
INTERNSHIP PROGRAMME

1. GUIDELINES:

- 1.1. **Duration:** Students will be asked to start approaching different organizations for Internship Programme immediately after the end of Semester III classes. As per the UGC guidelines prescribed for BMS curriculum students will have to undertake an Internship of **6 to 8 weeks duration**.
- 1.2. **Evidence of Starting of Internship:** The candidate will have to produce an acceptance letter on the Organizational Letter Head stating the details of Organizational Supervisor, Internship Title, and Internship Duration etc.
- 1.3. **Organizational Supervisor:** It is necessary for the candidate to provide the details of such individual including, designation and contact information, in case of referral. Any family relation that may subsist between such supervisor and the candidate is required to be declared prior to commencement of the internship.
- 1.4. **Internal Supervisor:** Each candidate is to be allotted a supervisor to guide him/her in preparing the Internship Report.
- 1.5. **Internship in Own Family Business:** In case the candidate intends to pursue internship within his/her own family business, such candidate is required to **seek permission to that effect from the Vice-Principal/Dean of the Department of Management Studies**.
- 1.6. **Evidence of Completion of Internship:** Each student will have to submit a certificate or letter issued by the organization on the Organizational Letter Head or bearing the Organizational seal after the completion of Internship. The Internship Completion certificate / letter must include the following information:
 - Full Name of Candidate
 - Start and End dates of internship.
 - Designation of the candidate during internship (if any)
 - Nature of Assignments or Job Description of the intern.
 - Short Qualitative Assessment of the intern's performance/achievements.

The internship letter/certificate is required to be signed by the organizational supervisor.

Note: In case of online submission of internship certificates/letters the same should be emailed from the official email id of the organizational mentor.

2. MODE OF EVALUATION:

2.1. Continuous Internal Evaluation: 20 marks

Based on the candidates' submission of the 'Synopsis' / 'Executive Summary' to the 'Internship Report' and VIVA thereon.

2.2. Final Evaluation: 80 marks

- Submission of Internship Report based on a given format **(40 marks)**
- Presentation based on Internship and Viva-Voce **(40 marks)**

3. CONTENTS OF THE INTERNSHIP REPORT:

1. Cover Page
2. Internship Certificate
3. Acknowledgements (if any)
4. Executive Summary
5. Organizational Profile:
 - a. Vision and Mission
 - b. Business/Revenue Model
 - c. Nature and Areas of Operations
 - d. Organization Structure
 - e. Core Competencies and Competitive Analysis (students may apply any tools of strategic management for analysis, viz. SWOT Analysis, PESTEL Analysis, etc.)
6. Nature of Assignment:
 - a. Tasks
 - b. Goals
 - c. Timelines
7. Achievements and Learning Experience