



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

NAAC Accredited 'B' Grade

GEOGRAPHY STUDY TOUR REPORT-2022-2023

ON 15 December 2022

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Youth Education & Welfare Society's
National Senior College, Nashik- 01
Year 2022-23

Department of Geography

Date: 15 December

Study Tour

SN	Name of the Students	AGE
1	Shaikh Bushra Fatema Rafique	19
2	Shaikh Nikhat Anjum Obaid Ahmed	19
3	Baig hiba Ayaz	19
4	Khan Mariya badruddin	19
5	Shaikh Mubshashira Mohsinuddin	19
6	Khan Reshma Sami	19
7	Bagwan Safina Rizwan	19
8	Sayyed Bushra taheer	19
9	Shaikh Mahenoora Rafique	19
10	Shaikh Farah Moshin	18
11	Shaikh Zeenat Moshin	19
12	Shaikh Shifa Sajid	17
13	Shaikh Swaleha rais	18
14	Shaikh Saima M.D.Ayyub	18
15	Khan Tamboli Aasma Saeed	18
16	Qureshi Aiman Abdul Rashid	18
17	Chaudhary Adeeba anarullah	18
18	Sayyed Arshin Salim	18
19	Shaikh Saba ZAHir	18
20	Pathkari Zoya Altaf	18
21	Khan Saniya Arshin Najmulislam	18
22	Shaikh Iram Munir	19
23	Shaikh Nesar fatema	20
24	Ansari noorjahn Ahemadali	20
25	Pathan Saba Anwar	19
26	Shah Shabina Faruk	20
27	Ansari Iram Iftekhar	19
28	Khan Chishtiya Sadique ali	19
29	Samreen Bano MD.Shameem	18
30	Khan Saniya Fayyaj	20
31	Khan Madiya Navid	19
32	Shaikh Swaleha Rais	19
33	Siddique Maheen	18
34	Shaikh Nazneen	19
35	Akhtar Shawana Abid	20
36	Khan Nilofar Aslam	19
37	Shaikh Afroz Rafiq	19
38	Shaikh Sumaiyya Asgar Ali	19
39	Shaikh Tuba Abid	19
40	Shaikh Sana Akram	19
41	Shaikh Naziya Sohail	19
42	Khan Sana Saeed	19
43	Shaikh Alviya Anis	19
44	Shah Aiman Latif	19
45	Shaikh Misbah Firdous	19
46	Khan Saba Mubin	19
47	Momin Maryam Abid	19
48	Khan Qulsum MD.Anis	19

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National Senior College
Nashik-01

PRINCIPAL
National Senior College



Youth Education & Welfare Society's
National Senior College, Nashik- 01
Year 2022-23

Department of Geography

Date: 15December

Study Tour

SN	Name of the Students	AGE	Sign
1	Mr.Mule M.P.	37	
2	Mr.Mungase G.R.	38	
3	Mr.Patil L.V.	42 38	
4	Mr.Mirza tauseef	38	
5	Mr.Majid Peerzade	38	
6	Mrs. Bharti Warekar	44	
7	Mrs. Ansari Sadiya		
8	Mrs. khan Saima	23	

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National Senior College,
Nashik



Youth Education & Welfare Society's
National Senior College, Nashik- 01
Year 2022-23



Department of Geography

Date: 15 December

Title of Activity: Study Tour

Attendance Sheet

SN	Name of the Students	AGE	Mobile no.	Health issue YES/NO	Sign
Class: SYBA					
1	Shaikh Bushra Fatema Rafique ✓	19	9890095412	NO	
2	Shaikh Nikhat Anjum Obaid Ahmed ✓	19	7276034078	NO	
3	Baig hiba Ayaz ✓	19	8830473345	NO	
4	Khan Mariya badruddin ✓	19	8623081244	NO	
5	Shaikh Mubshashira Mohsinuddin ✓	19	9850817867	NO	
6	Khan Reshma Sami ✓	19	7499558244	NO	
7	Bagwan Safina Rizwan ✓	19	7972992498	NO	
8	Sayyed Bushra taheer ✓	19	9881786223	NO	
9	Shaikh Mahenoor Rafique ✓	19	9011268431	NO	
10	Shaikh Farah Moshin ✓	18	9021540665	NO	
11	Shaikh Zeenat Moshin ✓	19	9021540665	NO	
12	Shaikh Shifa Sajid ✓	17	9226772466	NO	
13	Shaikh Swaleha rais Zubair ✓	18	8600617865	NO	
14	Shaikh Saima M.D.Ayyub ✓	18	7083028456	NO	
15	Khan Tamboli Aasma Saeed ✓	18	8788823089	NO	
16	Qureshi Aiman Abdul Rashid ✓	18	9881786223	NO	
17	Chaudhary Adeeba anarullah ✓	18	8624978679	NO	
18	Sayyed Arshin Salim ✓	18	9175746260	NO	
19	Shaikh Saba ZAHir ✓	18	8600699428	NO	
20	Pathkari Zoya Altaf ✓	18	9021111791	NO	
21	Khan Saniya Arshin Najmulislam ✓	18	9890171691	NO	

YEW'S NATIONAL SENIOR COLLEGE NASHIK
ELLORA CAVES DATE 14.12.2022



YEWS NATIONAL SENIOR COLLEGE, NASHIK

15 DECEMBER 22



ACKNOWLEDGEMENT

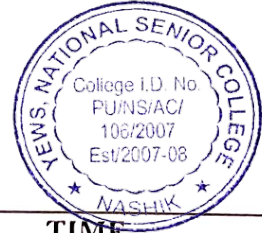
I wish to express my deep and sincere feeling and gratitude to my teachers under whose constant supervision and unfailing the present report could accomplish carried out. I am deeply indebted to him for his timely help and encouragement during different stages of this work.

My great full thanks to Principal of the national senior college Nashik Dr. S.B.Nahire and who permitted to study tour. I am also thankful to Asst. Prof and Head of the department Mr. Mule M.P. and Asst. Prof. Mungase Ganesh R.

Finally I thanks to everyone who was present in this study tour and them directly and indirectly help to accomplish this study tour report. I am also thankful to all our lovely friends of FYBA/ SYBA/ TYBA class they motivated to us in study tour and gave valuable information of visited places.

SCHEDULE OF STUDY TOUR

Date & Day: 15/12/2022



SR.NO	DESCRIPTION OF THINGS	TIME
1	Journey start from national campus	5.30 A.M.
2	Refreshment and break at Andarsul village	7.30 A.M.
3	Visiting to Daulatabad fort	10.30 A.M.
4	Climbing Daulatabad fort	10.30 A.M. To 1.00 P.M.
5	Lunch break	1.00 P.M. To 2.00P.M.
6	Bibi ka Maqbara	3.00 P.M. To .05.00 P.M.
7	Water Mill	5.00 P.M. To 06.30 P.M.
8	Back Journey	06.30 P.M.
9	Dinner at Andarsul Village	9.00 P.M. To 10.00 P.M.
10	Nashik national campus	11.30 P.M.

VISITED PLACES IN STUDY TOUR

1.DAULATABAD FORT

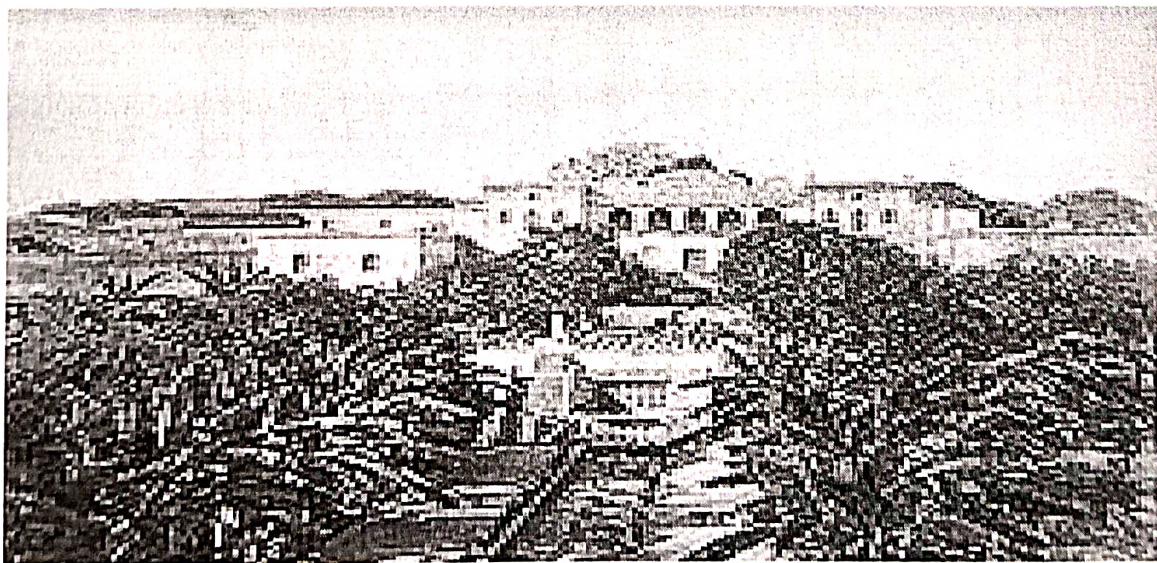
2.BIBI KA MAQBARA

3.WATER MILL

GEOGRAPHICAL INFORMATION OF AURANGABAD

Introduction: Aurangabad is a city in the Aurangabad district of Maharashtra state in India. The city is a tourism hub, surrounded by many historical monuments, including the Ajanta Caves and Ellora Caves, which are UNESCO World Heritage Sites, as well as Bibi Ka Maqbara and Panchakki. The administrative headquarters of the Aurangabad Division or Marathwada region, Aurangabad is titled "The City of Gates" and the strong presence of these can be felt as one drives through the city. The city was founded in 1610 by Malik Amber. Aurangabad is the *Tourism Capital of Maharashtra*. Aurangabad is the fifth largest city in Maharashtra. The co-ordinates for Aurangabad are N 19° 53' 47" – E 75° 23' 54". The city is surrounded by hills on all directions.

