenticeship Training (BOAT) will play an important role in helping the colleges in identifying industries for internships.

Guidelines for Teachers

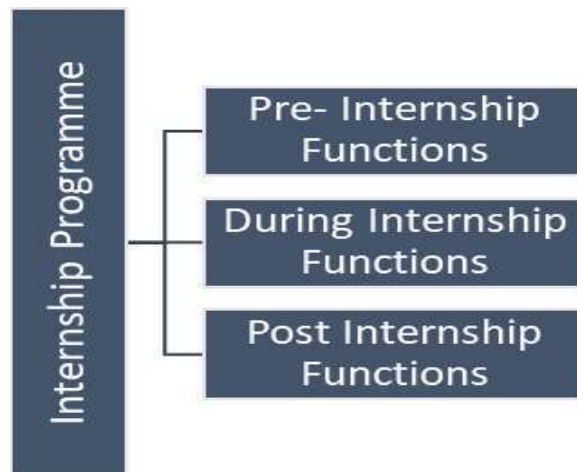
Teachers' contribution in planning and implementation of Internship Programme is very crucial and pivotal. Teachers need to play the role of a guide and mentor to make the Internship Programme a flagship initiative.

Meaningful execution of the Internship Programme will add significant value not only to the skill set of students but will enhance institutional image to a significant extent

The college teachers should encourage offering the internship to the students. It will make the students aware of the programme along with its merits to motivate them to opt for an internship. The colleges must promote Industry-Academia linkages and improve college credibility along with improving the teaching-learning process.

For effective implementation of the Internship Programme, it is advised that the concerned department constitutes an 'Internship Programme Execution Cell'. The cell will plan and implement the Internship Programme according to the guidelines issued by the University. The cell is also expected to monitor and review the progress and outcomes of the programme at regular intervals and make necessary changes.

Role of teachers in execution of the Internship Programme is divided into three sections:



Guidelines for Teachers

Pre- Internship Functions

Teachers are expected to carry out following Pre-Internship functions:

1. Internship Programme Execution Cell:

The concerned department needs to institute ‘Internship Programme Execution Cell’. The composition of the cell will be as below:

- Principal of the college : Chairman
- Vice -Principal / HoD : Member Secretary
- Convener, Soft Skills Development Cell : Member
- Subject Teachers : Member
- Industry Expert(s): Member
- Student representative : Member

Following are the functions of the cell:

- a. Preparation of exhaustive outline of the Internship Programme.
- b. Communication of the outline to the concerned students well in advance.

- c. Contacting concerned companies/ establishments and organisation of meetings to finalize the programme.
- d. Preparation of subject wise 'Hands- on training contents list'(Internship contents).
- e. Getting the contents approved by the Internship providing companies/ Establishments.
- f. Preparation Internship Programme for each Discipline Specific Special Subject ensuring that the hands-on training contents fit in properly.
- g. Establishment of query/ grievances/ difficulties redressal mechanism to solve students' issues related to Internship Programme.
- h. Establishment of 'Feedback Mechanism' for both students and Internship providing companies.
- i. Preparation of 'Progress Card' to record the progress of students during the Internship Programme.

2. 'Soft Skill Development Programme'

The concerned department needs to organize sessions on 'soft skills development in association with the 'Soft Skills Development Cell' of the college. This programme will help students to accommodate themselves in the professional environment at a faster pace. Contents of the program may be finalized in association with the industry experts and needs of students.

3. Clusters

Few colleges located in geographical vicinity may think of coming together and forming a 'Cluster' to implement Internship Programme jointly. This will ease the process of contacting the Internship providing companies and execute all related activities. The colleges will save on funds, manpower, and time if the programme is implemented through clusters.

