GUIDELINES FOR INTERNSHIP REPORT

• All internees are required to submit a report after the completion of their internship.

• There are two options for Internship report available to the internee, you are advised to select any one of the format for both options given below.

• Use New Times Roman (Type Style) with 12 font size for normal text, 14 font size for size for sub heading and 16 (Bold) font size for size for heading.

• Attach the first page of turnitin report for plagiarism check at the end of report.

• Spell check before submitting the report.

• Omit the letter of authorization, letter of transmittal, letter of acknowledgement.

• Use only A4 Size white paper – with spiral binding

• Do not use extra pages to serve as dividers

• Do not give photos of the work place or those who work there.

• No Credit will be given for unnecessary / irrelevant information

• Only reports which strictly conform the guidelines along with your observation and recommendation made during Internship for improvement will be accepted for grading.

• The numbering, sequence & headings should be followed.

• Write your recommendations at the end of report for improvement if any in the said Organization.

• If any deviation from professional business practices are noted in the Organization which you learnt in theoretical course (s), make a note of them in your report.

• Internship report should be submitted within 15 days after completing the internship period. Late submissions will not be accepted.
1. **PAGE 1** (APPLIES TO ALL REPORTS)

Name _________________ ID No. _______ Control No. ______ Major Field _______

1.1. Organization where internship was served ________________________________

   Duration: From _____________________________ to _____________________________

1.2. Report based on (Tick) Option 1 ______________ Option 2 _______________

1.3. Due date of the report ____________________________________________ (2 weeks after the successful completion of internship)

1.4. Report submitted on ________________________________________________

1.5. Delayed by _____________________________ days (if applicable)

1.6. Reasons for delay ____________________________________________ (If applicable)

2. **PAGE 2** TABLE OF CONTENTS (Applies to All Reports)

3. **PAGE 3** INTRODUCTION OF THE COMPANY (Applies to All Reports)

4. **DEPARTMENT (S) TO WHICH YOU WERE ATTACHED** (APPLIES TO ALL INTERNS)

Name department(s) in which you worked, giving duration in each, stating the supervisor’s name and designation according to the following format:

<table>
<thead>
<tr>
<th>Department</th>
<th>Supervisor’s Name</th>
<th>Designation</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4.1 State in detail what are the functions of the department(s) and **how they are related to their corporate objectives**. (For this you should discuss with the department head and also refer to a text book, for refreshing the concept)

4.2 What work have you performed during the internship?

**(ALL DEPARTMENTS YOU WORKED IN SHOULD BE COVERED)**

5. **OPTION 1: THEORIES LEARNED IN ACADEMICS AND THEIR APPLICATION**

The format should approximately be as follows:

5.1. Department ______________________________________________________________

5.2. Which theories / concepts you learned in IoBM / which you saw being applied? (Quote the name of the course in which you learned them)

5.3. Have you learnt any new theories / concepts?

These questions should be dealt with in a fairly detailed manner. Do not just write a sentence or two. What we are trying to establish is whether you understood and remember the various theories and concepts taught in class, and whether you now know their relevance to a work situation.

To prepare a proper report you are urged to refer to your class room notes / text books if necessary. Help can be obtained from a faculty member and further guidance can also be sought from the HoD concerned.

The following points are emphasized:

*The report should cover all the departments you were attached to.*

*Do not* confine your observations to your major fields or electives only. You may offer comments about what you have learned in any course.

6. **RECOMMENDATIONS.**

7. **PLAGIARISM CHECK** *(Attach the first page of Turnitin Report that shows Similarity Index)*

5. **OPTION 2: CASE STUDY**

5.1. **State the Problem:**

The problem should be stated in a concise manner, it could be a current problem, or a previous one, and need not be confined to the department(s) to which you were attached. It could relate to the company / industry / Organization as a whole; and it should be major problem which is affecting or has affected the business e.g.
inappropriate manufacture of substandard drugs, import of lower priced substitutes, unfavorable import duties on raw materials / machinery etc.

Or you can discuss a new product launch or a brand extension and the factors which necessitated it e.g. was it done to combat competition or to develop a niche market?

Do not just say that there was inadequate seating space in the department or too few PCs!

5.2. **Scope of Inquiry:**
Which source (s) of information were tapped to get the relevant facts e.g. departmental managers, other senior company managers (giving names), published materials (give reference), competitors, government officials, (name the person interviewed), market visits, if any questionnaire was used, include a copy as an annexure.

5.3. **Data Presentation / Analysis:**
Present the data in a concise manner and if any numbers are quoted they should be presented in a reader friendly format.

5.4. **Conclusion:**
Present your conclusions on the basis of data analysis and give your recommendations; if the problem has already been solved, state your views.

6. **REPORT PLAGIARISM (First Page)**

**GENERAL INSTRUCTIONS:**

If more than one intern has collaborated in preparing the case study, this fact should be acknowledged.

All pages should be numbered and checked for correctness against the table of contents.

You are urged to make notes as you progress through internship-preferably on a daily basis.

Plagiarism, or copying someone’s else work without acknowledgement, will lead to severe disciplinary action. Similarity Index should be **less than 25%**
Internship has to be for a minimum of six weeks, but if more time is required to gather information for your report you may extend it with the consent of the sponsor. In this case inform the internship department immediately.