

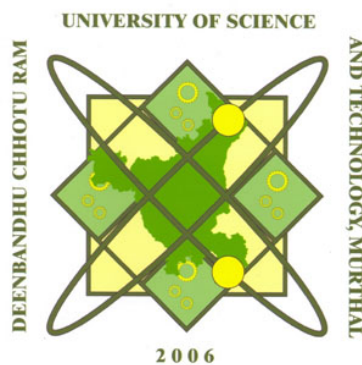
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# **DETAILED GUIDELINES SUMMER INTERNSHIP REPORT**

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**MASTER OF BUSINESS ADMINISTRATION**

**(Effective from Academic Session 2012)**



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**DEPARTMENT OF MANAGEMENT STUDIES  
DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND TECHNOLOGY  
MURTHAL (SONIPAT), HARYANA - 131039**

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*As part of the requirements to be fulfilled for the award of the degree of Masters in Business Administration (MBA) from Deenbandhu Chhotu Ram University of Science & Technology, Murthal students are expected to undergo a 6-8 week summer internship after their second semester and during their summer break (June-July). The candidates are expected to present a report on the same in their third semester. This document contains details of expected practices and guidelines with respect to the summer internship and subsequent report. Clearly general guidelines such as these may not cover all circumstances. Particular emphasis and minor adjustments may be necessary in individual cases. Such adjustments are to be brought to the notice of the faculty and only on their approval it should be incorporated in the report. It is thus imperative that students consult their faculty members for specific advice and guidance on matters pertaining to the design and content of internship and of course, the reporting of it.*

## **PART 1: THE SUMMER INTERNSHIP**

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Every participant of the MBA 2 Year course is expected to undergo 6-8 weeks of summer internship during their summer break after second semester examinations. They are also required to submit a report on the same in their third semester which will be treated at par with a full course.

### **1.1 Objectives of the Summer Internship**

- To provide extensive exposure to the participant of hands on experience in a corporate environment
- To provide participants an opportunity for application of knowledge and techniques learnt in the first year of their programme to real business problems and to test out and enrich one's understanding, knowledge and skills
- To give participants an insight into the working of the real organizations and gaining deeper understanding of specific functional areas
- To help participants develop an appreciation for the linkages among different functions and developing a realistic managerial perspective about organizations in their totality
- To provide a platform for the corporate to test the reliability, quality and performance of the participants and make a match for final job offer later if they so deem fit

### **1.2 Supervision**

During the internship the student will be under the supervision of a person in the organization who will act as his/her corporate guide. He/she will provide guidelines on how the student should work during the stay with the organization. In addition, each student will be guided by a faculty of Department of Management Studies, Deenbandhu Chhotu Ram University of Science & Technology, Murthal. The student will be required to report to the faculty guide immediately after joining the company for the project (Format as in the Annexure I). The student is required to meet the faculty guide before departing for the summer internship and take necessary instruction from him/her.

The faculty guide may consult the corporate guide from time to time for obtaining information on the progress of the internship of the student.

### **1.3 Participant's Conduct during the Internship**

The participants are required to be thorough professional during the course of their internship. Following are certain Do's and Don'ts that the participant are expected to follow:

1. The participants are required to abide by the rules of the organization where they are undergoing their internship
2. The corporate organization will be taking a strong view of the punctuality and behavior of the participant during the internship and therefore the participant is required to be on his/her best behavior and inculcate the good norms of the organization.
3. In case a participant has to take leave of absence, he/she has to take necessary permission from the organization and the faculty guide before he/she proceeds on leave.
4. In case the participant is to take up project based work at the instance of the company he/she should conduct it to his/her best capabilities under the guidance of the faculty/corporate guide.

5. No participant should try to copy or use information in such a way that will project false and baseless for the company. All participants are required to maintain strict confidentiality of any information they come across in the organizations in course of their internship. The participants involved in any malpractice shall be duly penalized.
6. Be active, enthusiastic, motivated, energetic pro-active and work hard
7. Try to plan your time and what you expect from summer internship week by week
8. Keep a daily/weekly record of the progress of your internship
9. Maintain healthy and cordial relationship with the people in organization while understanding and respecting the culture of the organization and its structure
10. Do not take the Internship lightly and casually and give an impression that you are doing the internship just for the sake of it. Put your heart and soul to it.
11. Try to stay clear from the internal politics and discords that the organization members might have between them.

#### **1.4 Role of the Organization and the Preceptor**

The sponsoring organization agrees to provide a preceptor/supervisor to oversee the participant's internship. The preceptor/supervisor should have expertise in assigned project areas, experience and status within the organization, and an interest and competence in supervising and mentoring. As a mentor, the preceptor/supervisor shares organizational values, experiences and contacts with the student to facilitate a successful organization practice internship.

