



Dayananda Sagar College of Arts, Science and commerce

Shavige Malleshwara Hills, Kumaraswamy Layout, Bangalore

Department of BBA - UG

Schedules for Internship Reports – BBA

Sl. No	Schedules	Final Dates for submission
1	Request letter from students for initial letter from college for company	Commencing from 24 th January, 2025 till 05 th February 2025
2	Issue of initial request letter from college	Commencing from 24 th January, 2025 till 05 th February 2025
3	Letter of confirmation from the company	10 th February, 2025
4	Title of the Internship to the guides	10 th February, 2025
5	Chapter 1: Introduction	14 th February, 2025
6	Chapter 2: Company Profile	21 st February, 2025
7	Chapter 3: Work Experience	Starting from 10 th February, 2025 to 20 th March, 2025 1. 14 th February, 2025 2. 21 st February, 2025 3. 7 th March, 2025 4. 14 th March, 2025
8	Chapter 4: Observation and Conclusion	17 th March, 2025
9	Chapter 5: Internship Information Summary and Bibliography	19 th March, 2025
10	Executive Summary	22 nd March, 2025
11	Annexure: Internship Attendance (Weekly)	Starting from 10 th February, 2025 to 20 th March, 2025 1. 14 th February, 2025 2. 21 st February, 2025 3. 7 th March, 2025 4. 14 th March, 2025
12	First complete draft (including title and front pages)	24 th March, 2025
13	Second Draft with all the recommended changes	26 th March, 2025
14	Final Internship Report Submission	29 th March, 2025

Vidya

Coordinator

P. S. S.

HOD

Balu. C
23/01/2025

Principal

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K.S. Layout, Bangalore - 560075