



TRIBHUVAN UNIVERSITY
LUMBINI BANIJYA CAMPUS
DEPARTMENT OF BUSINESS ADMINISTRATION



THE INTERNSHIP GUIDELINES
Master of Business Administration-Banking and Finance (MBA-BF)
Tribhuvan University
Lumbini Banijya Campus
Autonomous Program
2018

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1. Introduction

Programme: MBA -BF, Master of Business Administration- Banking and Finance

No. of Semesters: Four

Duration of Course: 2 Years

Evaluation System: 50% In-semester Assessment and 50% Semester-end Evaluation

Programme Objective

The general objective of the MBA -BF is to produce multi- talented, skillful, dynamic and intelligent MBA graduates absolutely fit for local and global markets in the area like banking, financial companies, micro finance, co-operatives, and other financial services. **Upon completion of the MBA-BF degree, the students will achieve the following:**

- They will be able to display competence, knowledge and skill in key business functional areas like accounting, finance, marketing, and management.
- They will be able to enhance their verbal and writing skills for effective managerial communication.
- They will develop the capacity to work professionally and effectively in team.
- They will be able to comprehend and analyze the diverse and rapidly changing global business environment.
- They will be skilled at operating banking and financial intuitions gaining required knowledge and skills.
- They will apply decision-making techniques using both qualitative and quantitative analysis regarding management issues.
- They will be able to analyze and evaluate ethical issues that are liable to occur at all levels of business and managerial decision-making.
- They will be able to access and analyze risk associated with business organizations.

Internship is an important component of the Master of Business Administration Banking and Finance (MBA-BF) conducted at Lumbini Banijya Campus under the Department of Business Administration as an autonomous program with close scrutiny of Tribhuvan University, Kathmandu, Nepal. It is a compulsory minimum 8-week (at least 45 days full-time) organizational and professional experiencing activity. It has to be performed by the students while pursuing third semester's study. This experience will enrich them with valuable insights into the professional and industry-oriented aspect of managements in practice. To fulfill the academic requirements of the internship, they are required to submit an internship report following the outlines provided in this write-up. The evaluation of the internship shall be based on confidential report of the host organization (40 percent) and presentation of the internship report in a seminar (20 percent) and evaluation of the report by the examiner (40 percent).

Success at workplace calls for effective communication skills of all types. However, communicating through written form is vital at workplace. To seize attention, it is essential to articulate the business messages concisely and clearly. An eye and mind catching topic, an organized text, and a readable style in communication increase the likelihood of employee's work that are being noticed and taken seriously at the business organizations. Moreover, writing business messages such as reports, memos and emails either positive or negative or persuasive messages applying three-step writing process, required approach-direct or indirect, accepted structure, and applying AIDA format wherever relevant are the prime impression of the employees that upper level management receives. Their writing becomes the sole representation and

reflection of the quality, accuracy and professionalism of their daily work activities. Upon the completion of at least a 45-day internship in an organization, therefore, you will have to write a report on what you have observed, studied, learned and experienced at the real workplace situation, and the effect of effective written and oral communication during the internship period.

Furthermore, in the internship report for the MBA-BF program, you will also have to include an outline of the business organization for which you will work, summarize the work you will do and discuss the specifics of relevant aspects of your work experience. The report will have to show your ability to communicate what you have done in your internship. It will have to demonstrate your ability to relate the work to the larger picture. It will also have to exhibit your ability for critical thinking. You will have to tell how your internship will be a major learning experience, or that you will be able to relate your work experience to organizational issues.

The main objective of this write up is to help you write an effective, systematic and scientific internship report. It, therefore, has attempted to explain the purpose of the internship report. It has included recommendation and focused that your report will have to fulfill the academic requirements related with the internship. It has advised some suggestions on improving your writing style. Hence, you are required to follow and apply these guidelines and recommendations thoroughly mentioned in this write up before you start your internship and writing report thereafter.

Internship

Internship is an integral part of the academic curriculum of MBA-BF. For the successful completion of the MBA-BF program, the students are required to complete the internship compulsorily. During 3rd semester of MBA-BF program, the students are required to work in an organization for hands on experience.