4. Credits and Duration

Four credits are allotted to 'Internship Programme' for 50 marks and 60 hours in VI semester or if students want to pursue collectively 120 hours considering both (Semester V & Semester VI) the semesters then he /she is allowed to do so. In both the semester the students have to prepare a separate report as per the guidelines mentioned

Proposed Internship registration process

The student will prepare a plan for the proposed internship program. This will be submitted to the subject teacher. The plan may contain the following aspects:

- Format of Slide wise presentation of the proposed plan of Internship program to be prepared and submitted by the student is given below:
- The student is required to keep necessary documents ready, if any, at the time of assessment of the proposal.

Slide No.	Contents
1.	Name of the organisation where the internship is proposed to be carried out.
2.	Details of the organisation, i.e. nature of business, turnover, branches, market share, etc.
3.	The areas in which he/ she is planning to undergo internship.
4.	Details of the various subject specific concepts learnt by the student before joining the internship.
5.	Allocation of 60 hours of Internship Programme.
6.	List of the skills that he/she is planning to acquire during Internship Programme.
7.	A brief note on how the Internship Programme may benefit him/her to better develop skills in his / her subject.
8.	<p>A note on the preparation done by the student before joining the Internship Programme. This note may include the following:</p> <ul style="list-style-type: none"> a. Completion of soft skills program, b. Completion of a certificate / diploma in related area, c. Previous job experience in related area.

9.	Details of the primary discussion that the student had with any officer/ authority of the internship providing organisation about the proposed work.
10.	Proposed outcome of the Internship Programme

- Students may add more slides providing additional information about the proposed Internship Programme.
- The evaluation of the proposed Internship Programme is to be done on the basis of above parameters.
- Teachers may provide suggestions to make the proposed internship more meaningful. Such suggestions must be communicated to the students in writing.

Guidelines for Teachers

During Internship Functions for students

1. The students are expected to maintain a register which will be monitored by teachers on regular intervals.
2. Internship record / log register : - will contain
3. College name
4. Course details
5. Name of the student
6. Roll number and Contact details
7. Name of the organization
8. Details of the organisation, i.e. nature of business , department /section
9. Name of the reporting authority / concerned department head.
10. Allocated work description and regular attendance of the student.

Maintaining the work related record by the employer on the following parameters

- a. Regularity / punctuality of student
- b. Behavior / soft skills

- c. Inclination to learn new things
- d. Ability to put theory into practice
- e. Ability to take initiative for problem solving
- f. Commitment to the assigned task
- g. Overall progress and performance (Whether satisfactory or not)
- h. Overall feedback
- i. Work Completion certificate

Guidelines for Teachers

Post – Internship Functions

- After the students have successfully completed the Internship Programme, teachers are required to convene a batch wise meeting of students to know their experience and overall opinion about the utility and effectiveness of the programme.
- Teachers should also try to compare the feedback received from the students regarding the industry requirements with the prevailing curriculum and try to bridge the gap by organizing guest lectures, assigning projects to the student, organizing industrial visits etc.
- These endeavors will help students to undergo the Internship Programme in a more confident manner.

Discipline Specific Special courses- Semester VI – (minimum 60 hours)
Maximum Marks – 50

Methodology for Evaluation:

1. This evaluation is to be done after the student has successfully completed the Internship Programme.
2. The student will prepare a presentation based on the work performed by him/ her during the internship programme.
3. The student is supposed to prepare a PowerPoint Presentation

4. The evaluation panel will consist of one internal and one external examiner. Industry experts may be invited to evaluate the students.

The parameters for evaluation are as below:-

- Hard Skills learnt by the student
 - Soft skills / communication skills developed by the student
 - Outcome of the Internship Programme
 - Feedback received from the Internship Providing organisation
 - Value addition in the overall knowledge of the student
 - Quality and contents of the presentation
 - Contribution of the student towards the organization
- Format of Slide wise presentation of work performed by the student during the Internship programme is given below.

