

**Master of Business Administration  
MBA Semester IV**

**404 : Internship Report**

**Marks: 100**

**Duration: 8 Weeks**

**CREDITS: 4**

**Objective:** Bridging the gap between classroom teaching and workplace exposure through experiential learning

**Course Objectives:** The successful completion of On-the-job training/ Internship will make students:

**CO1:** Aware about organizational philosophy, vision, mission, organizational structure etc.

**CO2:** Aware of the processes and procedures at work place

**CO3:** Acquire hands on experience about the managerial practices of business, entrepreneurship; personnel, marketing and finance etc.

**CO4:** Apply theoretical knowledge in the industry and identify the gaps if any

- The Students shall require to undergo 08 weeks On-the-job training/internship during January and February in the organization / factories to observe the work environment, workplace behaviour, working conditions, organizational climate etc. under a mentor/supervisor deputed by the concerned organization. During this internship students shall require to devote 4 weeks for general orientation in the organization and two weeks each in the specialization opted by them. In order to justify the On-the-job training/internship, students shall submit weekly report duly signed by the supervisor / reporting officer of the organization deputed for their supervision. The students shall require to submit On-the-job training/internship report of approximately 60 to 80 pages.
- Please refer “*Appendix A*” below for the format of On-the-job training/Internship Report.

**Facilitating the achievement of Course Learning Outcomes**

<b>Unit No.</b>	<b>Course Learning Outcomes</b>	<b>Assessment Tasks</b>
I	Awareness of the organizational philosophy, vision, mission, organizational structure, processes and procedures at work place	Weekly progress report
II	Acquiring hands on experience about functional areas of choice / specialization.	Eight weeks training completion certificate by the reporting officer of the organization
III	Application of theoretical knowledge in the industry and identify the gaps if any	On-the-job training/Internship Report

**Note:** On-the-job training/ internship report will be evaluated by the external examiner

## Appendix A

### Format of the Internship Report

(Internship Report: 100 Marks)

#### INTERNSHIP REPORT

#### FONT STYLE/ SIZE/ SPACING

- Font: Times New Roman
- Size: 14points **bold** for main headings  
13 points **bold** for sub-headings  
12 points for all other text
- Spacing: 1.5 Line Spacing

#### CONTENTS OF THE REPORT

- Title Page
- Training completion certificate issued by the organization
- Declaration of the student about authenticity of the training and report.
- Table of contents
- Acknowledgement Page
- Executive Summary
  - Chapter 1 Introduction
  - Chapter 2 Overview of the Organization
  - Chapter 3 Specialization I
  - Chapter 4 Specialization II
  - Chapter 5 One Chapter of 15-20 pages (executive summary) maybe added before conclusion regarding any assignment / project assigned by the concerned organisation during training.
  - Chapter 6 Conclusion.
- References (Write in APA format, all the sources consulted in the making of your report)
- Appendices (Financial Statements, Supporting Documents etc.)