

**FORMAT OF THE INTERNSHIP REPORT FOR MBA  
(IF TRAINING UNDERTAKEN IN FINANCE)**

1. Title Page
2. Acknowledgements
3. List of Contents
4. List of tables & illustrations, if any
5. Introduction
6. Objectives of studying the organization
7. Overview of the organization
  - 7.1 Brief history
  - 7.2 Nature of the organization
  - 7.3 Business volume
  - 7.4 Number of employees
  - 7.5 Product lines
8. Organizational structure
  - 8.1 Main offices
  - 8.2 Comments on the organizational structure
9. Structure of the Finance Department
  - 9.1 Number of employees working in the Finance Department
  - 9.2 Finance & Accounting operations
10. Functions of the Finance Department
  - 10.1 Accounting system of the organization
  - 10.2 Finance system of the organization
  - 10.3 Use of electronic data in decision-making
  - 10.4 Mobilization of funds
  - 10.5 Generation of funds
  - 10.6 Sources of funds
  - 10.7 Allocation of funds
11. Critical analysis of the theoretical concepts relating to practical experiences i.e. relate the theoretical concepts with your practical experience during your Internship with the Finance Department
  - 11.1 Financial analysis (ratio analysis, horizontal & vertical analysis of the organization for the last five years)
  - 11.2 Organization analysis with reference to the industries listed on the stock exchange
  - 11.3 Behavior of the studied organization in allocation of various funds to different assets
  - 11.4 Future prospects of the organization
12. Short-falls/weaknesses of the Finance Department
  - 12.1 Critical analysis of the management patterns of the organization with reference to financial operations, weak areas that need to be improved.
13. Conclusions & recommendations for improvement
14. References & Sources used
15. Annexes

Note: The report should be double space typed on A4 size, with bold headings & sub-headings, with margins set as top, bottom & right 1 inch whereas left 1.5 inch. These typed pages should be hard board binding in black colour consisting of 25 to 30 pages.

## **FORMAT OF THE INTERNSHIP REPORT FOR MBA (IF TRAINING UNDERTAKEN IN MARKETING)**

1. Title Page
2. Acknowledgements
3. List of Contents
4. List of tables & illustrations, if any
5. Introduction
6. Objectives of studying the organization
7. Overview of the organization
  - 7.1 Brief history
  - 7.2 Nature of the organization
  - 7.3 Business volume
  - 7.4 Profile of employees
  - 7.5 Product lines
8. Organizational structure
  - 8.1 Main offices
  - 8.2 Marketing operations
9. Structure of the Marketing Department
  - 9.1 Number of employees working in the Marketing Department
  - 9.2 Marketing operations
10. Functions of the Marketing Department
  - 10.1 Marketing strategy
  - 10.2 Product planning, development & management
  - 10.3 Pricing strategy
  - 10.4 Distribution strategy
  - 10.5 Promotional strategy
11. Critical analysis of the theoretical concepts relating to practical experiences i.e. relate the theoretical concepts with your practical experience during your Internship with the Marketing Department
  - 11.1 Success and failure of different products of the organization in the market along with reasons
  - 11.2 Major competitors of the organization
  - 11.3 Future prospects of the organization
12. Short-falls/weaknesses of the Marketing Department
  - 12.1 Critical analysis of the management patterns of the organization with reference to marketing operations, weak areas which need to be improved.
13. Conclusions & recommendations for improvement
14. References & Sources used
15. Annexes

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**FORMAT OF THE INTERNSHIP REPORT FOR MBA  
(IF TRAINING UNDERTAKEN IN MIS / IT)**

1. Title Page
2. Acknowledgements
3. List of Contents
4. List of tables & illustrations, if any
5. Introduction
6. Objectives of studying the organization
7. Overview of the organization
  - 7.1 Brief history
  - 7.2 Nature of the organization
  - 7.3 Business volume
  - 7.4 Profile of employees
  - 7.5 Product lines
8. Organizational structure
  - 8.1 Main offices
  - 8.2 MIS operations
9. Structure of the MIS Department
  - 9.1 Number of employees working in the MIS Department
10. Functions of the MIS Department
  - 10.1 Major Functions
  - 10.2 Support to other departments
11. Critical analysis of the theoretical concepts relating to practical experiences i.e. relate the theoretical concepts with your practical experience during your Internship with the MIS Department
  - 11.1 Requirement analysis
  - 11.2 Data gathering
  - 11.3 System Design
  - 11.4 Implementation
12. Short-falls/weaknesses of the MIS Department
13. Conclusions & recommendations for improvement
14. References & Sources used
15. Annexes

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**FORMAT OF THE INTERNSHIP REPORT FOR MBA  
(IF TRAINING UNDERTAKEN IN HR)**

1. Title Page
2. Acknowledgements
3. List of Contents
4. List of tables & illustrations, if any
5. Introduction
6. Objectives of studying the organization
7. Overview of the organization
  - 7.1 Brief history
  - 7.2 Nature of the organization
  - 7.3 Business volume
  - 7.4 Profile of employees
  - 7.5 Product lines
8. Organizational structure
  - 8.1 Main offices
  - 8.2 HRM operations
9. Structure of the HRM Department
  - 9.1 Number of employees working in the HRM Department
10. Functions of the HRM Department
  - 10.1 Major Functions
  - 10.2 Support to other departments
11. Critical analysis of the theoretical concepts relating to practical experiences i.e. relate the theoretical concepts with your practical experience during your Internship with the HRM Department
  - 11.1 Requirement analysis
  - 11.2 Data gathering
  - 11.3 System Design
  - 11.4 Implementation
12. Short-falls/weaknesses of the HRM Department
13. Conclusions & recommendations for improvement
14. References & Sources used
15. Annexes

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- Kindly attach Certificate Provided By Company with Seal & Signature of Authorized Person

Note: Kindly submit the final report by .

Date : 20th July 2015

To be Submitted to: Placement Cell

No. of copies to be submitted: 1(Original) & Photo Copy of certificate with the report.

**Keep ORIGINAL with self produce it during VIVA.**