Slide No.	Contents
1.	Name of the organisation where the internship was proposed to be carried out and certificate of completion
2.	Contents proposed to be learnt during the Internship Programme.
3.	Allocation of 60 hours of Internship Programme
4.	List of the officers and the staff members of the Internship Providing organisation with designations.
5.	Name and designation of the officer under whom the internship was completed.
6.	Work profile assigned during the Internship Programme
7.	Actual work performed during the Internship Programme
8.	Skills learnt during the Internship Programme

9.	Problems faced while performing the assigned task
10.	How were the problems addressed?
11.	Contribution made towards better functioning of the organisation, i.e. any techniques invented to save time, manpower or money, improvised documentation process, development of a model for better customer service, etc. (Optional)
12.	List of the skills required to perform the assigned task, not included in the syllabus.
13.	Opinion of the student about the following - <ol style="list-style-type: none"> 1. Utility of the Internship Programme 2. Adequacy of the time allotted for programme 3. Suggestions for improvement in the syllabus 4. Will the programme improve employability? 5. Suggestions to make the internship programme more meaningful and effective 6. Overall feedback about the internship experience 7. Any other information

➤ **Students need to submit following documents at the time of final evaluation of the work performed during the Internship Programme:-**

1. Internship Completion Certificate (Format Enclosed)
2. Duly signed and completed Log Sheet stating hour wise work done. (Format Enclosed)
3. Feedback form duly signed and stamped by the internship provider. (Format Enclosed)

Student Feedback form (Format Enclosed)

Evaluation of the presentation :

- a. The student is supposed to prepare a PowerPoint Presentation covering the above aspects.
- b. The evaluation is to be done on the basis of:
 - a. Regularity and punctuality
 - b. Actual work performed
 - c. Feedback by the internship providing organisation
 - d. Nature of contribution made
 - e. Skills learnt
 - f. Problem solving initiative taken
 - g. Learning attitude.
- c. The evaluation panel will consist of one internal and one external examiner. Industry experts may be invited to evaluate the proposal and make suggestion(s), if any.

Formats required for Internship Programme

- 1. Letter to Internship Providing Organisation for inclusion of students**
- 2. Undertaking from student about his/ her behaviour to the college**
- 3. Undertaking from student about his/ her behaviour to the organisation**
- 4. Log Sheet of work performed during internship**
- 5. Internship completion certificate**
- 6. Feedback from internship provider organisation**
- 7. Feedback from student**

College LetterHead

To,

The Manager(HR),

----- Co Ltd.

Subject :- Request for inclusion of students of our college for InternshipProgramme...

Madam / Sir,

Savitribai Phule Pune University has introduced ‘Internship Programme’ for ThirdYear BBA/ BBA(IB) .Students in its revised syllabus.

The purpose of the internship programme is to provide hands-on training and experience to the students about various aspects of business and commercial activities. The internship will also enhance employability of students.

In view of this, I request you to provide following students of our college (List enclosed) with an opportunity for internship in your esteemed organisation.

We would appreciate if you could provide exposure of the following business activities to these students:-

Mention here the key contents of the discipline specific special subjectselectedbythe student

We look forward to a mutually rewarding academic association with your organisation.

Thank you.

Sincerely,

Coordinator, Principal

Internship Programme

UNDERTAKING FROM STUDENT

- 1. Name of the Student** :
- 2. Class** : T.Y.B.B.A / B.B.A.IB)
- 3. Division and Roll Number** :
- 4. Present address** :
- 5. Permanent address** :
- 6. Contact Number** :
- 7. Contact Number (Parent)** :
- 8. Email ID** :

To,

The Principal,

----- College, -----

Subject : Undertaking

Respected Madam / Sir,

I am studying in semester VI of T.Y.BBA /BBA(IB) I am going to join -----

(Name of the organisation) for my sixty hours internship programme during -----

to --. ----- I assure that I will follow all the rules and instruction issued by the internship providing organisation. I will be responsible for my behavior and performance during the internship period.

Thank you.

Yours obediently,

(Name & Signature of parent) (Name & signature of the student) Date :

UNDERTAKING FROM STUDENT

To,

The Manager (HR),

----- (Place)

Subject : Undertaking ..