The preceptor/supervisor provides an orientation to the organization and to the student's specific projects. This may include:

- describing the organizational mission and vision
- introducing the intern to key people within the organization
- arranging informational meetings with key personnel in student's area of interest
- providing information about the target population
- reviewing organizational policies and procedures
- familiarizing the intern with office equipment and procedures

Projects assigned to the student should meet the organization's needs as well as the participant's earning objectives. The preceptor and supervisors assist the participant by providing access to the resources needed to complete the work. The participant is encouraged to apply classroom learning. An ideal project allows the participant to take initiative, work on a team and work with other disciplines.

The participant benefits from attending meetings with management and other leaders within the organization to gain a better understanding of the broader context of the organization. The preceptor is encouraged to invite the participant to observe special meetings and attend in service trainings throughout the internship.

The preceptor meets with the participant on a regular basis to discuss progress on projects and learning, as well as any issues that may arise as a result of the participant's activities. Frequent feedback on both strengths and areas for improvement is crucial to the participant's professional development.

If the participant has been assigned a supervisor for the project who is not the preceptor then the preceptor and supervisor should work together to provide the necessary guidance and feedback for the intern. Joint meetings to discuss projects and progress may be helpful.

Conducting informational interviews with key individuals in the organization is another important way for participant to gain a broad organization perspective and professional confidence

### **1.5 Student's Role and Responsibilities**

The internship provides exposure and access within organizations that participants may not otherwise have the opportunity to experience during the early years of their organization careers. The participant is expected to function as a professional, which is reflected in the projects and activities performed and in relationships with the organization's administrators and other staff. The participant is responsible to the preceptor for agreed upon projects and work duties.

Students are expected to:

- assist the preceptor with management of the internship experience
- provide professional quality work
- comply with the policies and procedures of the organization integrate within the structure of the organization
- take initiative in designing or implementing a project
- complete academic and professional assignments related to the placement

## **PART 2: SUMMER INTERNSHIP REPORT**

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### **2.1 Basic Requirements**

- All the students have to prepare and submit a written project at the end of the internship.
- Each participant will make at least two hard bound copies of internship report in the recommended format to be submitted to the office of the Chairman individually along with the requisite fees
- The submission is to be made within one month of the completion of the summer internship.
- The copies are to be hardbound copies and should have the contents of title page inscribed/pasted on them.
- It is the students' responsibility to organize the binding and make sure that the copies are ready before the submission date.
- The report should include a certificate issued by a competent authority from the company as provided in Annexure II
- The copies must be signed by the supervising authority at the organization only in the bounded form.
- The report should also accompany the Summer Internship Feedback Form (as in Annexure IV) duly signed by the supervisor at the sponsoring company
- This may not necessarily be a statistical or analytical report; it could be learning and experience sharing too.
- Detailed format and guidelines for writing the report are attached herewith for your reference in subsequent sections.

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What follows is an attempt to provide you with some rules, and some helpful advice on an acceptable practice. However you are still advised to consult your faculty for more specific advice in relation to your summer internship report.

### **3.1 The Generic Structure**

Certificate  
Acknowledgements  
Abstract/Executive Summary  
Table of Contents

#### **CHAPTER 1 AIM & ESTABLISHMENT OF THE COMPANY**

- Establishment of the company
- Position in Industry
- Types of services/products given/produced
- Mission statement and aim of the company

#### **CHAPTER 2 POLICY OF THE COMPANY**

This chapter enlists organizational policies concerning customer services, personnel (motivation, how staff are expected to behave etc.) production, advertising/promotion, environment and so on. For example, 'The customer is always right'; 'Do not harm the environment'; 'Staff must wear uniform'; etc.

#### **CHAPTER 3 ORGANIZATIONAL STRUCTURE OF THE COMPANY**

- Departments and functions of each department
- Organizational chart of the company
- Key Personnel

#### **CHAPTER 4 WORK EXPERIENCE**

- Project/experiential learning/organizational analysis
- Factors determining policies and programs and the ability of the organization to fulfill its mission such as trends, recent changes internally or externally that might enhance or hinder the ability to proceed as planned. The organizational analysis may be made available, with permission, to students considering an internship at the site in the future.

#### **CHAPTER 5 DESCRIPTION OF WORK RESPONSIBILITIES TAKEN**

- Describe the department you worked in
- Layout of the office
- Job description
- Machines. Computer programmes used

#### **CHAPTER 6 EXPERIENCE GAINED AND PROBLEMS FACED**

- What did you learn? How will this experience help you in the future?
- Problems faced
- What was missing/lacking?
- How could you have done your work better?
- How could you have gained more experience?

#### **CHAPTER 7 CONCLUSION, SUMMARY AND RECOMMENDATIONS**

Your thoughts, views and comments in general about the company and your work experience

### **3.2 Specific Mechanics of the Report**

#### **3.2.1 Word Length**

The total length of the report is 15,000-25,000 words (70-100 A-4 size pages). This length is exclusive of title and contents page, figures, tables, appendices and references.

#### **3.2.2 Plagiarism**

Plagiarism, that is, the willful representation of another person's work, without the acknowledgement or the deliberate and unacknowledged incorporation in a student's work of material derived from the work (published or otherwise) of another, is UNACCEPTABLE and will incur the penalty of outright failure.

