PURBANCHAL UNIVERSITY

FACULTY OF MANAGEMENT

INTERNSHIP GUIDELINES - 2083

BIRATNAGAR

JESTHA – 2083

2083.02.26

PURBANCHAL UNIVERSITY

BBA VII SEMESTER

INTERNSHIP

CODE : IN 374

CREDIT : 5

(Effective From 2022 Batch)

Internship Guidelines

1. Concept of Internship

An internship is an experiential learning program in which students work in an organization for a fixed period of eight weeks to observe, participate, and contribute to real business operations. It is an integral component of the BBA curriculum under the Faculty of Management, Purbanchal University, designed to enhance professional competence, managerial understanding, workplace adaptability, and ethical behavior.

This structured internship serves as a bridge between academic knowledge and professional practice, enabling students to transform theoretical learning into practical experience and professional skill development. Beyond being a curriculum requirement, it provides business exposure, professional socialization, and career readiness in a dynamic corporate environment.

2. Objectives of Internship

The internship program is designed to achieve the following objectives:

- To provide practical exposure to real-world organizational environments and enable the application of theoretical management knowledge in practical situations.
- To enhance students' analytical, report writing, and professional communication skills while developing an understanding of organizational structure, functions, and operational processes.
- To develop professional behavior, discipline, workplace ethics, and overall managerial competence through direct engagement with organizational activities.

3. Working in an Organization as an Intern

3.1 Role of an Intern

An intern is required to spend eight weeks in an organization to gain practical exposure to organizational operations and management practices. During the internship period, students

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should recognize that organizational staff members extend support and cooperation as a professional courtesy in addition to their regular responsibilities. Therefore, interns are expected to utilize the opportunity responsibly, respectfully, and professionally.

3.2 Learning Approach

The primary role of an intern is to observe, learn, and analyze organizational activities in a professional and ethical manner. Interns should focus on understanding processes rather than interfering in operational decision-making.

3.3 Access to Information

Relevant organizational documents, reports, and background information may be collected only after obtaining proper authorization from the concerned officials. Unauthorized access to documents or confidential information must be strictly avoided to prevent misunderstanding or ethical violations.

3.4 Workplace Conduct

Interns should avoid interfering with routine organizational work or criticizing existing practices. Instead, they should maintain a respectful and constructive learning attitude.

Professional behavior is expected at all times, including discipline and punctuality; ethical conduct; diplomacy and respectful communication and positive workplace attitude.

3.5 Work Planning

Interns should organize their activities systematically and align them with the selected area of study. To ensure timely completion of tasks and report preparation, interns are encouraged to prepare a structured work plan and schedule for the entire internship period.

4. Internship Report Format, Structure, and Evaluation Guidelines

To ensure consistency, uniformity, and academic quality, standardized **"Internship Guidelines"** have been established.

4.1 Purpose of the Guidelines

These guidelines provide a structured framework :

- To systematically organize internship experiences and ensure proper academic documentation of activities.
- To maintain academic writing standards, including consistent formatting and appropriate citation and referencing practices.
- To guide submission procedures and clarify evaluation criteria for fair and transparent assessment.

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4.2 Learning and Documentation Outcome

The guidelines enable students to:

- Systematically document practical experiences gained during the internship in a structured and academic manner.
- Apply management theories in real organizational contexts while demonstrating analytical and managerial skills.
- Reflect professional competence, workplace learning, and overall development through experiential engagement.

4.3 Presentation Requirement

A well-prepared and professional PowerPoint presentation is mandatory for the final defense. It should effectively summarize the internship experience, key findings, analysis, and learning outcomes.

The report follows the structured sequence given below.

Preliminary Pages

Cover Page	*i*
Title Page	*ii*
Internship Approval and Recommendation Letter (Annexure I)	*iii*
Internship Completion Certificate (From Interned Organization)	*iv*
Declaration (Annexure II)	*v*
Acknowledgements	*vi*
Executive Summary (Annexure III)	*vii*
Table of Contents	*viii*
List of Tables	*ix*
List of Figures	*x*
List of Abbreviations/ Acronyms	*xi*

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Chapter I: Introduction

1.1.Introduction of the Internship (Host) Organization
1.2.Background of the Internship
1.3.Objectives of the Internship (Maximum three objectives)
1.4.Methodology of the Study
1.5.Scope and Limitations of the Study

Chapter II: Organizational Analysis

2.1 Nature of Business and Organizational Structure (Organogram)
2.2 Products and Services
2.3 Financial and Business Overview
2.4 Departmental Functions
2.5 Organizational Challenges, Issues, and Remedial Measures

Chapter III: Internship Activities and Learning

3.1 Assigned Work Responsibilities
3.2 Skills and Competencies Developed
3.3 Problems Encountered
3.4 Application of Theoretical Knowledge in Practice
3.5 Critical Reflection and Learning

Chapter IV: Findings, Conclusion and Recommendations

4.1 Major Findings
4.2 Conclusion (Contribution of Internship in Knowledge gain)
4.3 Recommendations for the Organization
4.4 Recommendations for the University
4.5 Overall Reflection

References:

References (APA 7th Edition) (https://apastyle.apa.org/)/

Alternative Method: Students may refer to Google and search for phrases such as "How to cite a book in APA format," "How to cite a webpage in APA format," or "How to cite a journal article in APA format." Then, prepare the reference according to the APA guidelines provided in the source.

