

Bachelor of Business Administration (BBARL)

GUIDELINES FOR ONLINE INTERNSHIP [For Already Registered Students]

BRLT – 005: Internship and Viva Voce (16 credits)
(Any updation/ modification in guidelines will be displayed on IGNOU website)



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1. INTRODUCTION

Internship is an important component of BBARL programme that provides the learners with hands on practice. However, due to the COVID19 situation, it is difficult for the learners of BBARL to carry out regular internship. Therefore, the Discipline of Commerce has permitted the learners who have not completed their internship due to pandemic can carry out Online Internship.

In this regard the workbook (Internship and Viva-voce (BRLT-005)) is to be submitted by the learner to the respective regional center, and it will be evaluated by the faculty members of the discipline and the status will be informed to the learner.

Criteria for Online Internship

1. The online internship needs to be offered by retail experts.
2. The sessions of the retail's experts offering the online internship need to be recorded, with the help of which the Discipline can authenticate the internship.
3. The structure of the internship needs to be as per the modules given in the workbook.
4. The online internship needs to provide enough scope for practical work that the learner can carry out and the content needs to reflect the same. It should not be the just theoretical information that can be learnt through other sources
5. The recorded sessions need to be uploaded on the open source, with the help of which the learners can complete the workbook
6. Working or sponsored candidates of retail sector fulfill the criteria of internship from their respective organization.

2. PROCEDURE TO BE FOLLOWED FOR SUBMISSION OF WORKBOOK FOR ONLINE INTERNSHIP

The following is the procedure that needs to be followed by the learner:

1. The learner will attend/watch the sessions of the retail experts during the online internship.
2. The workbook to be submitted to the respective regional center.
3. The workbook for Online Internship from the learner in this regard needs to provide the following details:
 - Name of the Learner
 - Enrolment number
 - Email and Mobile number of the Learner
 - Programme Code
 - Course Code of Internship
 - Regional Centre
 - Study Centre

Without the above information, the workbook will not be evaluated.

3. WORKBOOK

1. Every activity carried out during the online internship needs to be reported by the learner.
2. The workbook should be hand written.

4. EVALUATION

The total marks for internship is 200. Passing marks from BBARI, would remain 50% marks in the workbook and Viva-voce each.

Internal Evaluation	Workbook (Marks)	Viva Voce (TEE)Marks	Marks
Workbook (Internship and Viva-voce (BRLT-005)) (sincerity, assessment with regard to the activities, overall learning, involvement and competence of the learner).	100	100	200
Total		Total	200

5. TERM END EXAMINATION (TEE)

The TEE will be in terms of Viva Voce and will be organised by the Regional Centre. This is the same procedure as followed earlier and as given in the Workbook. The Viva Voce can be carried on- line or face to face (following the necessary safety guidelines as stated by the Government of India) as the situation permits. The Viva Voce will be taken by an external examiner from the approved list of external examiners provided by the Discipline of Commerce.

6. **Link for Workbook (BRLT – 005: Internship and Viva Voce):**
<http://egvankosh.ac.in/handle/123456789/14819>

7. **For Queries Please Contact:**

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