

Modern Education Society's  
Ness Wadia College of Commerce, Pune – 01

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Department of Business Administration

Date- 07/08/2025

**NOTICE**

**Pre Internship**

Date: 7th August 2025

**TYBCom – Division C, Sem-III**

Subject- Business Administration Paper-II and III

Subject: Pre-Internship Topic Submission and File Submission Guidelines  
(Paper II – Human Resource Management & Paper III – Business Finance)

All students of T.Y.B.Com Division C ,Sem-III are hereby informed that the process for Pre-Internship for the academic year 2025-26 has been scheduled as follows:

- Important Dates:
- • Last Date for Topic Submission: 11th August 2025  
(With Consultation and confirmation with Subject teacher only)
- • Pre-Internship File Correction & Final Submission: 28th August 2025
- • Mode of Submission: In class only
- • Time: 9:45 AM

**Subject-Wise Guidelines:**

- Business Administration Paper II (HRM)
- Subject Teacher: Prof. Bharat Rathod

- 1) Recruitment and Selection Methods
- 2) Training and Development Programmes
- 3) Social Media Marketing

- Business Administration Paper III (Business Finance)
  - 1) Financial Planning
  - 2) Sources of Corporate Finance
- Subject Teacher: Mr. Dadasaheb Magar

**Guidelines and Documentation (As per SPPU):**


- • Students must submit topics approved by the subject teachers.
- • Pre-Internship file must include:



- - Introduction to Internship
- - Objectives of Internship
- - Topic Details and Relevance
- - Industry/Organization Profile (if applicable)
- - Format and Index as provided by subject teacher
- • PPT Presentation Guidelines:
  - - Slide 1: Title Slide (Name, Roll No, Class, Topic)
  - - Slide 2: Introduction to Topic
  - - Slide 3: Objectives of the Study
  - - Slide 4-6: Details of Methods/Strategies
  - - Slide 7: Conclusion & Learnings
- • Students must maintain academic integrity and original work.
- Final corrected file submission, PowerPoint presentation, and oral examination will be conducted as per the schedule notified by SPPU.

**Note:**

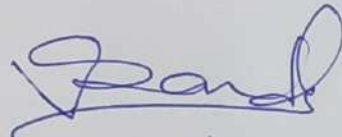
- Submission after the given deadline will not be accepted.
- Students must bring their Pre-Internship files for checking in person.
- Follow the format and content instructions provided by the respective subject teachers.
- For any queries, contact the concerned subject teachers during class hours.



Mr. Dadasaheb Magar  
Subject Teacher – Business  
Administration Paper III



Prof. Bharat Rathod  
Subject Teacher – Business  
Administration Paper II



Prof. Dr. Vrishali Randhir  
I/C Principal,

**PRINCIPAL**  
Ness Wadia College of Commerce  
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**Head**  
**Dept. of Business Administration**  
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