Internship aims at widening the student's perspective by providing an exposure to real life organizational and environmental situations. This will enable the students to explore an industry/organization, build a relationship with a prospective employer, or simply hone their skills in a familiar field. Internship also provides invaluable knowledge and networking experience to the students. During the internship, the student has the chance to expose whatever he/she has learned in the first year of MBA regarding business plan or entrepreneurship, job function, organization and such forth.

Eligible Organizations for Internship

As the course is concerned with Banking and Finance, MBA-BF students can go for ISPP in the following organization:

- Commercial Banks
- Development Banks
- Finance Companies
- Microfinance Companies
- Money Changer
- Insurance Companies
- Co-operatives
- Trading Companies
- Hospitality Companies
- Investment Companies
- Stock Exchange
- Merchant Banks
- Manufacturing Companies
- Others

Some ideal projects for summer internships can be in the areas of strategy formulation, business process reengineering, MIS, ERP implementation, retail/investment banking, industry analysis, new product launches, sales and distribution, market research and advertising, etc. However, this is not an exhaustive list of areas but can be varied to suit the requirements of the organizations where the student has to undergo internship.

Location of Internship

Students can carry out their internship in any part of the nation. Besides, if students are interested to pursue internship outside the nation, they shall have to get permission from the Department of Business Administration (DBA) by submitting an application along with the letter of consent from aboard organization.

Mentorship / Supervision / Guidance

The Internship process involves working under the mentorship of an executive of the concerned organization and with a faculty member of the Department of Business Administration. The faculty member shall be nominated by the Director of the program or by the Campus chief. First, the student is expected to understand the organization, its setting and the industry/field in which the organization is operating. Second, the student is expected to concentrate on the specific topic of study, its objectives, its rationale, and identify a suitable analysis procedure for the completion of the study. Wherever possible the student may provide recommendations and action plans, along with the findings of the study.

2. Components of the Internship Report and their Purposes

Internship report will have to contain three main areas:

- a. The background and specific business of the company, department and/or branch in which internee will perform;
- b. The activities that internee will perform in the company, department or branch as an intern; and
- c. The discussion of specific issues related to internship work, selection, department or organization.

The first two areas of the report can be brief. But, the major focus of the report will be on the third area, the critical discussion and analysis of a specific internship-related topic. You will refer to this area as analytical. The analytical components will have to relate academic knowledge to practice experience. Its purpose is to help you to develop written and analytical skills. You will not only gather information but also organize present and interpret it clearly and understandably.

The analytical part will have to demonstrate the practical focus of the internship. Generally, many aspects of your daily work will be able to practically oriented rather than academically oriented. It is thus clear that your work might include administrative duties as well as everyday tasks required by your organization. It is, of course, important that you will follow the direction of your workplace mentor or supervisor. However, to pass the academic requirements of the internship they can go, if necessary, beyond the following of instructions and demonstrate your ability in critical thinking and in different aspects of management. Thus, the internship report allows you to examine other aspects of management in the organization.

3. Developing the Report

Developing an internship report will pass through three main phases:

3.1 Research and Planning Phase

'**Early to start**' is the key to producing a top-notch professional report. Last-minute hasty attempts reflect in the lack of research and poor quality of writing and usually result in an "unsatisfactory" grade. You cannot

write your report the first month on the job but you can begin gathering information and outlining your ideas. Once you have chosen a topic, keep a notebook to record your activities related to the report's research – methods, observations, meeting attended. Preparation is an on-going process. Please, apply three-step writing process- plan, write and complete.

Planning is essential in a well laid out logical report that reflects your consistent thinking. Decide what you want to say and to whom, and keep that in mind as you organize your thoughts. Gather all the information and then divide it into categories. You may want to put each section heading on separate pieces of paper and rearrange them until you have found a satisfactory order. Some of what you have gathered will be useful as background information in the introduction, some as support material in the appendices and some of them will be discarded. The information you finally decide to use becomes the basis of your outline, an essential organizing tool in report writing. Remember that the outline can be modified in the planning stages but, once you start writing, stick closely to it so you do not get lost off the topic. By the time you complete your report, the outline will have naturally evolved into your **Table of Contents**.

3.2 Topic Selection Phase

Selecting a topic is a crucial aspect of your success of your internship report. It is sufficient to concentrate on one specific aspect or problem related to your internship and it is not required to write your report in depth on all the things that you might have encountered during your internship. However, the selected subject will have to be discussed with enough depth, if necessary with efforts beyond your daily work so that your treatment of the subject demonstrates specialist-level ability in management. Managers may help in the selection of a topic. This is to their advantage since their early contribution can lead to a report that will be of direct use to them. Your 'fresh' objective view of a problem or situation can benefit the organization as well.