Annexure/Appendices (If any)

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5. Academic Integrity and Plagiarism Policy

5.1 Originality of the Internship Report

Students must ensure that the internship report is an original work based on their own learning, observations, experiences, and analysis acquired during the internship period. The report should accurately reflect the student's independent understanding and professional learning outcomes.

5.2 Plagiarism and Citation Requirements

Plagiarism in any form is strictly prohibited. This includes the use of another person's ideas, data, text, tables, figures, charts, images, or other materials without proper acknowledgment. All sources of information must be appropriately cited and referenced in accordance with the 7th Edition APA style guidelines.

5.3 Use of Artificial Intelligence (AI) Tools

The use of Artificial Intelligence (AI) tools is permitted only for supportive purposes such as grammar checking, language enhancement, proofreading, formatting, and editing assistance. However, students must not present AI-generated content, analysis, interpretations, findings, conclusions, or recommendations as their own original work.

5.4 Verification and Academic Consequences

The faculty reserves the right to verify the originality and authenticity of internship reports through plagiarism detection software and other academic integrity review mechanisms. Any violation of academic integrity standards, including plagiarism, fabrication, or falsification, or unauthorized use of AI-generated content, may result in rejection of the report.

6. Weightage of Internship Evaluation

6.1 Evaluation Framework

The internship evaluation is based on both practical performance and academic achievement. It assesses the student's professional conduct, learning ability, workplace performance, analytical competence, and the quality of the internship report and presentation. This multi-dimensional evaluation framework measures the extent to which students are able to apply theoretical knowledge in real organizational settings and achieve the intended learning outcomes of the internship program. The total evaluation shall be distributed as follows:

Evaluation Component	Marks
Internship Organization Evaluation	20
Internal Supervisor Evaluation	20
External Evaluator Evaluation (Report and Viva Voce)	60
Total	100

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6.2 Internship Organization Evaluation (20 Marks)

The host organization shall evaluate the intern's overall performance during the internship period. The intern is expected to demonstrate discipline, punctuality, professional conduct, willingness to learn, and the ability to work effectively within the organizational environment. Cooperation, communication, adaptability, ethical behavior, and commitment to assigned responsibilities shall also be considered in the evaluation.

Characteristics	Marks	Very Good (100%)	Good (80%)	Average (60%)	Poor (50%)	Very Poor (40%)	Total
Punctuality	2.5						
Management Skills	2.5						
Analytical Skills	2.5						
Communication Skills	2.5						
Interpersonal Skills	2.5						
Sincerity and Commitment	2.5						
Confidentiality and Professional Ethics	2.5						
Cooperativeness and Team Work	2.5						
Full Marks	20					Grand Total	

6.3 Internal Supervisor Evaluation (20 Marks)

The Internal Supervisor is responsible for ensuring that the internship is conducted in a structured, disciplined, and learning-oriented manner. The supervisor shall monitor the student's progress, provide guidance, and assess academic engagement throughout the internship period. The evaluation shall be based on the following criteria:

Components	Description	Full Marks
Regularity and Attendance	Punctuality, consistency in attending internship sessions, and adherence to schedule.	4
Work Discipline and Professional Conduct	Behavior, attitude, responsibility, and adherence to organizational rules.	4
Progress Reporting and Communication	Submission of Periodic (weekly/daily) progress updates and responsiveness to supervisor feedback.	4

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Understanding of Assigned Work	Ability to comprehend assigned tasks and relate them to academic knowledge.	4
Preliminary Report Quality / Draft Submission	Structure, clarity, and completeness of draft report submitted to internal supervisor.	4
	Total	20

6.4 External Evaluator Evaluation (Report and Viva Voce) (60 Marks)

The External Evaluator shall conduct an independent assessment of the internship report and viva voce examination to evaluate the student's academic achievement, analytical capability, professional competence, and overall learning outcomes. Presentation of the internship report through PowerPoint slides is mandatory during the final defense.