History of Aurangabad, Maharashtra:



Zeb-un-Nisa's palace, Aurangabad 1880s.

Khadki was the original name of the village which was made a capital city by Malik Ambar, the Prime Minister of Murtaza Nizam, Shah of Ahmadnagar. Within a decade, Khadki grew into a populous and imposing city. Malik Ambar died in 1626.^[7] He was succeeded by his son Fateh Khan, who changed the name of Khadki to Fatehnagar. With the capture of Daulatabad by the imperial troops in 1633, the Nizam Shahi dominions, including Fatehnagar, came under the possession of the Moghals.

In 1653 when Mughal prince Aurangzeb was appointed the viceroy of the Deccan for the second time, he made Fatehnagar his capital and renamed it Aurangabad. Aurangabad is sometimes referred to as Khujista Bunyad by the Chroniclers of Aurangzeb's reign.

In 1724, Asif Jah, a Turkic general and Nizam al-Mulk of the Mughals in the Deccan region, decided to secede from the crumbling Mughal Empire, with the intention of founding his own dynasty in the Deccan and decided to make Aurangabad his capital. His son and successor, Nizam Ali Khan Asaf Jah II transferred his capital from Aurangabad to Hyderabad in 1763. In 1795, the city came under the Maratha rule, following the Maratha victory in the Battle of Kharda, along with an indemnity of 30 million rupees paid by Ali Khan Asaf Jah II, Nizam of Hyderabad to the Marathas. However, Maratha rule lasted only eight years before the city came under the rule of the Nizam of Hyderabad, under the protection of the British East India Company, following the British victory in the Second Anglo-Maratha War. During the period of the British Raj, the city was known as *Aurangábád*. Aurangabad was a part of the Princely State of Hyderabad during the British Raj, until its annexation into the Indian Union after the Indian Independence in 1947, and thereafter a part of Hyderabad state of India until 1956. In 1956 it became a part of newly formed bilingual Bombay state and in 1960 it became a part of Maharashtra state.

Geography and climate:

Climate data for Aurangabad

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Average high °C (°F)	28.7 (83.7)	31.1 (88)	35.0 (95)	37.4 (99.3)	38.0 (100.4)	34.0 (93.2)	28.0 (82.4)	27.6 (81.7)	30.0 (86)	31.3 (88.3)	30.0 (86)	28.0 (82.4)	31.59 (88.87)
Average low °C (°F)	9.0 (48.2)	12.0 (53.6)	15.0 (59)	19.4 (66.9)	22.8 (73)	22.1 (71.8)	21.2 (70.2)	20.3 (68.5)	20.0 (68)	17.0 (62.6)	12.0 (53.6)	9.0 (48.2)	16.65 (61.97)
Average precipitation mm (inches)	11.3 (0.445)	2.7 (0.106)	5.6 (0.22)	3.9 (0.154)	26.2 (1.031)	132.2 (5.205)	157.9 (6.217)	152.7 (6.012)	146.0 (5.748)	62.1 (2.445)	26.8 (1.055)	12.0 (0.472)	739.4 (29.11)

Source: India Meteorological Department (1952-2000)



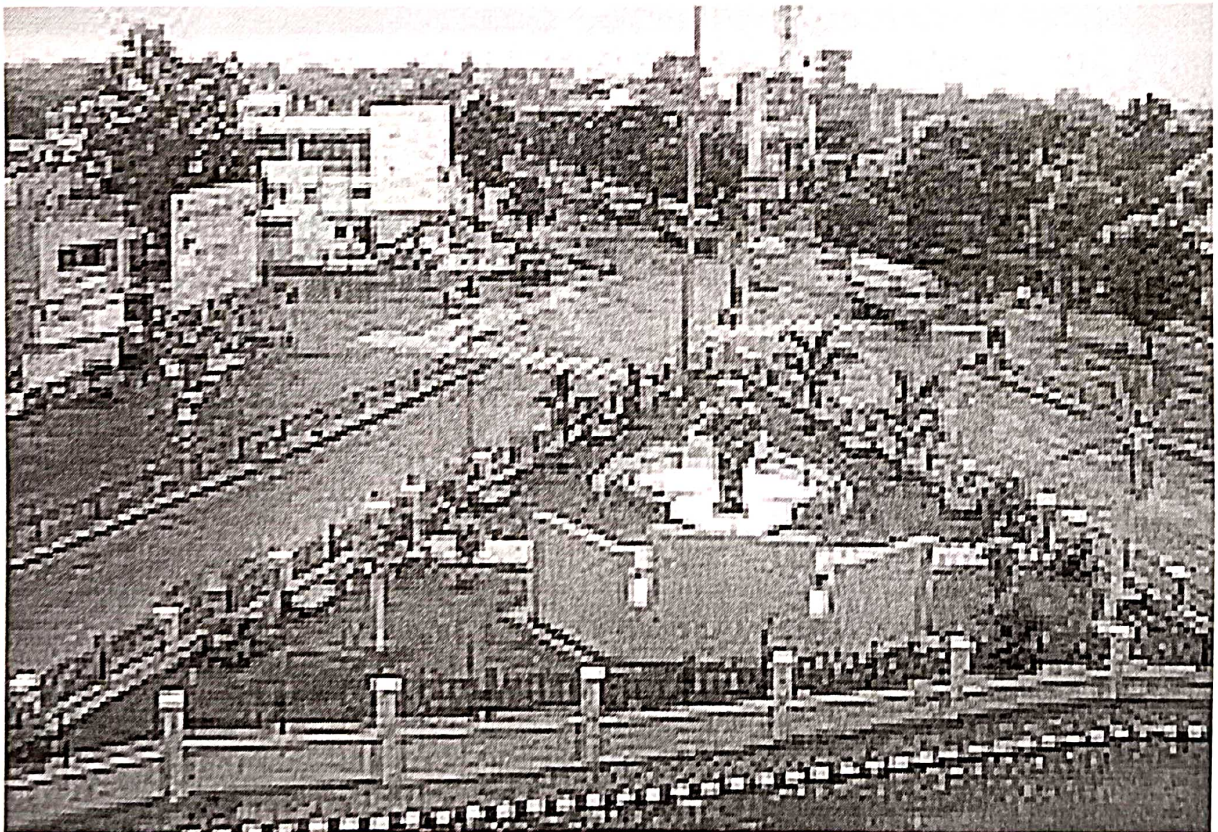
Climate Classification: Aurangabad features a semiarid climate under the Köppen climate classification.

Temperature:

Annual mean temperatures in Aurangabad range from 17 to 33 °C, with the most comfortable time to visit in the winter – October to February. The highest maximum temperature ever recorded was 46 °C (114 °F) on 25 May 1905. The lowest recorded temperature was 2 °C (36 °F) on 2 February 1911. In the cold season, the district is sometimes affected by cold waves in association with the eastward passage of western disturbances across north India, when the minimum temperature may drop down to about 2 °C to 4 °C (35.6 °F to 39.2 °F).

Rainfall: Most of the rainfall occurs in the monsoon season from June to September. Thunderstorms occur between November to April. Average annual rainfall is 710 mm. The city is often cloudy during the monsoon season and the cloud cover may remain together for days. The daily maximum temperature in the city often drops to around 22 °C due to the cloud cover and heavy rains.

Geology:



Ahilyabai Holkar Chauk, Station Road, Aurangabad



The entire area is covered by the Deccan Traps lava flows of Upper Cretaceous to Lower Eocene age. The lava flows are overlain by thin alluvial deposits along the Kham and Sukhana river. The basaltic lava flows belonging to the Deccan Trap is the only major geological formation occurring in Aurangabad. The lava flows are horizontal and each flow has two distinct units. The upper layers consist of vesicular and amygdaloidal zeolitic basalt while the bottom layer consists of massive basalt. The lava flows are individually different in their ability to receive as well as hold water in storage and to transmit it. The difference in the productivity of groundwater in various flows arises as a result of their inherent physical properties such as porosity and permeability. The groundwater occurs under water table conditions and is mainly controlled by the extent of its secondary porosity i.e. thickness of weathered rocks and spacing of joints and fractures. The highly weathered vesicular trap and underlying weathered jointed and fractured massive trap constitutes the main water yielding zones. The soil is mostly formed from igneous rocks and are black, medium black, shallow and calcareous types having different depths and profiles.