Your internship report must have an analytical component. Because of this, employees work manuals, user guides, descriptions of processes, systems or existing mathematical models, summaries of technical papers or literature are all unacceptable on their own as internship reports.

Even if you have not been assigned a specific project during your internship, your report must still contain an analytical component. You could, for example, present an evaluation of the way your employer's organization functions in such areas as financial strategies, technology related laws management issues, or technical realizations of specific company related objectives. The topic does not have to be original, but the report must be your own work and it must be related to your internship. Just standing that your supervisor is interested in, for example, Employee Motivation, and then writing a standard review of motivation theories and techniques is not enough. You have to state clearly the objectives of your employer and then relate the motivating employees to these objectives.

If you doubt your judgment on a topic, speak with your work supervisor or contact your faculty advisor. Above all, choose a topic, which interests you, even good writing in a topic that does not interest you, cannot hide your boredom.

3.3 Writing Phase

Once you have gathered your information and planned an outline you can begin writing. Do not worry about fancy beginnings or profound ideas – just write! As you work, keep your audience in mind. Are they familiar with the technical terms and acronyms of your place? **Your language must be their language.**

Once you have completed your first draft; put it away and give your mind a rest. When you take it out again, begin revising. Substitute accurate words for ambiguous ones; clear sentences for complicated phrasing.

You may want to rewrite paragraphs or entire sections. You should keep in your mind the seven Cs of effective correspondence. The bottom line is to produce a smoothly written, logical report. When you revise and edit do not see all aspects of your writing for the first time. First, you can just check whether the content is missing or repeatedly written or not. Second, you can just see the mechanics. Third, you can see use of appropriate verbs, words or vocabulary. Third, you can see sentence structure. Use the different types of sentences in balance i.e. use simple sentence, compound sentence, complex sentence and complex-compound sentence. You will not use just a one type of sentence only. You are required to maintain cohesion and coherence in your paragraph. Use of transition words, grammatical ranges and accuracy are very important in your writing.

Having someone else you, revised draft is a sure test of effective communication. A friend or colleague will tell you whether your writing is understandable. Revise a second time based on this criticism. Your final version should be flawless. Your report's credibility is based as much on perfect grammar and spelling as on content.

4. Report Format

The following format outlines the specific requirements of the internship report in terms of the overall structure and necessary section which are appropriate in most circumstances. You will have to be able to format your report in the style most appropriate for your studies. However, a typical internship reports consists of three main sections: **the preliminaries, the main text and the reference material**, all of which are outlined below:

4.1 Preliminaries

The preliminaries have to include:

- a. Title Page
- b. Acknowledgement and Endorsement
- c. Executive Summary
- d. Table of Contents

The **Title Page** introduces your report by listing the following information – title; organization's name and location; date of report; your name, TU Registration No., TU symbol No; email address, and internship course number and year; the university name; and the "partial fulfillment" phrase. **(See the sample title page, Appendix A.)**

The **Acknowledgement and Endorsement** on the second page should contain any acknowledgement of assistance and a statement of endorsement, which states that you wrote the report yourself and that it has not already received academic credit from another institution. **(See the example page, Appendix B.)**

The **Executive Summary** is the most important part of your report. It summarizes the body of the report, outlining its scope, purpose and major findings, highlighting the key conclusions and recommendations. The Executive Summary allows a busy manager to understand the report's significant information without reading the whole text.

Write your Executive Summary after you have written the report. It is not enough to state what you are 'going to discuss' in the report. The executive summary has to be self-contained and must state all the major points of the study. You are not required to discuss in detail how you derive the conclusions or argue

about it as this is part of the main body of the text. However, you have to indicate enough details about your study so that a specialist reader has a good understanding of your contributions detailed in the report.

The **Table of Content** lists all sections and sub-sections and uses the same numbering system as the main body of the report. (Appendix 'I')

4.2 Main Text

The main text has to include

- a. Introduction
- b. Detailed discussion on the activities performed in the concerned organization, department, division or section
- c. Analytical component
- d. Discussion, conclusions and implication (Recommendations may also be provided)

The **Introduction** defines the subject of the report so that the reader is prepared for the text that follows. Here, you can outline the company, department and/or branch for which you have worked, and you can summarize the work you performed at the company.