Respected Madam / Sir,

I am a student of ----- College. I am studying in semester VI of T.Y.BBA/BBA(IB) I am going to join your esteemed organisation for my sixty hours internship programme during -----to --.

I assure that I will follow all the rules and instruction issued by you. I will be solely responsible for my behavior and performance during the internship period.

I will not disclose any information that is made available to me to anyone during or after the internship period.

I assure you that I will do my best and the internship opportunity provided to me will be a mutually rewarding experience.

Thank you.

Yours sincerely,(Name & signature of the student)

Date :

Place

:

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

**Letter Head of the Internship
Provider Organisation**

- 1. Name of the Student** :
- 2. Name of the College** : T.Y.BBA/BBA(IB)
- 3. Division and Roll Number** :
- 4. Address** :
- 5. Contact Number** :
- 6. Email ID** :
- 7. Special Subject** :
- 8. Internship start date** :
- 9. Internship end date** :

LOG SHEET OF WORK PERFORMED DURING INTERNSHIP

Date	Time		Total Hours	Details of work done	Signature of officer	Signature of student
	From	To				

Total Hours						

Certified that ----- (Name of the student) has satisfactorily completed the internship programme assigned to him.



Name & Signature of supervisor Name & signature of manager Name & signature of section in charge

Date :

INTERNSHIP COMPLETION CERTIFICATE

**Letter Head of the Internship
Provider Organisation**

To,

The Principal,

----- College,

----- (Place)

Subject: Internship Completion Certificate

Dear Madam/ Sir,

I am happy to inform you that following students of your college have successfully completed the No. of Hours.....Internship Programme' in this organisation.

Sr. No.	Name of the student	Roll No.	Aadhar No.	Special Subject
1.				
2.				
3.				
4.				
5.				

6.				
7.				
8.				

These students have been provided with adequate exposure and necessary hands- on training pertaining to their special subject.

I am confident that these students will perform effectively in similar type of organisations.

I wish them every success in future endeavors.

Thank you.

Sincerely,



Name & Signature (Authorised Signatory)

FEEDBACK FROM INTERNSHIP PROVIDER ORGANISATION

Dear Madam/ Sir,

Please provide your valuable feedback about the performance of the student on following parameters. Your feedback will enable us to make necessary changes in the internship process. Thank you.

Coordinator- Internship Programme

Internship Programme feedback form

Sr. No.	Particulars	Details
1)	Name of the Supervisor/ Officer	:
2)	Department	:
3)	Designation	:
4)	Name of the Student	:
5)	Name of the College	:
6)	Roll Number	:
7)	Special Subject	:

Part – A – Individual Ranking (Please tick the suitable checkbox)

No.	Parameter for feedback	Excellent	Very Good	Good	Satisfactory	Needs improvement
1)	Domain Knowledge					
2)	Communication Skills					
3)	Punctuality & Dedication					

4)	Ability to work in teams					
5)	Problem solving skills					
6)	Quality of work done					
7)	Effectiveness					
8)	Efficiency					
9)	Ability to take Initiative					
10)	Positive attitude					
11)	Appearance					
12)	Using full potential at work					
13)	Work habits					
14)	Honesty & Integrity					
15)	Creativity					

Please turn over

Part B – SWOC analysis of the student (Please mention below the strengths and weaknesses of the student and the areas for improvement)

Part C – Suggestions to make the internship programme more productive and effective.

1. -----
2. -----
3. -----
4. -----

5. -----

Part D – Changes required in the curriculum to improve employability of students.