Demographics:

Population growth:

2011 census has put the city of Aurangabad in million plus metro club of India. The city municipal area had total population of 1,171,260 while population including metropolitan area had a population 1,413,711. It is the 5th most populous city in Maharashtra after Mumbai, Pune, Nagpur and Nashik. 52.5% of Aurangabad's population is in the 15–59 years age category. Around 11% of the population is under 6 years of age. The Marathi and Hyderabad Muslim communities are the two largest ethnic groups in the city.

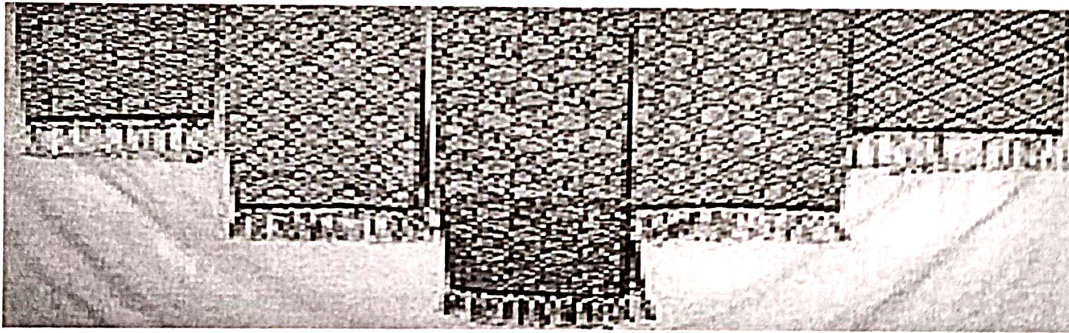
Hinduism is the majority religion in Aurangabad city at 51.07% with 600,183 followers. Islam is the second most popular religion in the city with 361,817 people (30.79%) following it. Buddhism is followed by 178,307 people (15.17%), Christianity is followed by 10,060 people (0.86%), Jainism by 19,073 (1.62%), Sikhism by 3,427 (0.29%). Around 0.04% stated 'other Religion', and about 0.15% stated 'No Particular Religion'.

Economy: As one of the largest cities in India, and as a result of its many colleges and universities, Aurangabad is emerging as a prominent location for IT and manufacturing.



There is evidence to believe that Aurangabad was developed as a trading hub four centuries ago. Aurangabad is one of the fastest developing cities in Asia. It tops the chart among the developing cities. It lies on a major trade route that used to connect north-west India's sea and land ports to the Deccan region. In 2010, Aurangabad was in news for placing single largest order for Mercedes Benz cars in a single transaction in India — 150 Mercedes Benz cars worth Rs 65 crore. Without a local Mercedes-Benz showroom and encountering an indifferent Mercedes-Benz dealer in the nearest city, a group of successful citizens pooled their orders and negotiated a record agreement with the firm. Soon after that, bulk purchase order of 101 BMW cars was also placed.

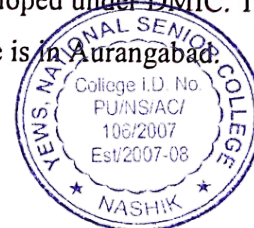
Industry:

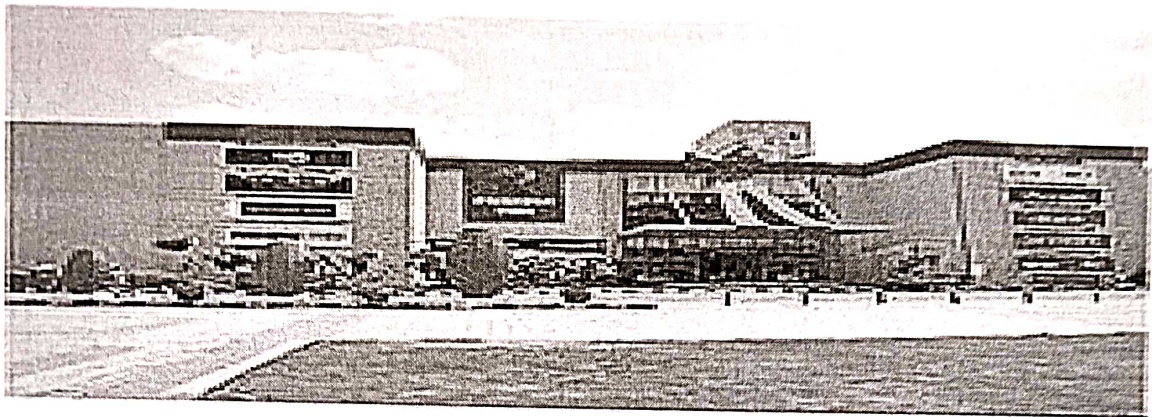


Himroo Shawl

Electronics giant Videocon has its manufacturing facility in Aurangabad where it manufactures a range of home appliances. The city was a major silk and cotton textile production centre. A fine blend of silk with locally grown cotton was developed as Himroo textile. Paithani silk saris are also made in Aurangabad. With the opening of the Hyderabad-Godavari Valley Railways in the year 1900 several ginning factories were started. After 1960, Maharashtra Industrial Development Corporation (MIDC) began acquiring land and setting up industrial estates. Aurangabad is now classic example of efforts of state government towards balanced industrialisation of state.

Major Industrial areas of Aurangabad are Chikhalthana MIDC, Shendra MIDC and Waluj MIDC. A new industrial belt namely Shendra - Bidkin Industrial Park is being developed under DMIC. The Maharashtra Centre For Entrepreneurship Development's main office is in Aurangabad.



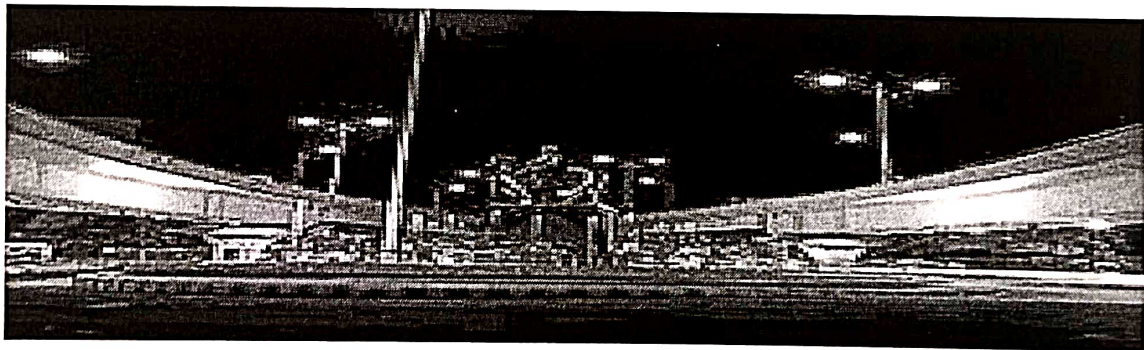


Prozone mall Aurangabad

Modern Retail Industry has made its presence felt in the forms of Malls. Prozone Mall spread over 1 million square feet is the biggest in the region. The industry is a big employment generator. Prozone alone created direct employment opportunities for 4000 people.

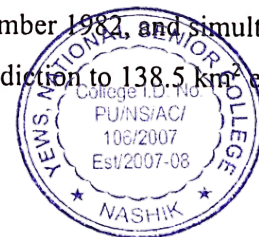
Administration and politics: Local administration

Further information: Aurangabad Municipal Corporation



Kranti Chowk

Aurangabad Municipal Corporation (AMC) is the local civil body. It is divided into six zones. The Municipal Council was established in 1936, the Municipal Council area was about 54.5 km². It was elevated to the status of Municipal Corporation from 8 December 1982, and simultaneously including eighteen peripheral villages, making total area under its jurisdiction to 138.5 km² extended its limits.



The city is divided in 99 electoral wards called as *Prabhag*, and each ward is represented by a Corporator elected by the people from each ward. There are two Committees, General Body and Standing Committee headed by the Mayor and the Chairman respectively. AMC is responsible for providing basic amenities like drinking water, drainage facility, road, street lights, healthcare facilities, primary schools, etc. AMC collects its revenue from the urban taxes which are imposed on citizens. The administration is headed by the Municipal Commissioner; an I.A.S. Officer, assisted by the other officers of different departments.