Setting the background is important because the faculty member who evaluates the report may not be familiar with the detailed operations of your organizations. So in the first part of the background, the information concerned with the operations of the organization is very important. There is no need to give a detailed account of the organization. The information on the site layout and number of employees will be relevant to give if it relates to later parts of the report. The second part of the background should outline the history or objective leading up to the project or study detailed in the report. The purpose of this part is to argue why the specific project or the study outlined in the report is of interest. From the second part of the background, the reader can now anticipate the objective of the study.

The **objective of the study** outlined in the report should be crisply stated and conceptually separated from the background and the method used.

An introduction answers the question, "Why has the specific work or the study been done?" Keep your introduction brief but remember to outline the **background and scope** of the report and **give a clear statement of the objectives** of the study. Ask a question that you will try to answer in this study. After reading the introduction, your reader should be prepared for the report that follows and remember that a reader will be looking for selection dealing with the issues addressed in the introduction.

The Body is the longest part of your report. It is here that you develop your theme by examining the problem, your findings and their meaning. This body of the report should be formatted appropriately with section and headings to explain the reader through the report. Although every report will have different section heading, there are certain themes, which run through all reports-a description of the methods used to acquire data, a summary of the data obtained and finally a discussion of the interpretation of the data. In this context the word "data" can have such different meanings as actual scientific measurements, textbook information, manufacturer's literature, plant logbooks, financial statements, opinions of experts or employees and so on.

Conclusions and **recommendations** are often confused but they are not the same thing. Conclusions are derived from research outlined in the main body and do not introduce new material. They may be presented in a sequence of two or three sentence paragraphs. The conclusions should specifically answer the

questions raised in the introduction or conclude how the goals or objectives stated in the introduction have been met.

Recommendations are proposed plans of action for the future. They are suggestions following logically from the conclusions. Remember that conclusions deal with present, recommendations with the future. Each should be presented on a separate page.

4.3 References and Appendices

The reference material can include:

- a. References
- b. Appendices

References lists all those books and journals, and if necessary web pages, to which you specifically refer in your report. Materials from other authors and diagrams that you have drawn should be acknowledged explicitly when they are first used in your report. The references will have to follow a well-established and consistent style (**APA style is preferred**). It is very unlikely that no references are needed in your report. References have to include links to any information that is coming from external sources. This includes data or any other material on which your analysis is based. Any statement has to be justified. For example, a statement like "The internet is expanding exponentially" need to be justified. How do you know that? You have to refer the source of this information or back-up your statement on your own account if there is a novel observation. In the former case, you have to make sure that you agree with the statement, or state otherwise (in which case you would have to justify your opinion.) If asked about any detail of the report you must be able to answer all the questions or be able to point to the right references.

The **Glossary** is only needed when you have used specialized terms, mathematical symbols or professional jargon in an extensive way. If you have used specialized terms only occasionally, it is acceptable to define it within your text.

The **Appendix** (or appendices) provides your reader with supporting information that elaborates on, but is not essential to, the development of your theme, or any information that is necessary to justify your statement and which are too lengthy to include in the main text without interrupting the line of thought developed there. The appendices are identified by number or letters.

5. Evaluation

Faculty members will evaluate your internship report placing equal emphasis on content and literary quality. Reports receive grades of either 'pass' or 'unsatisfactory'. **Unsatisfactory reports will be returned for revision**; a second such grade on the same report means a failure of the internship. **Grammar and spelling errors** result in an automatic "unsatisfactory". Confidential reports are usually not accepted. It is recommended (and usually possible) to choose a topic for your report that does not conflict with confidentiality requirements. In case, your report contains confidential information, you must contact the program director to discuss whether such material is acceptable in your internship report or not; and how it will be evaluated. The internship report has to be submitted to the Director, Department of Business Administration, Lumbini Banijya Campus for evaluation (Provisions mentioned in APPENDIX 'F' and 'G' shall be evaluated by faculties, and APPENDIX 'H' by host organization).

6. Final Word

Being accurate is part of being professional. Verify your figures, information and facts. Check spelling and definitions in a dictionary. Search for more accurate and appropriate words in a thesaurus. Be consistent in

tense, person, presentation, style and mechanics. If you quote, provide a reference; **plagiarism is unacceptable.**

Above all, do not panic. If you will have any problem with the report, talk to your work supervisor or contact your faculty advisor.