#### **3.2.3 General Text**

Text should be one and a half spaced using printing on both sides of the pages and duly numbered. However, new chapters, sections, etc. should start from odd numbered pages.

**Font:** Times New Roman, Size 12, Justified (both left and right) alignment

**In-text emphasis:** Use italics or bold typeface

**Paragraphs:** 0.5" First line indentation; One and half line spacing with 12point space after paragraph

**Page Margins:** Top: 1"; Bottom: 1"; Inside: 1.5"; Outside: 1" (Mirrored layout)

**Page numbers:**

- Centered at the bottom of the page
- Roman numerals (i, ii,...) should be used from the pages preceding Table of Contents (excluding the title page)
- The main body of the text (where the Introduction) commences on Page 1
- The pages included in Appendices/Annexure are to be numbered in roman numerals (I, ii,...)

#### **3.2.4 Headings:**

- Chapter Headings size 16 in bold typeface
- Sub-Headings size 14 in bold typeface
- Main Chapter headings in block capitals
- Chapter headings left justified at the top of a new page
- All other headings justified and followed by a single line space
- Use sub-headings together with a numbering system used in this document thus giving structure to your work.

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### 3.2.5 Quotations:

- Single line-spacing
- Indented left and right
- Justified left and right
- Must include author name, date and page number referring to the parent text

### 3.2.6 Tables, Figures etc.

- Must be numbered according to the chapter (e.g. Table 5.1 means that it is located in Chapter 5 and that it is the first table presented and discussed in this chapter)
- Must have a title at the top and key (legend) underneath
- The table title must be set in sentence case (only first letter in capital) as follow:

**Table 5.1** Summary of sample characteristics

- Only the Table index number should be in bold. Rest of the title should be in plain text.

### 3.2.7 Typing and Proof Reading

Always proof read your copies for good grammar and presentation before handing your work to your supervising faculty. Special attention should be made to the final draft of your report.

Be prepared for the unexpected such as hard disk failure, loss or corruption of CDs and printer failure. Use back-up disks and always keep (updated) hard copies of your work in case of an emergency!



**DEPARTMENT OF MANAGEMENT STUDIES**  
**DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE & TECHNOLOGY, MURTHAL**

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**Summer Internship – Joining Report**

1. Name of Student \_\_\_\_\_
2. Roll No \_\_\_\_\_
3. Name of the Company \_\_\_\_\_
4. Correspondence Address with Ph. No. (during internship) \_\_\_\_\_
5. Email \_\_\_\_\_
6. Date of Joining Internship \_\_\_\_\_
7. Internship Guide Details
  - a. Name \_\_\_\_\_
  - b. Designation \_\_\_\_\_
  - c. Telephone No. \_\_\_\_\_
  - d. Contact Address \_\_\_\_\_
  - e. Email Address \_\_\_\_\_
8. Project Title \_\_\_\_\_
9. Project Description \_\_\_\_\_

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Signature of Supervisor)

[Send a copy of this form to the Department office within one week of joining by post/fax/email]

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Verified

**Certificate**

This is to certify that Mr./ Ms. \_\_\_\_\_ of \_\_\_\_\_(batch) of \_\_\_\_\_ (name of the department/institute) has worked with our company for his/her summer internship from \_\_\_\_\_ (date) to \_\_\_\_\_ (date) and has worked on \_\_\_\_\_ (project title).

The work carried out by him/her and performance shown by him/her during the period was found excellent/very good/good/average. This certificate is being issued to meet the requirement of the University.

Date:

\_\_\_\_\_  
(Signature of Supervisor)

Name and Designation of Signatory  
Seal/Stamp of the Organization

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Verified

## SUMMER INTERNSHIP REPORT

Conducted at

**NAME OF THE COMPANY**

on Project (if any)

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**TITLE OF PROJECT**

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Submitted to

Deenbandhu Chhotu Ram University of Science and Technology, Murthal

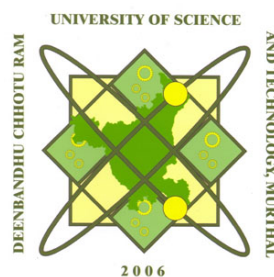
in the partial fulfillment of requirements for the award of  
degree of Master of Business Administration

Session [20\_\_ - \_\_]

Submitted by

Name of Student

Roll No.



DEPARTMENT OF MANAGEMENT STUDIES  
DEENBANDHU CHHOTU RAM UNIVERSITY OF SCIENCE AND TECHNOLOGY  
MURTHAL (SONEPAT)

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Verified



**E. If no, can you please specify the reasons for rejections?**

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**F. Any weaknesses observed, which he/she needs to correct and Department should pay attention to**

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**G. Any aspect on which he/she should pay more attention to be more professional and effective**

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**H. Any other remarks/observations/suggestions**

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**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Designation:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Contact** \_\_\_\_\_

**Address:** \_\_\_\_\_

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**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Project Guide /  
Departmental Head with Company seal**

**Note:** The completion report should be submitted on completion of the summer internship as soon as possible. The report should be sent by the Company in a sealed envelope by hand of the concerned student.

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