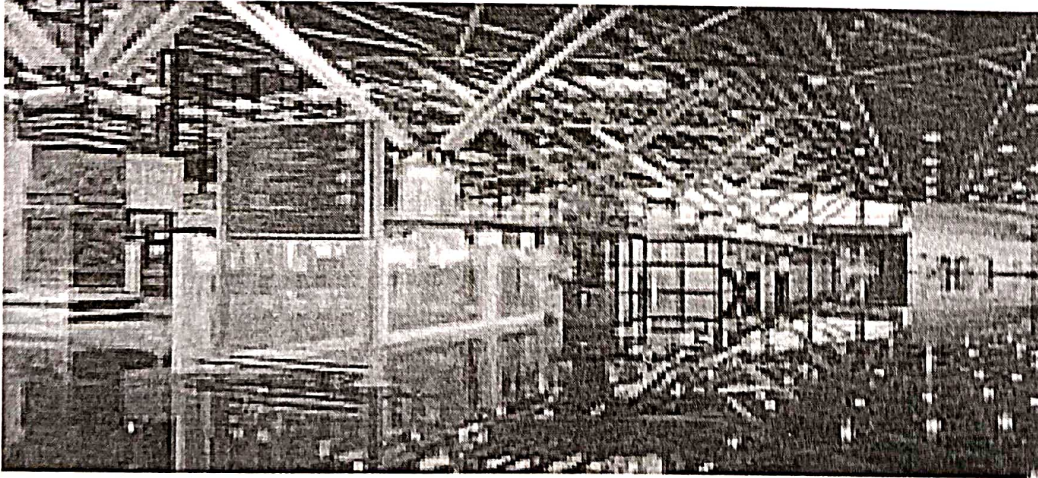
State and central administration:

Aurangabad division is one of the six administrative divisions of Maharashtra state in India. Aurangabad divisions almost completely coincides with the Marathwada region of Maharashtra.

Aurangabad contributes one seat to the Lok Sabha – Aurangabad (Lok Sabha constituency). The seat is currently held by Mr. Chandrakant Khaire, MP of the Shiv Sena party. In latest constituency arrangements made by, Aurangabad will contribute one Loksabha seat, and three state assembly seats namely Aurangabad East, Aurangabad West and Aurangabad Central. The latest MLAs being – Aurangabad (East) – Atul Moreshwar Save(BJP), Aurangabad (Central) – Imtiyaz Jaleel (AIMIM) and Aurangabad (West) Sanjay Shirsat of Shiv-Sena.

Transport:

Air:



Aurangabad Airport



Aurangabad Airport (Chikkalthana Airport) is an airport serving the city and has connecting flights to Hyderabad, Delhi, Mumbai, Bangalore, Tirupati and Thiruvananthapuram. In 2008, flights were made available to the people travelling to the Hajj pilgrimage.^{[26][27]}

Rail:

Aurangabad railway station is the major railway station under Nanded railway division.

Education:

Dr. Babasaheb Ambedkar Marathwada University (BAMU) is located in Aurangabad city. Most of the colleges of the region are affiliated to it. The University has 101 Colleges affiliated in Aurangabad and similarly 99 Colleges in Beed, 53 & 55 Colleges affiliated in Jalna & Osmanabad.^[28] Aurangabad has schools run by the Aurangabad Municipal Corporation (AMC) and private schools owned and run by trusts and individuals. Government Polytechnic Aurangabad is one of the polytechnique institutions in marathwada region. Government College of Engineering, Aurangabad is an Autonomous engineering college in Maharashtra State of India. It was affiliated to the Dr. Babasaheb Ambedkar Marathwada University and was established in 1960. The construction of the college was started in 1957 and was completed in 1960. Marathwada Institute of Technology and Jawaharlal Nehru Engineering College are two other prominent engineering colleges in Aurangabad. Maulana Azad College of Arts and Science was founded in 1963 by Dr. Rafiq Zakaria, who formed a trust called Maulana Azad Education Society to manage the affairs. The College is affiliated to Dr. Babasaheb Ambedkar Marathwada University of Aurangabad. National Institute of Electronics & Information Technology Aurangabad (NIELIT Aurangabad) is located inside the Dr B.A.M. university campus. It is a central government engineering institute under the Ministry of Communication & Information Technology Government of India. It offers DEPM, B.TECH(Electronics Engineering), M.tech(Electronics Design Technology), P.hd and short term courses. Institute of Hotel Management, Aurangabad, is affiliated to University of Huddersfield. Students have internships in the Vivanta, Taj in Aurangabad which is a 5 star hotel^[29] Aurangabad is educational hub of Marathwada

Tourist attractions:

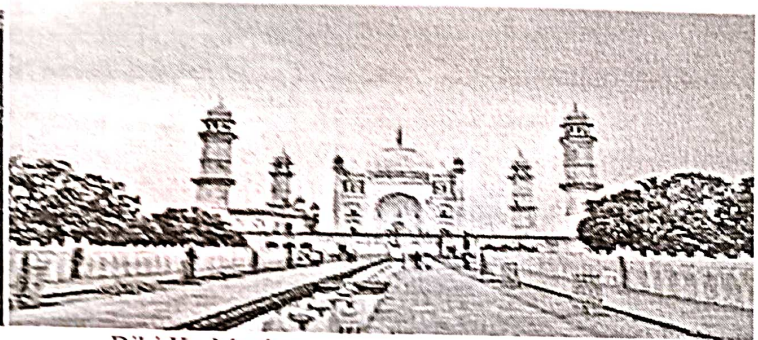
Main articles: Tourism in Marathwada and Tourist attractions in Aurangabad, Maharashtra



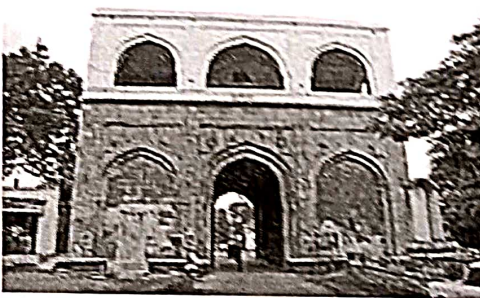
Aurangabad is a very historical city along with its surrounding towns and villages. It receives tourists and surveyors from all over the world.



Kailasa temple, Ellora



Bibi Ka Maqbara



Bhadkal Gate built by Murtuza Nizam Shah in the year 1612. Salim Ali Lake

- **Ellora and Ajanta Caves:** The world-famous Ellora and Ajanta Caves are situated at 29 km (18 mi) and 107 km (66 mi) respectively from Aurangabad city and come within the Aurangabad district. The Ellora Caves consist of 34 caves built between 5th and 10th century CE under the patronage of Rashtrakuta Dynasty. They represent the epitome of Indian rock cut architecture.^[31] The Ajanta Caves are also 30 rock cut caves around a gorge, built by the Satavahana, Vakataka and Chalukya dynasties between 2nd and 5th century CE.^[32] They contain the rarest and finest surviving examples of ancient Indian art, especially painting.^[33] Both the Ellora and Ajanta Caves are UNESCO World Heritage Sites.
- **Bibi Ka Maqbara:** The Aurangabad city is known for the Bibi Ka Maqbara situated about 3 km (2 mi) from the city which is the burial mausoleum of Emperor Aurangzeb's wife, Dilras Banu Begum also known as Rabia-ud-Daurani. It is an imitation of the Taj Mahal at Agra and due to its similar design, it is popularly known as the "Taj of the Deccan".^[34]



- **Daulatabad Fort:** The Daulatabad Fort (aka Devgiri Fort) located about 15 km (9 mi) north-west of Aurangabad was one of the most powerful forts during the medieval period. Built in the 12th century CE by the Yadava Dynasty, it's a citadel that was never conquered by any military force. The British called it the "best fort of India", due to its extraordinary military strength. Built on a 200 metre high conical hill, the fort was defended by moats and trenches running around the hill at its foot besides the most complex and intricate defence system. The fort has two fixed massive canons which can be pivoted. The fortifications comprise three encircling walls with bastions.^[35]
- **Panchakki:** The 17th-century water mill (Panchakki) situated at a distance of 1 km from the city is known for its underground water channel, which traverses more than 8 km. to its source away in the mountains. The channel culminates into an artificial waterfall that powers the mill.
- **Gateways:** The city is also famous for the 52 gateways built during Mughal era which gives it the name of "City of Gates".^[36]
- **Aurangabad Caves:** These are situated at a distance of 5 km (3 mi), nestled amidst the hills are 12 Buddhist caves dating back to 3 A.D. Of particular interest are the Tantric influences evident in the iconography and architectural designs of the caves.
- **Grishneshwar Temple:** It is one of the 12 jyotirlinga shrines in India. The present temple was built by Ahilyabhai Holkar in 18th century CE. The structure is a unique example of Bhoomija architecture with a Maratha style influence.^[37]
- **Salim Ali Lake & Bird Sanctuary:** Popularly known as Salim Ali Talab is located in the northern part of the city near Delhi Darwaza, opposite Himayat Bagh. During the Mughal period it was known as Khiziri Talab. It has been renamed after the great ornithologist and naturalist Salim Ali. It also has a bird Sanctuary and a garden maintained by the Aurangabad Municipal Corporation.
- **Tomb of Aurangzeb:** The tomb of the last Mughal emperor Aurangzeb is located in the village of Khuldabad, 24 km (15 mi) to the north-west of Aurangabad in Aurangabad district^[38] It is located in the south-eastern corner of the complex of the dargah of Sheikh Zainuddin.^[38]
- **Kachner Jain Temple:** This is a 250 years old temple dedicated to Parshvanath. The idol here is called Chintamani Parshvanath.
- **Siddharth Garden & Zoo**^[39]
- **Prozone Mall**