7. Tips for a Successful Internship and an Internship Report

- a. Change the mind-set about preconceived notice of internship.
- b. Always remember, you are going to work there for your own purpose and they have not requested you to work to them.
- c. Your main purpose is to do internship, learn professional and practical skills of real-life situations vis-à-vis class room acquired knowledge.
- d. Change your pre-dispositional attitudes and behaviors to transform yourself as a responsible professional of tomorrow.
- e. Be humble, polite and friendly with everyone in the workplace.
- f. As soon as you are placed in a workplace, try to maintain good and friendly relationship with the staff so that they would feel obliged to help you in learning professional and practical skills.
- g. Take the phone number and email ID of the key staff in your workplace, and be in touch with them regularly.
- h. Always feel free to lend help and seek help in the workplace.
- i. Write down everything in your diary daily such as about your work of the day, and what you observe, learn, feel and experience.
- j. Do not forget to take signature from your faculty advisor every week in your diary.**
- k. By the end of third week, firmly decide and select a topic relating to your internship and submit to your faculty advisor in his or her visit with an application.**
- l. Think of the issues to which you will have to find the answer by making an inquiry or investigation.
- m. Decide the statement of objectives of your study.
- n. Make a plan for gathering data and information, which will be relevant and required for your study.
- o. Design and devise the instrument for the data collection.
- p. Collect and process the relevant and required data for your study purpose.
- q. Analyze and interpret them logically.
- r. Draw conclusions and analyze their implications to the organization's performance improvement.
- s. You may also provide recommendations of the future courses of actions that the management of the organization will have to take to improve their performance.
- t. Show first and second drafts and then get them checked by your faculty advisor, and correct it as per the advice so that you will be able to finally produce a good internship report.
- u. Every student will have to **submit three copies of internship report (including the original copy of the report)** to the DBA for evaluation.

8. APPENDIX 'A'

Title Page

Evaluation of Efficacy of Automatic Teller Machines (ATMs) in ABC Bank
An Internship Report

Submitted By

Hari Sharan

T.U. Registration No. 123456

Symbol No.984675749348-018

Tribhuvan University

to

Department of Business Administration

Lumbini Banijya Campus

In partial fulfillment of the requirements of the Master of Business Administration Banking and Finance (MBA-BF) Program

Butwal

September 15, 20XX

8. APPENDIX 'B'

Declaration and Endorsement

(ON CAMPUS LETTER HEAD)

Declaration

This internship report titled "Evaluation of the Efficacy of Automatic Teller Machines (ATMs) of ABC Bank" has been written by Hari Sharan, MBA-BF, Third Semester (2018) at the Department of Business Administration, Lumbini Banijya Campus, and has not received any previous academic credit at this or any other institution.

(Signature)

Hari Sharan

Date:

Endorsement

This internship report titled "Evaluation of the Efficacy of Automatic Teller Machines (ATMs) of ABC Bank" has been prepared by Hari Sharan, MBA-BF Third Semester (2018) at the Department of Business Administration and has been endorsed for evaluation to the Office of the Examination Committee, MBA-BF autonomous Program, Lumbini Banijya Campus, Butwal.

(Signature)

Prof.Dr.

Director/Supervisor

Department of Business Administration

Lumbini Banijya Campus, Butwal

Date:

8. APPENDIX 'C'

Certificate of Completion of Internship
(ON COMPANY'S LETTER HEAD)

CERTIFICATE

This is to certify that.....(Full Name of the Student), a student of Master of Business Administration-Banking and Finance (MBA-BF), LUMBINI BANIJYA CAMPUS, Affiliated to TRIBHUVAN UNIVERSITY, bearing Registration No....., has undertaken the Internship Training at (Name of the Company) from.....tounder my supervision & guidance. He / She has conducted a study & completed the Internship on , and we found his/her work satisfactory in our organization.

Seal of Organization

Name:

Date:

Designation:

Address:

8. APPENDIX 'D'

APA Style of Referencing

You will have to follow 'APA' format to organize your report and list the references you will use. If you have never used this format before, you may find that it is quite a bit different from some of the writing styles and guidelines you have used in the past. Therefore, it might take a while to get used to it. Learning how to follow an APA format is a useful skill that will serve you well throughout your years in DAB-LBC.