1. -----

2. -----

3. -----

4. -----

5. -----

Name, Designation and Signature of the Supervisor / Reviewing Officer Place of Review :



Date of Review :

S.Y.B.B.A. Semester – IV

Course Code: CA – 405

Subject: Project

Project Guidelines

DSE: (405) Project

Total Credits: 4

Teaching Scheme

- Project: 4 hours/week
- Batch Size: 10 Projects

Workload:

1. One project guide to be assigned to 10 Projects.
2. 4 hours /week to be allotted for 10 Projects.

Guidelines:

- Students should work in a team of maximum 2 students.
- Students can choose a project topic without any restriction on technology or domain.
- The student group will work independently throughout the project work including: problem identification, information searching, literature study, design and analysis, implementation, testing, and the final reporting.
- Project guide must conduct project presentations (minimum 4) to monitor the progress of the project groups.
- At the end of the project, the group should prepare a report which should conform to international academic standards. The report should follow the style in academic journals and books, with clear elements such as: abstract, background, aim, design and implementation, testing, conclusion and full references, Tables and figures should be numbered and referenced to in the report.
- The final project presentation with demonstration (UE) will be evaluated by the project guide (appointed by the college) and one external examiner (appointed by the University).

Evaluation guidelines:

IA (30 marks)			UE (70 marks)		
First presentation	Second presentation	Documentation	Project Logic/Presentation	Documentation	Viva
10	10	10	40	10	20

Recommended Documentation contents:

Abstract

Introduction

- motivation
- problem statement
- purpose/objective and goals
- literature survey
- project scope and limitations

STUDENT FEEDBACK FORM

1. **Name of the Student** :
2. **Class** : T.Y.BBA/BBA(IB)
3. **Division and Roll Number** :
4. **Present address** :
5. **Contact Number** :
6. **Email ID** :

Please provide your rating about following aspects pertaining to your Internship Experience on the scale of 10; where 10 means strongly agree and 0 means do not agree at all.

Sr. No.	Parameter	Response
1.	The pre- internship training provided by the college was very useful	
2.	I was properly introduced to the task assigned to me in the organisation	
3.	I was given proper guidance to carry out my responsibility	
4.	My supervisor / officer was very cooperative and supportive	
5.	I found my task interesting and worth learning	
6.	My supervisor / officer addressed to my queries/ doubts quickly	
7.	I received due respect from my colleagues in the organisation	

8.	The contents of the syllabus match with the practical work	
9.	The knowledge that I gained in the college was useful to carry out internship programme in a satisfactory manner	
10.	The Internship Programme is very useful to enrich my knowledge	

Please give your suggestions to make the internship programme more productive and effective.

1. -----

2. -----

3. Please

give your overall feedback about your experience during the internship (Not mentioned above).

--

--

Signature & Name of the student with date



Savitribai Phule Pune University

(Formerly University of Pune)

**Second year B.B.A.(C.A.) Degree Program in
Computer Application
(Faculty of Commerce)**

B.B.A.(C.A.) Sem-IV

Choice Based Credit System Syllabus to be
implemented from Academic Year
2021-202

System analysis

- Existing systems
- scope and limitations of existing systems
- project perspective, features
- stakeholders
- Requirement analysis – Functional requirements, performance requirements, security requirements etc.

System Design

- Design constraints
- System Model: DFD.
- Data Model
- User interfaces

Implementation details

- Software/hardware specifications

Outputs and Reports Testing

Test Plan, Black Box Testing or Data Validation Test Cases, White Box Testing or Functional Validation Test cases and results

Conclusion and Recommendations**Future Scope****Bibliography and References**



Savitribai Phule Pune University

(Formerly University of Pune)

Three year B.B.A.(C.A.) Degree Program in Computer Application

(Faculty of Commerce)

B.B.A.(C.A.) Sem-V

Choice Based Credit System Syllabus to
be implemented from Academic Year

2021-2022

DSE: (505) Project**Total Credits: 4**

Teaching Scheme

- **Project: 4 hours/week**
- **Batch Size: 10 Projects**

Workload:

1. One project guide to be assigned to 10 Projects.
2. 4 hours /week to be allotted for 10 Projects.

Guidelines:

- Students should work in a team of maximum 2 students.
- Students can choose a project topic without any restriction on technology or domain.
- The student group will work independently throughout the project work including: problem identification, information searching, literature study, design and analysis, implementation, testing, and the final reporting.
- Project guide must conduct project presentations (minimum 4) to monitor the progress of the project groups.
- At the end of the project, the group should prepare a report which should conform to international academic standards. The report should follow the style in academic journals and books, with clear elements such as: abstract, background, aim, design and implementation, testing, conclusion and full references, Tables and figures should be numbered and referenced to in the report.
- The final project presentation with demonstration (UE) will be evaluated by the project guide (appointed by the college) and one external examiner (appointed by the University).