1. DAULATABAD FORT

Daulatabad Fort

Daulatabad (19° 57' N; 75° 15' E) is located at a distance of 15 km northwest of Aurangabad, the district headquarters and midway to Ellora group of caves. Daulatabad or 'the abode of wealth' was the name given by Muhammad-bin-Tughluq when he made his capital here in A.D. 1327. The ancient name being 'Devagiri' or 'Deogiri' meaning 'Hill of Gods' under the Yadavas of Deogiri. The Yadavas were initially ruling under the Chalukyas of Kalyani over region of modern Dhulia and Nasik districts with their capital at Chandradityapura (modern Chandor, Nasik district). Bhillama V who was one of the powerful Yadava rulers led victorious campaigns against the Hoysalas, Paramaras and Chalukyas founded the city of Deogiri and shifted his capital here. Since then the succeeding Yadava rulers held their capital here. During the rule of Ramachandradeva, son of Krishna, Ala-ud-din Khilji invaded and captured Deogiri in A.D. 1296. However, Ramachandradeva was allowed to rule from here as a vassal. Later, Malik Kafur led two campaigns against Ramachandradeva and his son Shankardeva in A.D. 1306-07 and 1312 respectively; Shankardeva was killed during the latter campaign. Harapaladeva was placed on the throne by Malik Kafur who later ascertained his independence. This led to another successful campaign against Deogiri by Qutb-ud-din Mubarak Shah Khilji and the fort was annexed to the Delhi Sultanate. Muhammad-bin-Tughluq succeeded the Khiljis at Delhi and he renamed Deogiri as Daulatabad and seeing its impregnable fort, shifted the capital from Delhi in A.D. 1328. This led to serious repercussions and he had to again transfer the capital back to Delhi. The region and the fort passed on into the hands of Bahamani rulers under Hasan Gangu in A.D. 1347 and Nizam Shahis of Ahmednagar in A.D. 1499. Daulatabad became the capital of Nizam Shah dynasty in 1607 A.D. Deccan witnessed turbulent periods due to the frequent invasions and infights between the local ruling families during this period. The Mughals led several campaigns during the rule of Akbar and Shah Jahan and only during the latter's period the area was fully captured in 1633 A.D. after a long siege of four months. Thus the Mughals seized power and Aurangzeb was placed as the Viceroy of Deccan who led his campaigns to Bijapur



and Golconda from Daulatabad. The rising power of Marathas troubled the Mughals and for a brief period the region passed under the control of Marathas. Thus the Daulatabad fort passed several hands, captured and re-captured, by the Mughals, the Marathas, the Peshwas, and finally placed under the control of the Nizams of Hyderabad in 1724 A.D. which was under their control till independence.

The Daulatabad fort was one of the most powerful forts during the medieval period. Built on a 200 metre high conical hill, the fort was defended by moat and glacis running around the hill at its foot besides the most complex and intricate defense system. The fortifications comprise three encircling walls with bastions.

The entrance through the outer wall is by a strong hornwork consisting of a succession of gateways and courts. It has very thick and lofty walls convoluted on the outer faces and is defended by large bastions both without and within the courts. A barbican of later date, the entrance to which has been broken away, stands in front of this hornwork. One the right of the entrance gateway is an enormous bastion. The face of the gateway above the door has been pierced with three large openings for artillery. The entrance from the barbican to the first court is through a lofty vaulted passage with a turn midway and two-leaved door at the entrance, a large recess for the guard on right and stairway to the parapet wall over the gate on the left. The outer door, studded and spiked against elephant attack, is still in position. It is a formidable barrier, strengthened behind by heavy battens spaced at short intervals, and secured when closed by a square timber bar, drawn out from a long socket in one jamb, passed behind the door and fitted into a socket in the other jamb. The iron spikers are arranged in horizontal rows up the face of the door.

The next gateway is defended by strong towers and an embattled parapet. There is only one two-leaved door here but it is of the usual heavy constructions and armed with iron spikers. Within the doorway are two guard rooms, each of two vaulted bays. In the next court, facing the second gateway, is a large conical tower which has lost its upper part and from this tower, about midway in its height, projects a covered balcony supported on sculptured corbels. To reach the following gate in the hornwork one must pass diagonally through the court exposed to attack from all sides. This gateway, closed only by a single two leaved-door, is much narrower than those already passed.

The second curtain has a simpler entrance with still narrower gateway and the entrance is defended from



within by a guardroom on either side of the passage at is issue. This fortress enclosed an area occupied by the ruins of the palaces of Tughluq and of later days. The outer part has also numerous ruined buildings – palaces, temples and mosques. Besides there exists a fine and conspicuous minaret, 30 metres high and 21 metres in circumference known as Chand Minar which was built by Sultan Ala-ud-din Bahmani (Sultan Ahmed Shah II) in 1447 A.D. The third wall is much further up the hill and the rise begins to grow steeper, the entrance here is complicated and difficult to negotiate, and is defended by a tower on either side. A flight of steps leads upto the first door, this door being carried, an assailant is faced by guards in a recess directly in front of him, and his further progress is obstructed by a door on the right, opening to a passage throught he wall with a flight of steps up, under attack from guards posted in a large recess in the rear, another recess on the right-hand side of the passage and a third directly facing him. A third door opening to a flight of steps on the left and under attack from the rear must finally be carried before he has arrived inside the wall.

Ascending form this level and passing by the ruins of the Chini Mahal, a palace decorated with encaustic tiles, one reaches a platform at the foot of the citadel. By the side of Chini Mahal, is placed a massive cannon manufactured during the period of Aurangazeb popularly known as ‘Menda Top’. The entrance to the citadel is defended by a wide and deep wet moat leaving dams across it and a submerged causeway for the bridge of unusual design. It descends rapidly by a flight of steps down from the counter scarp and rises again to the level of the gallery on the other side. The gallery passes round three sides of a tall bastion and an assailant rushing through it would be under attack from the battlements of the bastion and from those of a high wall and strong tower on the counter scarp of the moat, which are so built as to face in that direction. From the end of the gallery a few steps lead down to a small open court, on one side of which is the entrance doorway to the tunnel. The long ascending tunnel rises rapidly and tortuously by flights of steep steps. Opening of it at intervals are chambers for guards commanding the approach. At the head of the tunnel is an iron shutter which runs horizontally on small wheels, covering or uncovering the opening like a trap-door. A most ingenious and effective defense of this tunnel was the provision of a barrier of smoke. At a point about half-way through, where the tunnel passed near the vertical face of the rock a hold was cut through to secure draught for the fire in an iron brazier which installed in a small chamber opening into the tunnel when the fire was kindled the current of air from the hole would waft the smoke up the tunnel and render its passage impossible.



On issuing from the trap-door at the head of the tunnel one arrives at the foot of a very wide and long series of flight of steps, ascending to the baradari, a summer house, built for Shah Jahan on his visit to Daulatabad in 1636 A.D. From this level a further flight of steps leads up to the level summit of the citadel where lies a heavy canon of 18th century in its original mountings. The citadel possesses a plentiful supply of water from its own perennial springs.

2. BIBI KA MAQBARA

Bibi-Ka-Maqbara:

The Bibi-Ka-Maqbara (19°55' N; 75°15' E) is a beautiful mausoleum of *Rabia-ul-Daurani* alias Dilras Banu Begum, the wife of the Mughal *Emperor* Aurangzeb (1658-1707 A.D.). This mausoleum is believed to be constructed by Prince Azam Shah in memory of his mother between 1651 and 1661 A.D. An inscription found on the main entrance door mentions that this mausoleum was designed and erected by *Ata-ullah*, an architect and *Hanspat Rai*, an engineer respectively. The marble for this mausoleum was brought from mines near Jaipur. According to Tavernier, around three hundred carts laden with marbles, drawn by at least 12 oxen were seen by him during his journey from Surat to Golconda. The mausoleum draws its inspiration from the world famous *Taj Mahal* of Agra (constructed between 1631 and 1648 A.D.) and hence it is rightly known as the "*Taj of Deccan*". The mausoleum was intended to rival the *Taj Mahal*, but, the decline in architecture and proportions of the structure had resulted in a poor copy of the latter. Even this decline cannot stop one appreciating the setting of the tomb complex in a garden setting with the mountain ranges behind providing as a backdrop. A huge 'U' shaped gap in between the hills behind provides the perfect harmony in which the mausoleum is blended.

