

Mid-Western University
Faculty of Management
MBA/BBA Internship Guidelines
2016

The students of MBA/BBA have to undertake internship for two months after the last semester and submit a report by the end of the internship. The report should be submitted to the School of Management, and it should be forwarded to Program Directors Office, Mid-Western University for final evaluation. It is an integral part of the MBA/BBA program of Faculty of Management, Mid-Western University. The internship report should include an overview of the assignment completed, lessons learned, and observations and experiences of the working environment. The Faculty of Management, Mid-Western University has developed these guidelines to meet basic standards of composition as well as the particular requirements of the internship report.

- i. In accordance with the University's policy for the operation of the internship program, each student must pay the fee of Rs. 1000.00 for internship evaluation. Additional charge for accommodation, travelling and other expenses for internship supervisor are the responsibility of the interning student if they are doing internship other than specified places by the University.
- ii. Student should select the organization for their internship by themselves. Recommendation letter will be provided by the School of Management for their internship. Internship supervisor may supervise their work any time during the period of their internship.
- iii. The job of internship may be done in any area of management preferably related to student's own area of specialization.
- iv. Each student must conduct their activities in accordance with regulations prescribed by the University.
- v. Students are required to submit a written report of their internship in a prescribed format by the University (Annex-1). To receive academic credit, the student must submit a full report mentioning reflection of the intern of the experience of 60 working days into the following term of enrolment after the internship.
- vi. The report should be written objectively with specific examples of new concepts or ideas learnt. It should cover intern's observations on how the real world works, and it should focus primarily on the experiences and lessons learned from the working environment.

- vii. The internship report should be on professional standard and correct in all respects. A high standard of editing is to be undertaken before submitting the report.
- viii. The student shall submit internship report to the Internship Coordinator of School of Management. The Internship Coordinator then should forward the report to the Directors' office for final evaluation.
- ix. Intern's performance will be evaluated and marks will be provided as per Annex-2 for 40 marks, by internship supervisor appointed by the School.
- x. The internal evaluation of the internship report shall be conducted by internship supervisor appointed by School as per Annex-3 for 20 marks.
- xi. The external evaluation of the internship report shall be conducted by the Directors' Office for 40 marks through the external examiner. The evaluation of the report shall be carried out in the format prescribed by the Dean, Faculty of Management, Mid-Western University (Annex 4). If the report is found to have been copied or does not meet the minimum requirement of the report, it may be rejected as well.
- xii. The internship reports should be computer typed in A4 size paper and consists of 25-30 pages. The margins of report should be 1.0" at top, bottom and right and 1.5" at left with 1.5 line spacing. The font size of 11 should be used in Times New Roman. The student should prepare 4 copies of report (one copy of spiral binding) and a soft copy of report should be submitted in E-copy.

Annex-1

TITLE OF THE INTERNSHIP REPORT

Candidate's Full Name

Roll Number

M.U. Registration Number

Exam Roll Number

An Internship Report Submitted to

Name of the College/School

Submitted for the degree of

Bachelor/Master of Business Administration

Birendranagar, Surkhet

Month, Year

DECLARATION

This Internship Report entitled "....." which is submitted by me in partial fulfilment of the requirement for the award of BBA/MBA degree of Mid-Western University comprises my original work and due acknowledgements have been made to materials used in the report.

Signature

Name of Student:

Date:

On Letter Head of School of Management

BONAFIDE CERTIFICATE

Certified that this internship report

...Title of the Project

is the work of

.....Name of the Candidate.....

carried out the internship work under my supervision. This report is forwarded for
examination.

Signature

Name of the Supervisor

Signature

Name of the Program Director

Date: Year /Month/Date

Table of CONTENTS

Internship Certificate Issued by the organization

Declaration

Approval letter

Acknowledgement

Table of Contents

List of Tables and Figures

List of Abbreviations

Chapter 1: Organization profile

Description of the organization including

- Organization's missions and objectives
- Brief history of the organization
- Major markets and customers
- Products and Services
- Organization Design and Structure
- Financial Structure
- SWOT Analysis

Chapter II: Job Profile and Activities Performed

- Activities Performed in the Organization
- Problems Solved
- Intern's Key Observation and findings

Chapter III: Reflection of the study

- Key Skill and Attitudes Learnt
- Feedback to the Organization
- Feedback to the College
- Feedback to the University

References

Appendix

Annex-2
MID-WESTERN UNIVERSITY
Faculty of Management

BBA/MBA Internship Program
Intern's Performance Evaluation

Student's Name.....