Evaluation guidelines:

IA (30 marks)			UE (70 marks)		
First presentation	Second presentation	Documentation	Project Logic/Presentation	Documentation	Viva
10	10	10	40	10	20

Recommended Documentation contents:**Abstract****Introduction**

- motivation
- problem statement
- purpose/objective and goals
- literature survey
- project scope and limitations

System analysis

- Existing systems
- scope and limitations of existing systems
- project perspective, features
- stakeholders
- Requirement analysis - Functional requirements, performance requirements, security requirements etc.

System Design

- Design constraints
- System Model: DFD
- Data Model
- User interfaces

Implementation details

- Software/hardware specifications

Outputs and Reports Testing

Test Plan, Black Box Testing or Data Validation Test Cases, White Box Testing or Functional Validation Test cases and results

Conclusion and Recommendations

Future Scope

Bibliography and References



Savitribai Phule Pune University

(Formerly University of Pune)

Three year B.B.A.(C.A.) Degree Program in Computer Application

(Faculty of Commerce)

B.B.A.(C.A.) Sem-VI

Choice Based Credit System Syllabus to be
implemented from Academic Year

2021-2022

DSE: (605) Project**Total Credits: 4**

Teaching Scheme

- **Project: 4 hours/week**
- **Batch Size: 10 Projects**

Workload:

1. One project guide to be assigned to 10 Projects.
2. 4 hours /week to be allotted for 10 Projects.

Guidelines:

- Students should work in a team of maximum 2 students.
- Students can choose a project topic without any restriction on technology or domain.
- The student group will work independently throughout the project work including: problem identification, information searching, literature study, design and analysis, implementation, testing, and the final reporting.
- Project guide must conduct project presentations (minimum 4) to monitor the progress of the project groups.
- At the end of the project, the group should prepare a report which should conform to international academic standards. The report should follow the style in academic journals and books, with clear elements such as: abstract, background, aim, design and implementation, testing, conclusion and full references, Tables and figures should be numbered and referenced to in the report.
- The final project presentation with demonstration (UE) will be evaluated by the project guide (appointed by the college) and one external examiner (appointed by the University).

Evaluation guidelines:

IA (30 marks)					UE (70 marks)		
First presentation	Second presentation	Third presentation	Fourth presentation	Documentation	Project Logic/Presentation	Documentation	Viva
5	5	5	5	10	40	10	20

Recommended Documentation contents:**Abstract****Introduction**

- motivation
- problem statement
- purpose/objective and goals
- literature survey
- project scope and limitations

System analysis

- Existing systems
- scope and limitations of existing systems
- project perspective, features
- stakeholders
- Requirement analysis – Functional requirements, performance requirements, security requirements etc.

System Design

- Design constraints
- System Model: UML Diagrams.
- User interfaces

Implementation details

- Software/hardware specifications

Outputs and Reports Testing

Test Plan, Black Box Testing or Data Validation Test Cases, White Box Testing or Functional Validation Test cases and results

Conclusion and Recommendations

Future Scope

Bibliography and References



YOUTH EDUCATION AND WELFARE SOCIETY'S
NATIONAL SENIOR COLLEGE, NASHIK
DEPARTMENT OF BACHELOR OF SCIENCE
DEPARTMENT OF PHYSICS 2023-24