The mausoleum stands at the centre of a huge enclosure measuring approximately 458 m. N-S X 275 m. E-W. *Baradaris* or pillared pavilions are located at the centre of north, east and western part of the enclosure wall. The typical Mughal *Char-Bagh* pattern adorns the mausoleum thereby increasing its beauty and splendour through its symmetry and excellent garden layout. The high enclosure wall is crenellated with pointed arched recesses and bastions at regular intervals are provided to cut down the monotony. The recesses are divided by pilasters, crowned with small minarets.

The mausoleum is entered through a main entrance gate on its south, which has excellent foliage designs on brass plate on wood covering from the exterior. After passing through the entrance a small tank is provided and a low profile screen wall leads to the main structure. The screened pathway has a series of fountains at its centre, which adds to further the serene atmosphere.

The mausoleum is built on a high square platform with four minarets at its corners, which is approached by a flight of steps from the three sides. A mosque is found to the west of the main structure, which was a later addition caused, by Nizam of Hyderabad resulting closure of the entrance. The mausoleum is



encased with marble up to the dado level. Above the dado level, it is constructed of basaltic trap up to the base of dome; the latter is again built of marble. A fine plaster covers the basaltic trap and given a fine polished finish and adorned with fine stucco decorations. The mortal remain of Rabia-ul-Daurani is placed below the ground level surrounded by an octagonal marble screen with exquisite designs, which can be approached by a descending flight of steps. The roof of this chamber that corresponds to the ground level of the mausoleum is pierced by an octagonal opening and given a low barricaded marble screen. Thus the tomb can also be viewed from the ground level also through this octagonal opening. The mausoleum is crowned by a dome pierced with trellis works and accompanying panels decorated with flower designs.

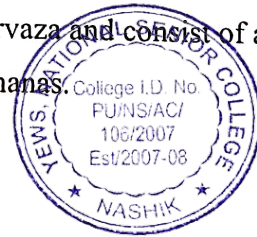
The smaller mosque, a later addition, stands to the west of the mausoleum. The bays are pierced through with five cusped arches and a minaret could be noticed at each corner.

According to the "*Tawarikh Namah*" of Ghulam Mustafa, the cost of construction of the mausoleum was Rs. 6,68,203-7 (Rupees Six Lakh, Sixty Eight Thousand, Two Hundred and Three & Seven Annas) in 1651-1661 A.D.

3. WATER MILL

Panchakki (Marathi: पंचकळी) also known as the water mill, takes its name from the mill which used to grind grain for the pilgrims. This monument located in Aurangabad, Maharashtra, displays the scientific thought process put in medieval Indian architecture. It was designed to generate energy via water brought down from a spring on a mountain. The building, attached to the dargah of **Baba Shah Musafir** a Sufi saint is located in a garden near the Mahmud Darvaza and consist of a mosque, a madrissa, a kacheri, a minister's house, a sarai and houses for zananas.

History

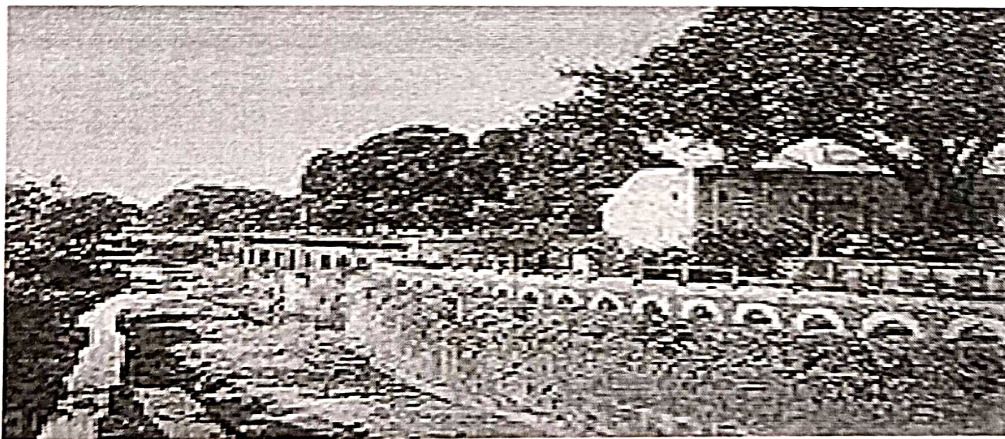




The board at the entrance of Panchakki

Most of the buildings in the dargah complex (including Panchakki) were erected by Turktaz Khan, a noble on the staff of Nizam-ul-Mulk Asaf Jah in about 1695 A. D. The oblong reservoir in front of the mosque and fountains were added 20 years later by Jamil Beg Khan. Dating back to the 17th century, this ingenious water mill was designed to use the energy generated by flowing water from a nearby spring to turn the large grinding stones of the flour mill. Shah Mosafar died in Hijri 1110. This water mill was used to grind grain for the pilgrims and disciples of saints as well as for the troops of the garrison.^[1]

Operating process



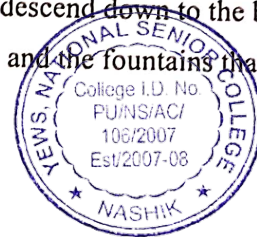
Panchakki, Baba Shah Mosafar Dargah~1880s

The water-mill is kept fed with sufficient water by an underground conduit, which commences from a well just above the junction of the Harsul river with a tributary stream eight kilometers away. After crossing the tributary stream near its confluence with Harsul, this water-pipe proceeds to the Panchakki



reservoir. The arrangement is such that the water is made to fall into the Panchakki cistern from quite a height in order to generate the necessary power to drive the mill. The cistern lies in front of the mosque whose bottom forms the roof of a spacious hall. The cool chambers of the hall are used in summers by pilgrims, and is about 164' X 31' ornamented with fountains. The excess of water is let in the Kham river.

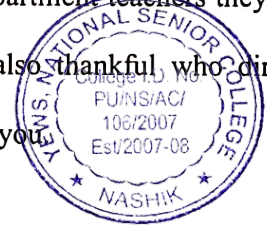
A fine view of the Kham river can be had from the windows of this hall. There is also a cenotaph to the spiritual preceptor of Baba Musafir Shah and a tomb to his disciple Baba Shah Mahmood and a few other graves. A huge banyan tree on the southern margin of the reservoir provides shade and adds beauty to the whole scene. In the North-West corner, adjacent to the cistern, is the water mill driven entirely by water power. It is said that in the olden days, grain could be ground without physical effort. The country here exhibits one of the most picturesque landscapes about Aurangabad. The Kaula nala skirts the garden, and is first crossed by an old bridge with pointed arches and then by a second bridge which spans it lower down. The walls of Begampura are to the right and the city walls are to the left, while Shah Musafir's garden is between the latter and the river bank. The garden walls descend down to the bed of the nala; and the dargah and the accompanying buildings, with the cisterns and the fountains that are interspersed, blend picturesquely with the garden vegetation.



CONCLUSION OF STUDY TOUR REPORT

I sincerely thankful to the national senior college management they allow us to study tour.

Then , I thankful to our college principal Dr. S.B.Nahire who gave us permission to study tour and best wishes for succeeding study tour. I am also thankful to our geography department teachers they gave us to chance to study of different geographical and historical aspects. I also thankful who directly or indirectly help us to fulfill our study tour and report. Again thanks to all of you.



Syllabus for

Ability Enhancement Compulsory Course (AECC – Environment Studies)(2 credit) for under graduate

(For All Faculties - Second Year - Semester III)

It is as per UGC guidelines and framing -

Unit 1 : Introduction to environmental studies

- Multidisciplinary nature of environmental studies;
- Scope and importance; Concept of sustainability and sustainable development.

(2 lectures)

Unit 2 : Ecosystems

- What is an ecosystem? Structure and function of ecosystem ; Energy flow in an ecosystem : food chains, food webs and ecological succession. Case studies of the following ecosystems :

a) Forest ecosystem

b) Grassland ecosystem

c) Desert ecosystem

d) Aquatic ecosystems (ponds, streams, lakes, rivers, oceans, estuaries)

(8 lectures)

Unit 3 : Natural Resources : Renewable and Non-renewable Resources

- Land resources and land use change; Land degradation, soil erosion and desertification.
- Deforestation: Causes and impacts due to mining, dam building on environment, forests, biodiversity and tribal populations.
- Water : Use and over-exploitation of surface and ground water, floods, droughts conflicts over water (international & inter-state).
- Energy resources : Renewable and non renewable energy sources, use of alternate energy sources, growing energy needs, case studies.

(10 lectures)

Unit 4 : Biodiversity and Conservation

- Levels of biological diversity : genetic, species and ecosystem diversity; Biogeographic zones of India; Biodiversity patterns and global biodiversity hot spots
- India as a mega-biodiversity nation; Endangered and endemic species of India
- Threats to biodiversity : Habitat loss, poaching of wildlife, man-wildlife conflicts, biological invasions; Conservation of biodiversity : In-situ and Ex-situ conservation of biodiversity.
- Ecosystem and biodiversity services : Ecological, economic, social, ethical, aesthetic and Informational value.