What is APA Format?

APA Format is the official style of the American Psychological Association (APA) and is commonly used to cite sources in psychology, education, and the social sciences. The APA style originated in a 1929 article published in Psychological Bulletin that laid out the basic guidelines.

- **References**

The reference section of your report will include a list of all of the sources such as books, journals, magazines, websites, etc. that you will use in your paper.

In- Text Citation

When citing in APA format in the text of your paper, use the author name followed by the date of publication. For example, if you were to cite Peter F. Drucker's book *The Executive*, you would use the following format: (Ducker, 1900). The extended information on the source should then appear in your reference section.

Reference Pages

- Your references should begin on a new page. Title the new page "References" and center the title text at the top of the page.
- All entries should be in **alphabetical order**.
- The first line of a reference should be **flush with the left margin**. Each additional line should be indented (usually accomplished by using the TAB key.)
- While earlier versions of APA format required only one space after each sentence, the new sixth edition of the style manual now **recommends two spaces**.
- The reference section should be **double - spaced**.
- All sources cited should appear **both in -text and on the reference page**. Any reference that appears in the text of your report or article must be cited on the references page, and any item appearing on your reference page must be also included somewhere in the body of your text.
- Titles of **books, journals, magazines, and newspapers** should appear in italics.

Basic Structure

The basic structure of a book reference should list the author's last name, first initials, publication year, book title, location and publisher. Your reference should appear as follows:

Author, I.N. (Year). Title of book. Location: Publisher.

For example:

Rogers, C.R. (1961). *On becoming a person*. Boston: Houghton Mifflin.

Edited Book with One or More Authors

Edited books with one or more authors should follow the basic structure of a book reference and include the initials, last name, and 'Ed' in parentheses after the book title.

For example;

Adler, A. (1956). *The individual psychology of Alfred Adler: A systematic presentation of selections from his writings*. (H.L. Ansbacher & R.R. Ansbacher, Eds.). New York: Basic Books.

Edited Book with No Author

Edited books with no author should list the last name and first initials of the editor or editors, followed by 'Ed.' or 'Eds.' in parentheses. The remainder of the reference should follow the basic structure and include the publication year, book title in italics, location, and publisher

For example;

Atkinson, J.W. & Rayner, J.O. (Eds.). (1974). *Motivation and achievement*. Washington, DC: V.H.Winston.

Article Featured in an Edited Book

Articles by individual authors that appear in edited books should list the last name and first initial of the author, followed by the publication date and book title. Next, the editors should be noted followed by the location and publisher.

For example;

Bartol, C.R., & Bartol, A.M. (2005) *History of Forensic Psychology*. I.B. Weiner & A.K. Hess (Eds.). The Handbook of Forensic Psychology (pp.1-27). Hoboken, NJ: Wiley.

Translated Books

Books translated from another language should include the last name and first initial of the author, followed by the year of publication and book title. The first initials and last name of the translator and the notation 'Trans'. should then be included in parentheses. Next provide the location, publisher and a note of the original date of publication.

For example;

Freud, S. (1914). *The psychopathology of everyday life*. (A.A. Brill, Trans.). London: T. Fisher Unwin.(Original work published 1901).

8. APPENDIX 'E'

Specifications for Body of the Internship (Enterprise Field Management)

Following aspects must be adhered to as given in while compiling the body of report:

(a) Page Size

Good quality white A4 size executive bond paper should be used for typing and duplication

(b) Chapter/Para Numbering

The chapters are to be numbered as CHAPTER 1, CHAPTER 2 etc. Paragraphs are to be numbered as 1,2,3 etc in every chapter separately. Sub-paras are to be numbered as 1.1, 1.2, 1.3---, 2.1, 2.2, 2.3----, etc. Sub-sectional paras are to be numbered as 1.1.1, 1.1.2, 1.1.3, as like 2.1.1, 2.1.2, 2.1.3 etc.

(c) Page specification

(i) Left margin: 1.5 inch

(ii) Right margin: 1.25 inch

(iii) Top margin : 1 inch

(iv) Bottom margin: 1 inch

(d) Page Numbers

All text pages starting from CHAPTER 1 of the Internship Report should be numbered at the bottom center of the pages with Arabic numerals leaving the first page un-numbered but counted

as 1(one). The title page shall not be numbered but be counted as I and all the pages before the commencement of CHAPTER 1 shall be numbered in Roman Numerals at bottom center of the pages.