Report On Field Visit

DATE : 23rd October 2023

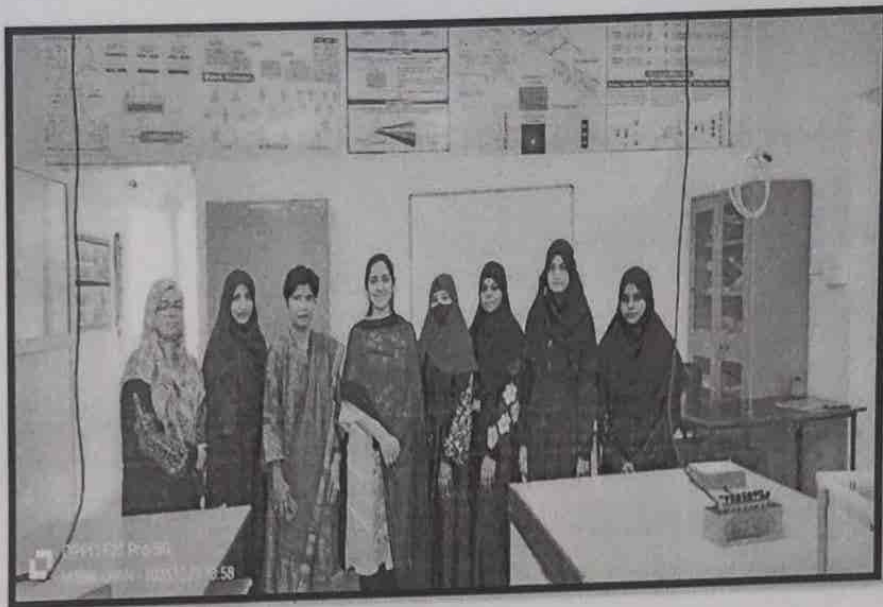
On 23rd October 2023 Field Visit was conducted by Physics Department of B.Sc. (Regular).

Students of S.Y.B.Sc. (Regular) went to K.V.N Naik College to study and experience various physical experiments and to acquire knowledge about Scope of Physics in various fields. We met Dr. Manisha Dheore Ma'am (HOD of Physics Department, K.V.N. Naik College). She helped us in this study tour a lot by explaining various experiments and their in depth applications in our daily life. She motivated the students to a greater extent to achieve their goals. She also gave information about new inventions happening in the field of physics. This educational tour was a fulfilling experience that provided diverse learning experience to students as well as to the department too.

Asst. Prof. Qazi Rida
(Subject Teacher)



Dr. Suresh Nahire
(Principal)

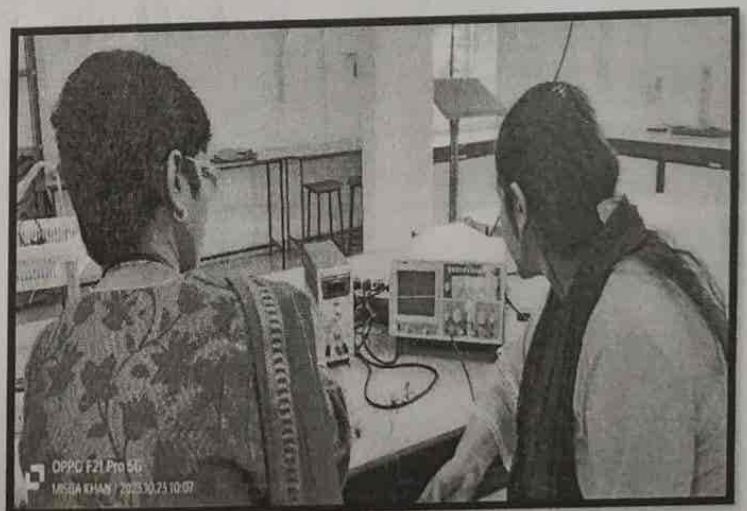


Group picture with Mrs. Dr. Manisha Dhiware (HOD of Physics Department, K.V.N. Naik College)



Dr. Manisha Dhiware explaining the practicals to the students

Performing the experiments →





YOUTH EDUCATION AND WELFARE SOCIETY'S
NATIONAL SENIOR COLLEGE, NASHIK
DEPARTMENT OF BACHELOR OF SCIENCE
DEPARTMENT OF PHYSICS 2023-24