(10 lectures)

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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

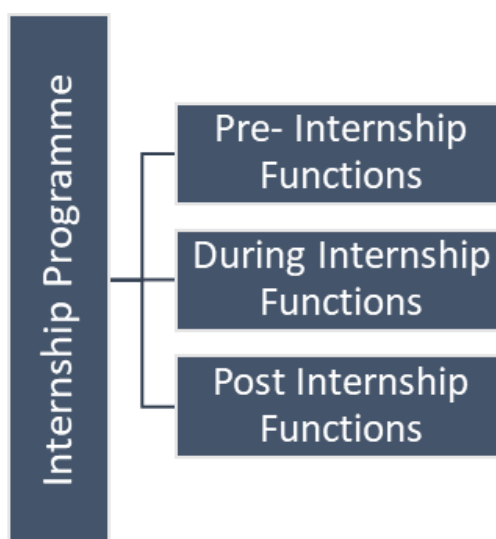
Teachers' contribution in planning and implementation of Internship Programme is very crucial and pivotal. Teachers need to play the role of a guide and philosopher to make the Internship Programme a flagship initiative and also making it a success.

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 :

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 '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. -----
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10. -----



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

Date: 23/03/2023

Filed Visit Report

Program Name: Filed Visit

Program Date: 20th March, 2023, Time: 11:00 a.m.

Venue: Coin Museum (Shanti-Krishna Museum of Money and History), INHCRF Campus, Opposite Grape County Resort, Near Vadholi, Trambakeshwar Rd, Phata, Nashik, Maharashtra 422213

Faculty Members Present: Asst. Prof. Simin Shaikh
O.S. Mr. Majid Peerzada
Asst. Prof. Nida Kausar Shaikh
Asst. Prof. Harshada Kulkarni

No. Of Students Present: 36

A Filed visit to Coin Museum (Shanti-Krishna Museum of Money and History) was organized for the students of BBA Department, National Senior College on 20th March 2023. Thirty six students of BBA Department and All faculty members visited Coin Museum (Shanti-Krishna Museum of Money and History) to know the evaluation and history of money. The visit started in morning at 11:00 am to 1:00 pm. students visited and interacted with the resource person who has given the information about the history of money and procedure of money making from ancient to recent times.

The visit was organized by BBA Department. The students was asked various questions to relate to money making and ancient coins.

Asst. Prof. Simin Shaikh
(HOD)

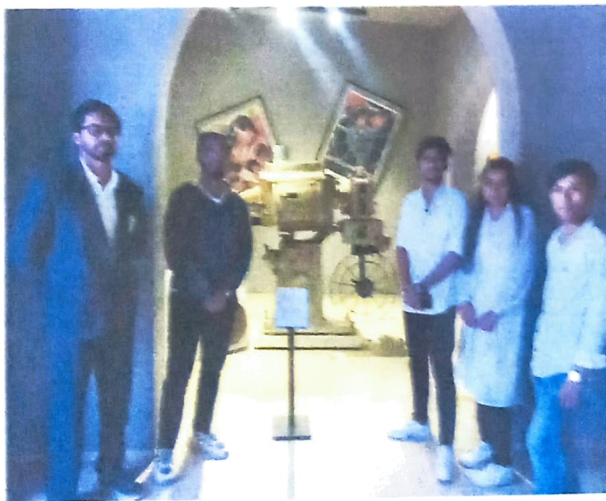
HOD, B.B.A. Faculty
National Senior College,
Nashik-01



Dr. S.B. Nahire
(Principal)

PRINCIPAL
National Senior College
Nashik.

Photos: Filed Visit



Asst. Prof. Simin Shaikh
(HOD)

HOD. B.B.A. Faculty
National Senior College
Nashik-01

Dr. S.B. Nahire
(Principal)

PRINCIPAL
National Senior College
Nashik-01





SPPU, NATIONAL SENIOR COLLEGE, S.D.O.
Academic Year 2022 - 2023
Student's Undertaking / Event Entry Form



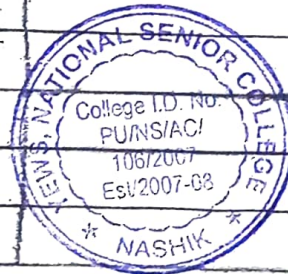
Name of the Event	Venue of Event	Date of Event
Field visit	Coin Museum	20 th March 2023

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

Sr. No.	Name of the Student	Class	Mobile Number	Signature
1	Shrikh Atharva	S.Y.BBA	876601227	[Signature]
2	Pathan Muzaf	S.Y.BBA	7774016786	[Signature]
3	Pathan Muzaf	S.Y.BBA	8149550012	[Signature]
4	Khan Azam Latif	S.Y.BBA	7499574347	[Signature]
5	Sayed Aman	S.Y.BBA	8888078230	[Signature]
6	Shadch Noman	S.Y.BBA	9175746926	[Signature]
7	ABDUL ASLAM	T.Y.BBA	9552947269	[Signature]
8	SHARIKH SHARAFIN	T.Y.BBA	7040917336	[Signature]
9	Zain Pathan	T.Y.BBA	8767571097	[Signature]
10	Pathan Uzma	T.Y.BBA	9860672365	[Signature]
11	Baquran Akram	T.Y.BBA	9679766001292	[Signature]
12	Shafiq Feroze	T.Y.BBA		[Signature]
13	Khan Javeriya	T.Y.BBA	8766753393	[Signature]
14	Khan Mahin	T.Y.BBA		[Signature]
15	Sayed Tasannum	S.O.Y.BBA	7666959446	[Signature]
16	Sayed Aman	S.Y.BBA	7387341221	[Signature]
17	Shrikh Anshika	S.Y.BBA	9975927567	[Signature]
18	Ahmed Iqbal	S.Y.BBA	7820938688	[Signature]
19	Mahesh Nandan	S.Y.BBA	8517200001	[Signature]
20	Tarun Shakti	S.Y.BBA	9075870019	[Signature]
21	[Name]	[Class]	[Mobile]	[Signature]
22	[Name]	[Class]	[Mobile]	[Signature]
23	[Name]	[Class]	[Mobile]	[Signature]

24.	Khan MD Kamil	S.V.BBA	97633507163	M
25.	Faisal Shaikh	S.Y.BBA	869232487	S. T. S. S. S.
26.	Sami Kazi	S.V.BBA	705488631312	S.
27.	Tauqeer Khan	S.V.BBA	9604929072	Paye
28.	Arshiyun Shaikh	S.V.BBA	9665323919	SEASH
29.	Taha Shaikh	S.V.BBA	860069572	Taha
30.	Shawkan Saeed	S.V.BBA	863061229	Saeed
31.	Ahmad Patel	S.V.BBA	9158670680	Ahmad
32.	Shaikh Taufique	S.V.BBA	8888331792	Taufique
33.	Ansari Samir	S.V.BBA	8878737532	Samir
34.	Rohan Mirza	S.V.BBA	788751916	Rohan
35.	Ahmad Reza	S.V.BBA	861046798	Ahmad
36.	Neha Gulam Gani	S.V.BBA	7666758055	Neha
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PRINCIPAL
 National Senior College
 Nashik.




 Signature & Seal,
 HOD.


 Co-ordinator
 HOD. B.B.A. Faculty
 National Senior College
 Nashik-01

Signature & Seal,
 Principal



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

Date: 21/03/2023

Industrial visit Report

Program Name: Industrial visit

Program Date: 20th March, 2023, Time: 2:00 p.m.

Venue: SW Mataform Pvt.Ltd. No.f-13, MIDC, Satpur, Nashik-422007(MS)

Faculty Members Present: Asst. Prof. Simin Shaikh
O.S. Mr. Majid Peerzada
Asst. Prof. Nida Kausar Shaikh
Asst. Prof. Harshada Kulkarni


No. Of Students Present: 36

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 SW Mataform Pvt.Ltd. was organized for the students of BBA Department, National Senior College on 20th March 2023 .Thirty six students of BBA Department and All faculty member visited to SW Mataform Pvt.Ltd. to interact with the resource person to understand the process of manufacturing Sheet Metal fabrication, assembling as well as distributing it. The visit started in afternoon at 02:00 pm to 04:00 pm. students visited and interacted with the resource person and owner of the company Mr. Bharat Gajria sir who has given the information about Industry and appointed supervisors to give all the information about manufacturing, assembling and distribution functions.