The evaluation shall be based on the following criteria:

Components	Description	Full Marks
Quality of Internship Report	Structure, organization, formatting, clarity, and completeness of the report.	15
Theoretical Application	Ability to link academic theories with practical organizational experiences.	10
Analysis and Critical Thinking	Depth of analysis, problem identification, and logical interpretation of organizational practices.	10
Findings and Recommendations	Relevance, practicality, and applicability of conclusions and suggestions.	10
Viva Voce Performance	Confidence, communication skills, clarity of answers, and defense of report.	10
Overall Understanding of Internship Experience	General comprehension of organizational operations and learning outcomes.	5
	Total	60

6.5 Final Evaluation

The final internship grade shall be determined on the basis of the aggregate marks obtained from the Internship Organization Evaluation, Internal Supervisor Evaluation, and External Evaluator Evaluation. Students must satisfactorily complete all components of the evaluation process, including report submission and viva voce examination, to successfully fulfill the internship requirement of the BBA program.

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TITLE*

(Centered, Bold, and in Capital Letters)

[Name and address of the organization]

By

[Student Name]

PU Registration No:

School/Campus/College :

An internship report submitted to the Faculty of Management, Purbanchal University in partial fulfillment of the requirements for the degree of Bachelor of Business Administration (BBA).

Place,

Month, Year

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Annexure I

A Sample of Internship Approval and Recommendation Letter

(To be issued by the concerned college to the internship organization)

To
The Head of the Organization

.....

Subject: Internship Approval and Recommendation Letter

This letter is issued to formally introduce and recommend Mr./Ms. ,,,,,,,,,,,,,,,, a student of ..... Program, currently enrolled in ..... Semester/Year of this institution. The student bears Roll/Registration No. ..... and is required to complete an internship as an integral part of the academic curriculum prescribed by the university.

The internship program is intended to provide students with practical exposure, professional experience, and the opportunity to apply theoretical knowledge in a real organizational environment. In this regard, the aforementioned student has requested permission to undertake the internship in your esteemed organization for the period from ..... to .....

Accordingly, we kindly request your esteemed organization to accept the student and provide the necessary opportunity to carry out the internship under your guidance and supervision. We are confident that the learning environment of your organization will significantly contribute to the student's professional development, analytical ability, and managerial competencies.

The institution remains committed to provide necessary academic coordination and supervision support throughout the internship period, whenever required. We highly appreciate your cooperation and support in facilitating the successful completion of this academic requirement.

Thank you for your kind consideration.

Sincerely,
Name :
Designation :
Institution Name :
Signature :
Official Seal/Stamp :

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Annexure II

Declaration

I hereby declare that the internship report entitled "……" submitted to …….. University is the result of my own work carried out during the internship period at …….. Organization. This report has not been submitted, either in full or in part, to any other institution or university for the award of any degree, or other academic qualification.

I further declare that all sources of information used in this report have been duly acknowledged and referenced. I take full responsibility for the authenticity and accuracy of the information presented in this report.

Name	:
Program	:
Semester/Year	:
Roll No.	:
Institution Name	:
Signature	:

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Annexure III

A Sample of Executive Summary (250 – 450 words)

- Present the host organization, internship duration, assigned department, and the completion of the internship as part of academic requirements.
- Provide an overview of organizational services, operations, and workplace structure, along with key tasks and responsibilities performed during the internship.
- Highlight practical exposure gained through documentation, reporting, and inter-departmental learning under supervision.
- Summarize the development of technical knowledge, job-related skills, and essential competencies such as communication, teamwork, time management, and problem-solving.
- Conclude with overall learning outcomes and reflect on the significance of the internship for academic and professional growth.

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Annexure IV

Internship Organization's Evaluation Form

Purbanchal University
Faculty of Management
Name of the School/College/ Campus……..
Batch:

During the evaluation, please select only one option for each characteristic listed below for the intern, based on the time spent during the internship at your organization (out of 20 marks).

Student Name:
Registration No.:
Program/Semester:
Organization Name:
Organization Address:

Characteristics	**Marks**	**Very Good (100%)**	**Good (80%)**	**Average (60%)**	**Poor (50%)**	**Very Poor (40%)**	**Total**
Punctuality	2.5						
Management Skills	2.5						
Analytical Skills	2.5						
Communication Skills	2.5						
Interpersonal Skills	2.5						
Sincerity and Commitment	2.5						
Confidentiality and Professional Ethics	2.5						
Cooperativeness and Team Work	2.5						
Full Marks	20				**Grand Total**		

_____
Name and Signature of Evaluator (Designation)

Date: ____/____/20___
(Official Organization Seal / Stamp)

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Annexure V

Internal Supervisor Evaluation Sheet (20 Marks)

Purbanchal University

Faculty of Management

Name of the School/College/ Campus……..

