



**Summer/Industry Internship Report Guidelines for
MBA (2020-22) batch | May 2021**

30th May 2021

Dear Students,

Started in May/June 2021, you are on your industry internship program. Everybody must appreciate that it is a very vital component of the MBA program which gives you a bird's eye view of the corporate world and prepares you for challenges ahead. Therefore, it is expected that you will take your training very seriously and derive maximum advantage. Good work done during training facilitates your final placement. With regard to your internship, you are required to go through the '*Instructions for Students*' as mentioned in Annexure I. All are required to **strictly** adhere to this format while preparing the report.

You have to write your report in two parts (Part I and Part II) – see Annexure III.

Due to ongoing pandemic, many of you are taking internship WFH (Work from Home) basis. In that case you will write PART II of your Internship report as per Addendum attached. Part I will be common and applicable to all.

Urgent Note :- As suggested earlier, you can enroll in NPTEL/SWAYAM course & complete it during this internship period. That will be an added advantage at the time of evaluation

It may be noted that in case, more than one student is undergoing internship in the same company, students are expected to show utmost integrity by refraining from copying each others' report lest it may lead to cancellation of the training with zero credit earned.

We hope to meet you on campus in August 2021.

With best wishes,

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List of Annexures

1. Annexure I – Instructions for Students
2. Annexure II – Monitoring and Assessment Criteria
3. Annexure III – Format of Internship Training Report
4. Annexure IV – Front Page Format
5. Annexure V – Certificate Format
6. Annexure VI - Declaration
7. Annexure VII – Evaluation Format
8. Annexure VIII - Reference Writing
9. **Annexure IX Addendum – For those who are taking internship (Work for home basis)**