Name of the Organization.....

Internship Supervisor's Name.....

Designation

Review Fromto

Performance Rating Definition

The following rating must be used by the internship supervisor in order to ensure commonality of language and Consistency on ratings.

Outstanding: Performance is consistently superior (5 marks)

Exceeds Expectations: Performance is routinely above job requirements (4 marks)

Just Meets Expectations: Performance is regularly Competent and dependable (3 marks)

Below Expectations: Performance fails to meet the job requirements (2 marks)

Note: this evaluation format has been designed strictly for the purpose of job performance evaluation of interns of BBA/MBA Program of Mid-Western University. The Internship supervisor of the concerned organization should complete the form and forward it to the respective college in a sealed envelope to maintain the confidence.

Performance	Explanations	Marks Awarded (Circle in the appropriate cells only)			
1. Job Knowledge	Use of techniques and skills in the job	5	4	3	2
2. Productivity	Shows creativeness in job performance.	5	4	3	2
3. Responsiveness	Responsiveness in completing job tasks in time and level of commitment	5	4	3	2
4. Attitude	Attitude for learning new skills and takes challenges.	5	4	3	2
5. Team Work	Ability to work with co-workers having different backgrounds.	5	4	3	2
6. Behaviour	Neatness, Personal attire and hygiene appropriate to the job.	5	4	3	2
7. Punctuality	Punctuality and record of attendance	5	4	3	2
8. Overall Impression	Consider your overall impression of the item.	5	4	3	2
Grand Total (Full Marks 40)	Total Marks Obtained				

Special Remarks (if any).....
.....

Supervisor's SignatureDate.....

Annex -3

MID-WESTERN UNIVERSITY

Faculty of Management
BBA/MBA Internship Program

Internship Report Evaluation (Internal)

Student's Name

Exam Roll Number.....

MU Registration Number.....

Title of Internship Report.....

EVALUATION SHEET

Evaluation of Written Report (20 Marks)			
Evaluation Factors	Explanation	Marks Awarded	
		Full Mark	Marks Obtained
1. Report Format	Chapter division, page format, typing cleanliness, tables and references used (overall)	5	
2. Description of the Scenario	Understanding of the industry, organization and organization's functions (Chapter2)	5	
3. Analysis of Job Performed	Critical analysis of the job performed within the organization (Chapter 3)	5	
4. Conclusions and lessons learnt.	Conclusions drawn and description of key lessons learnt by the Intern the internship (Chapter4)	5	
Grand Total	Total Marks Obtained	20	

Internal Supervisor

Name

Signature.....

Date.....

Annex -4

MID-WESTERN UNIVERSITY

BBA/MBA Internship Program

Internship Report Evaluation (External)

Student's Name

Exam Roll Number.....

MU Registration Number.....

Title of Internship Report.....

EVALUATION SHEET

Evaluation of Written Report (40 Marks)			
Evaluation Factors	Explanation	Marks Awarded	
		Full Mark	Marks Obtained
1. Report Format	Chapter division, page format, typing cleanliness, tables and references used (overall)	15	
2. Description of the Scenario	Understanding of the industry, organization and organization's functions (Chapter2)	10	
3. Analysis of Job Performed	Critical analysis of the job performed within the organization (Chapter 3)	10	
4. Conclusions and lessons learnt.	Conclusions drawn and description of key lessons learnt by the Intern the internship (Chapter)	5	
Grand Total	Total Marks Obtained	40	

External Evaluator

Name

Signature.....

Date.....

Dean

Name

Signature.....

Date.....

Time Sheet of BBA/MBA Intern Student
For the month of, 201

Company Information

Name of the Company.....

Address of the Company.....

Name of the Company Supervisor

Designation

Telephone NoMobil No.

Intern student's information

Name of the Student:

Level: Master/ Bachelor Program: MBA/ BBA Roll No.....

Mobile No.....

Name of the Internship supervisor.....

Mobile No.....

Day	Start time	End time	Hours worked	Place of work	Nature of work done
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
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24					
25					
26					
27					
28					
29					
30					
Total hrs. worked					