Batch:

Student Name:	
Program:	
Registration No:	
Internship Organization Name:	
Title of the Internship:	

Components	Description	Full Marks	Marks Scored
Regularity and Attendance	Punctuality, consistency in attending internship sessions, and adherence to schedule.	4	
Work Discipline and Professional Conduct	Behavior, attitude, responsibility, and adherence to organizational rules.	4	
Progress Reporting and Communication	Submission of weekly/daily progress updates and responsiveness to supervisor feedback.	4	
Understanding of Assigned Work	Ability to comprehend assigned tasks and relate them to academic knowledge.	4	
Preliminary Report Quality / Draft Submission	Structure, clarity, and completeness of draft report submitted to internal supervisor.	4	
	Total	20	

Name :
Signature :
Date: ____/____/_____

**Official College Stamp required*

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Annexure VI

External Expert Evaluation Sheet (Viva Voce Examination – 60 Marks)

Purbanchal University
Faculty of Management
Name of the School/College/ Campus……..

Student Name:	
Program/Batch	
Registration No:	
Organization Name:	
Title of Internship:	

Components	Description	Full Marks	Marks Scored
Quality of Internship Report	Structure, organization, formatting, clarity, and completeness of the report.	15	
Theoretical Application	Ability to link academic theories with practical organizational experiences.	10	
Analysis and Critical Thinking	Depth of analysis, problem identification, and logical interpretation of organizational practices.	10	
Findings and Recommendations	Relevance, practicality, and applicability of conclusions and suggestions.	10	
Viva Voce Performance	Confidence, communication skills, clarity of answers, and defense of report.	10	
Overall Understanding of Internship Experience	General comprehension of organizational operations and learning outcomes.	5	
	Total	60	

Name:
Signature:
Date:

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Annexure VII

Purbanchal University
Faculty of Management
Internship Report Evaluation Sheet
Name of the School/College/ Campus……..
Batch:

S.N.	Student Name	Internship Organization Evaluation Marks (20)	Internal Supervisor Evaluation Marks (20)	External Evaluator Evaluation Marks (60)	Total (100)

Signature	Signature	Signature
[Name]	[Name]	[Name]
(Internal Supervisor)	(External Evaluator)	(Director/Principal)
Date:	Date:	Date:

[Official Stamp]

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Internship Report Formatting Guidelines

1. Writing Style

- The dissertation must be written in English using consistent third-person narration throughout.
- Personal pronouns such as *I, we, my, our* must be strictly avoided.
- Tense consistency must be maintained:
  - Introduction, Literature Review, Discussion: Present tense
  - Methodology and Findings: Past tense

2. Paper Size and Layout

- Paper Size: A4 (210 × 297 mm)
- Orientation: Portrait
- Margins:
  - Left: 1.5 inch
  - Right: 1.0 inch
  - Top: 1.0 inch
  - Bottom: 1.0 inch

3. Font Style and Size

- Font Type: Times New Roman or Arial (consistent throughout)
- Title: 16–18 pt, Bold
- Chapter Headings: 14 pt, Bold
- Subheadings: 12 pt, Bold
- Body Text: 12 pt Regular *(Arial: 11.5 pt acceptable)*

4. Line Spacing and Alignment

- Line Spacing (Main Text): 1.5
- Alignment: Justified
- Abstract & References: Single spacing (APA 7th Edition standard)

5. Paragraph Formatting

- First-line indentation: 0.5 inch
- No extra spacing before or after paragraphs

6. Page Numbering

- Preliminary Pages: Roman numerals (i, ii, iii, iv…) centered at bottom
- Main Chapters: Arabic numerals (1, 2, 3…) top right corner
- Supplementary Sections: Arabic numerals (1, 2, 3…) top right corner

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7. Heading Style

- Chapter Titles (Level 1): Title Case, Bold
- Section Headings (Level 2): Left-aligned, Title Case, Bold
- Sub-sections (Level 3): Consistent style (Bold or Italic throughout)

8. Tables and Figures

- Table/Figure number: Bold and placed above
- Title: Italicized and Title Case
- Tables: Title placed above table (below number)
- Figures: Title placed below figure
- Sequential numbering is mandatory
- Source must be mentioned below each table/figure:
  - *Note.* (italicized), followed by explanation/source
- Page numbers must be verified for accuracy

9. Citation Style and References

- APA 7th Edition (Mandatory)
- In-text citation: (Author, Year)
- References: Alphabetical order
- Hanging indent: 0.5 inch

10. Abstract Formatting

- Length: 150–250 words
- Single paragraph only
- Keywords must be provided below abstract

11. Formatting and Binding Guidelines

- Plastic cover binding required
- Cover page: Sky-blue background (prescribed format)
- Inside title page: Same format on plain white paper
- University logo must be embossed on front cover
- Final print must be checked for clarity and alignment

12. File Submission Requirements

- Formats: PDF and Word (.docx)
- File Naming Format:
  BBA_Internship_StudentName

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