Attendance Record

Date: 23-10-2023

Class: S.Y.B.Sc. (Regular)

<u>Sr. no.</u>	<u>Name of the Student</u>	<u>Sign</u>
1	Khan Misba Amjad	Misba
2	Sayyed Mantasha Mateen	Mantasha
3	Shaikh Taiba Rafique	Taiba
4	Momin Shifa Shaki	Shifa
5	Pathan Shifa Khan Salim Khan	K. Shifa
6	Shaikh Fatema Kauser Shahbuddin	Kauser
7	Shaikh Firdous Naem	Firdous
8	Khalifa Yasmeen Aahim	Yasmeen
9	Shaikh Taiba Imran	Taiba
10	Patel Murtaza Asif	Patel
11	Pathan Mahab Asif	Mahab P.
12	Shaikh Javeriya Zulfekar.	Javeriya
13	Attar Moh. Zaid	Zaid
16	Shaikh Rahat	Rahat
15	SHAIK SADAF	Sadaf
16	Shaikh Taskeen Saleem	Taskeen

Asst. Prof. Qazi Rida
(Subject Teacher)



Dr. S. B. Nahire
(Principal)

Savitribai Phule Pune University
T.Y.B.Sc. (Computer Science) - Sem - VI
Course Type: SECC - IV Course Code: CS - 3611
Course Title : Project

Teaching Scheme 03 Lect/ week/Batch Batch Size : 20	No. of Credits 2	Examination Scheme IE : 15 marks UE: 35 marks
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Project Guidelines:

- Students should work in a team of minimum 3 and maximum 4 students.
- Students can choose a project topic and implement the same using any language/technology covered in the curriculum so far. The operating environment must be linux.
- The student group will work independently throughout the project work including: problem identification, information searching, literature study, design and analysis, implementation, testing, and the final reporting.
- Project guide must conduct project presentations (minimum 2) to monitor the progress of the project groups.
- At the end of the project, the group should prepare a report which should conform to international academic standards. The report should follow the style in academic journals and books, with clear elements such as: abstract, background, aim, design and implementation, testing, conclusion and full references, Tables and figures should be numbered and referenced to in the report.
- The final project presentation with demonstration (UE) will be evaluated by the project guide (appointed by the college) and one external examiner (appointed by the University).

Recommended Documentation contents:

Abstract

Introduction

- motivation
- problem statement
- purpose/objective and goals
- literature survey
- project scope and limitations

System analysis

- Existing systems
- scope and limitations of existing systems
- project perspective, features
- stakeholders
- Requirement analysis- Functional requirements, performance requirements, security requirements etc.

System Design

- Design constraints
- System Model: Using OOSE
- Data Model
- User interfaces

Implementation details

- Software/hardware specifications

Outputs and Reports Testing

- Test Plan, Black Box Testing or Data Cases, White Box Testing or Functional Validation Test cases and results

Conclusion and Recommendations

Future Scope

Bibliography and References

Project Related Assignments

Guidelines:

- The project assignments are a compulsory part of the project course and should be carried out by each project group.
- Project assignments are to be given by the guide for evaluation.
- The project assignments are to be allotted to each group separately by the project guide on the basis of the implementation technology. A suggested list of assignments is given below.
 1. Project Time management: plan (schedule table), Gantt chart, Roles and responsibilities, data collection, Implementation
 2. Simple assignments to evaluate choice of technology
 3. Assignments on UI elements in chosen technology
 4. Assignments on User interfaces in the project
 5. Assignments on event handling in chosen technology
 6. Assignments on Data handling in chosen technology
 7. Online and offline connectivity
 8. Report generation
 9. Deployment considerations
 10. Test cases
- Each student within the group must work actively and contribute to the assignments, project work and report writing.

Evaluation guidelines:

IA (15 marks)			UE (35 marks)		
First presentation	Second presentation	Assignments	Project Logic/ Presentation	Assignments and Project Documentation	Viva
05	05	05	20	10	05