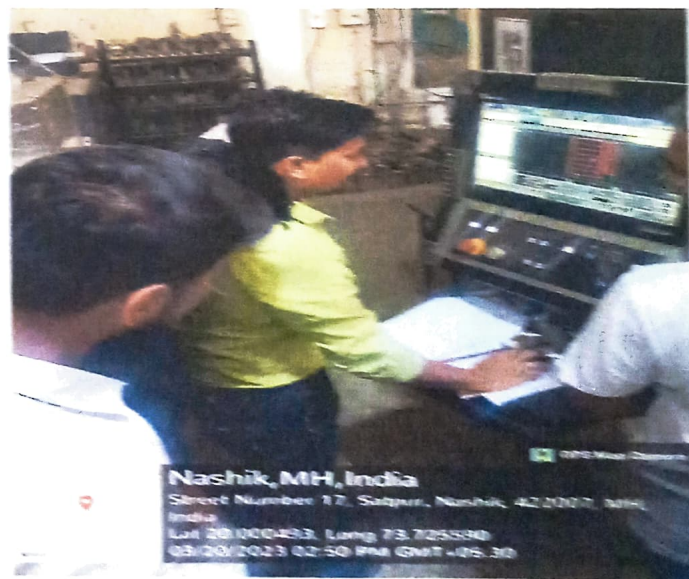
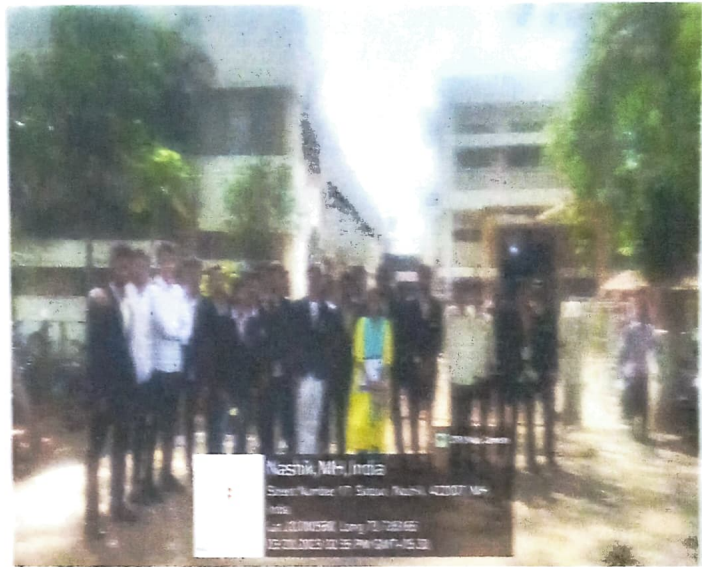
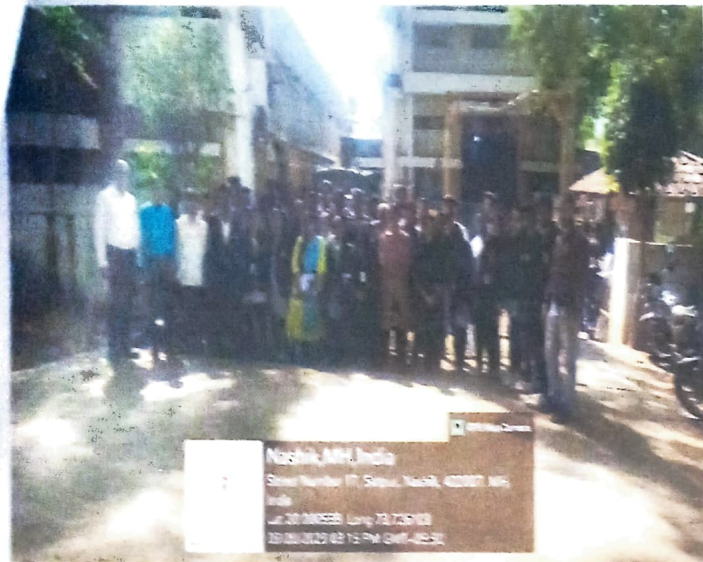
The visit was organized by BBA Department. The students was participated and asked various questions to understand the process in the visit and interacted very well.


Asst. Prof. Simin Shaikh
(HOD)
HOD, B.B.A. Faculty
National Senior College
Nashik-01




Dr. S.B. Nahire
(Principal)
PRINCIPAL
National Senior College
Nashik.

Photos: Industrial visit:



Simin Shaikh

Asst. Prof. Simin Shaikh
(HOD)
HOD, B.B.A. Faculty
National Senior College
Nashik-01



S.B. Nahire

Dr. S.B. Nahire
(Principal)
PRINCIPAL
National Senior College
Nashik.



SPPU, NATIONAL SENIOR COLLEGE, S.D.O.

Academic Year 2022 - 2023

Student's Undertaking / Event Entry Form



Name of the Event	Venue of Event	Date of Event
Industrial visit	S.W. Mataforms, Satpur	20/3/23

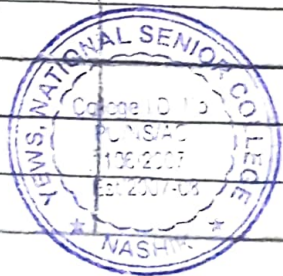
COLLEGE: Youth Education & Welfare Society's National Senior College,

Nashik- 422001

Sr. No.	Name of the Student	Class	Mobile Number	Signature
1.	Shaikh Alhamid	S.Y.BBA	876601227	AS
2.	Pathan Masroof	S.Y.BBA	777401676	Pathan
3.	Pathan Huzaf	S.Y.BBA	8149550012	Huzaf
4.	Khan Azam Sahil	S.Y.BBA	749987434	Khan
5.	Sayyed Aman	S.Y.BBA	8888078230	Sayyed
6.	Shaikh Noman	S.Y.BBA	9175746926	Noman
7.	ABDUL ASLAM	TY.BBA	955247269	Abdul
8.	SHAIKH SAADAIN	TY.BBA	7040917336	Shaikh
9.	Zain Pathan	TY.BBA	8767571097	Zain
10.	Pathan Uzma	T.Y.BBA	9860672363	Pathan
11.	Baqwan Afreen	T.Y.BBA	9766001292	Afreen
12.	Shaikh Farheen	T.Y.BBA		Shaikh
13.	Khan Javeriya	T.Y.BBA	8766753393	Khan
14.	Khan Mahin	T.Y.BBA		Khan
15.	Sayyed Torannum	S.O.Y.BBA	7666959446	Torannum
16.	Sayyed Aban	S.Y.BBA	7387341221	Sayyed
17.	Shaikh Anshika	S.Y.BBA	9975927867	Shaikh
18.	Atkar Iqra	S.Y.BBA	7820938688	Atkar
19.	Mahesh Mapari	S.Y.BBA	8311202001	Mahesh
20.	Jasim Shaikh	S.Y.BBA	9272870998	Jasim
21.	Shayma SK	S.Y.BBA	9990176579	Shayma
22.	Nehema SK	S.Y.BBA	7066088167	Nehema
23.	Hemaira SK	S.Y.BBA	7059465901	Hemaira

24.	Khan MD Kazi	S.V.BBA	9763350163	
25.	Faisal Shah	S.V.BBA	869232487	
26.	Sami Kazi	S.V.BBA	70548863892	
27.	Tauqeer Khan	S.V.BBA	9604929072	
28.	Ashiqan Shaikh	S.V.BBA	9665323919	
29.	Taha Shaikh	S.V.BBA	860069370	
30.	Shawkan Saad	S.V.BBA	863061229	
31.	Ahmad Patel	S.V.BBA	9158670680	
32.	Shaikh Taufique	S.V.BBA	8888331792	
33.	Ansari Samir	S.V.BBA	7975737532	
34.	Rehan Mirza	S.V.BBA	788751516	
35.	Ahmad Raza	S.V.BBA	861046798	
36.	Nehal Gulam Gani	S.V.BBA	7666756105	
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PRINCIPAL
National Senior College
NASHIK



Signature & Seal,
HOD, B.B.A. Faculty
National Senior College
Nashik

Co-ordinator
HOD, B.B.A. Faculty
National Senior College
Nashik

Signature & Seal,
Principal

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

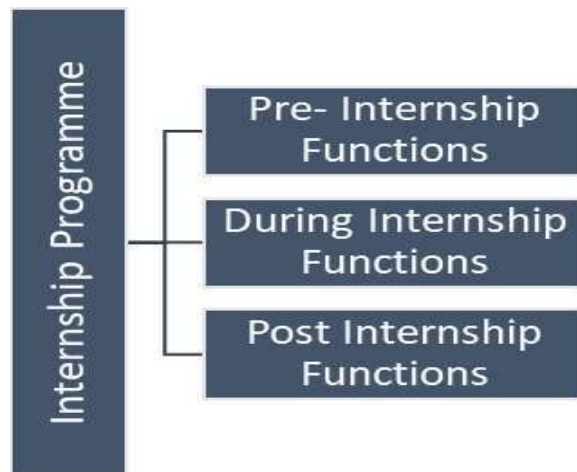
Teachers' contribution in planning and implementation of Internship Programme is very crucial and pivotal. Teachers need to play the role of a guide and mentor to make the Internship Programme a flagship initiative.

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 :

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

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

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

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