(e) Normal Body Text

(i) Font Size: 12, Times New Roman, 1.5 Spacing, Single Side Writing.

(ii) Paragraphs Heading Font Size: 12, Times New Roman, Bold

(iii) Page/Title Font Size: 14

(f) Table and Figure Number: Table and figure numbers are to be written at the top and bottom of the table/ figure respectively as given below:

(i) **Table 1:** Number of Employees in Organization ABC

(ii) **Figure 1:** Data Flow Diagram

(III) Font inside the table and figures: Arial Narrow 9

(g) Binding & Color Code of the Report

(i) Hard Bound Report

(ii) Background of the cover page - Red

(iii) Color of Letters: Silver

(IV) No of hard copies: 3

(V) No of soft copy: 1

8. APPENDIX 'F'

INTERNSHIP REPORT PRESENTATION EVALUATION SHEET

Besides the external evaluation of Internship Report by the authority of host organization for 40 (Forty) marks, the Department of Business Administration (DBA) shall evaluate the internship report in two parts. The first part is associated with the examination of the Internship Report by any two faculty experts appointed by the DBA which will cover 40 (Forty) marks. The second phase of evaluation shall be based on the presentation of the students covering 20 (Twenty) marks.

Internship Report Presentation Evaluation Sheet

Session: Programme: MBA-BF Semester: III Date:

TU Registration No: Roll No:

.....

Student's Name:

Title of Internship Report:-----

Parameters →	Relevancy of the topic	Content Clarified	Communication and queries handling capacity	Innovativeness	Command and confidence	Total Marks
Maximum Mark	3	5	5	3	4	20
Marks obtained						
Total Marks						
Name of the Expert						

Marks obtained in words:

Name & signature of the expert.....

8. APPENDIX 'G'

INTERNSHIP REPORT EXAMINATION EVALUATION SHEET

Session:-..... Programme: MBA-BF Semester: III Date:

TU Registration No: Roll No:

Student's Name:

Title of Internship Report:-----

Area of evaluation➔	Formatting and consistency	Justification of overview of the report	Importance of works and activities performed	Observations and experiences learned	Summary, conclusion, and recommendation	Total Marks
Maximum marks allotted	5	10	10	10	5	40
Marks obtained						
Total marks						
Name of the examiner						

Marks obtained in words:

Name & signature of the expert:.....

8. APPENDIX 'H'

INTERNSHIP APPRAISAL FORM FOR THE HOST ORGANIZATION

Internship report carries 3 credits and is of 100 marks. The authority of host organization shall evaluate the candidate's performance on 40 marks and awarded marks should send (Either in the letterhead of the company or in this write up with a seal maintaining the confidentiality of the assigned marks) to the Department of Business Administration (DBA), Lumbini Banijya Campus. In case, DBA finds the envelope with broken seal or in a state of suspicious conditions, it is not bound to entertain the envelope.

Please read the statements given in the second column of the form relating to the internee and award the marks as indicated by the respective column heads as per your evaluation ranging minimum from 0.5 to maximum 02.5 marks for every statement.

Student's Name:

SN	Statements	Score (0.5)	Score (01)	Score (01.5)	Score (02)	Score (02.5)	Total
1	Technical knowledge gathered about the industry and the job he/she was involved.						
2	Communication skills: Oral / Written / Listening skills						
3	Ability to work in a team						
4	Ability to take initiative						
5	Ability to develop a healthy long-term relationship with client						
6	Ability to relate theoretical learning to the practical training						
7	Creativity and ability to innovate with respect to work methods & procedures						
8	Ability to grasp new ideas and knowledge						
9	Presentations skills						
10	Documentation skills						
11	Sense of Responsibility						
12	Acceptability (patience, pleasing manners, the ability to instill trust, etc.)						
13	His/her ability and willingness to put in hard work						
14	Punctuality of the internee						
15	Reliability of the internee						
16	Attitude of the Internee						
-	Total	-	-	-	-	-	--

Do you have any specific comments towards the internee?

Assessor's Name:

Designation:

Organization name and address:

Email id:

Contact No:

8. APPENDIX 'T'

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