



**RAMAIAH
UNIVERSITY**
OF APPLIED SCIENCES

FACULTY OF MANAGEMENT
& COMMERCE

MBA

INTERNSHIP GUIDELINES



**RAMAIAH
UNIVERSITY**
OF APPLIED SCIENCES

FACULTY OF MANAGEMENT
& COMMERCE



MBA

VISION

To be an institute of excellence imparting Management Education for various Stakeholders to be Co-creators, Leaders and Entrepreneurs for Societal and Global Prosperity

MISSION

- M1 To inculcate life-long learning attribute through contemporary Pedagogical Techniques and Assessment
- M2 To cultivate critical thinking capabilities and promote multidisciplinary research for contextual problem solving through a scientific approach
- M3 To instill innovative Business Practices and Entrepreneurial Intentions for Sustainable Growth and Outreach
- M4 To develop Leaders with a holistic mindset sensible to humanity and Society

Programme Educational Objectives (PEOs)

- PEO-1: Practice contemporary global management principles in a wide range of business and real-world paradigm
- PEO-2: Conduct applied research for addressing relevant business and social concerns through an evidence-based approach
- PEO-3: Excel as aspiring Intrapreneurs and Entrepreneurs for Societal Well-being
- PEO-4: Bestow Human Values with a rational mindset for contingent business solutions

Programme Outcomes (POs)

- PO-1: Apply knowledge of management theories and practices to solve business problems
- PO-2: Foster Analytical and critical thinking abilities for data-based decision-making
- PO-3: Ability to develop Value based Leadership ability
- PO-4: Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business
- PO-5: Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment

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Industry Internship Guidelines

Industry Internship	
Course Title	Industry Internship
Course Code	BAI513B
Course Type	Project
Credits	08
Credit Structure (L:T:P)	0:0:8
Total Interaction Hours	Minimum 138 Hours to Maximum 202 Hours
Number of Semester Weeks	Minimum 8 Weeks to Maximum 12 Weeks
Duration	Between Semester 2 and Semester 3
Total Marks	100

1. Purpose

The purpose of these Industry Internship Guidelines is to establish a structured, transparent, and outcome-oriented framework for the effective implementation of the Industry Internship as an integral component of the MBA curriculum. These guidelines are intended to ensure consistency in the internship process, promote experiential learning, facilitate meaningful industry engagement, and support the attainment of the prescribed Course Outcomes (COs), Programme Outcomes (POs), and Programme Educational Objectives (PEOs).

2. Scope

These Industry Internship Guidelines shall apply to all MBA students undertaking the Industry Internship as part of the prescribed curriculum of the Department of Management Studies, Faculty of Management and Commerce, M. S. Ramaiah University of Applied Sciences. The guidelines shall apply to all stakeholders involved in the Industry Internship process, including students, faculty mentors, industry mentors, the Academic Coordinator, the Training and Placement Office (TPO), the Directorate of Training and Placement (DTP), and the Head/Dean, and shall govern all activities related to the planning, approval, execution, monitoring, assessment, and successful completion of the Industry Internship.

3. Industry Internship Orientation

At the commencement of the Industry Internship, the Head/Dean shall conduct an orientation session to familiarize students with the objectives, expectations, timelines, eligibility requirements, internship identification process, approval procedures, assessment scheme, documentation requirements, professional ethics, and guidelines governing the

successful completion of the Industry Internship. The orientation shall also explain the roles and responsibilities of students, faculty mentors, industry mentors, the Academic Coordinator, the Training and Placement Office (TPO), and the Directorate of Training and Placement (DTP), thereby ensuring that all stakeholders clearly understand the internship process and the expected learning outcomes.

4. Faculty Mentor Allocation

The faculty mentor allocation process shall be carried out in accordance with the workflow illustrated in Figure 1 to ensure a systematic, transparent, and balanced allocation of faculty mentors prior to the commencement of the Industry Internship.

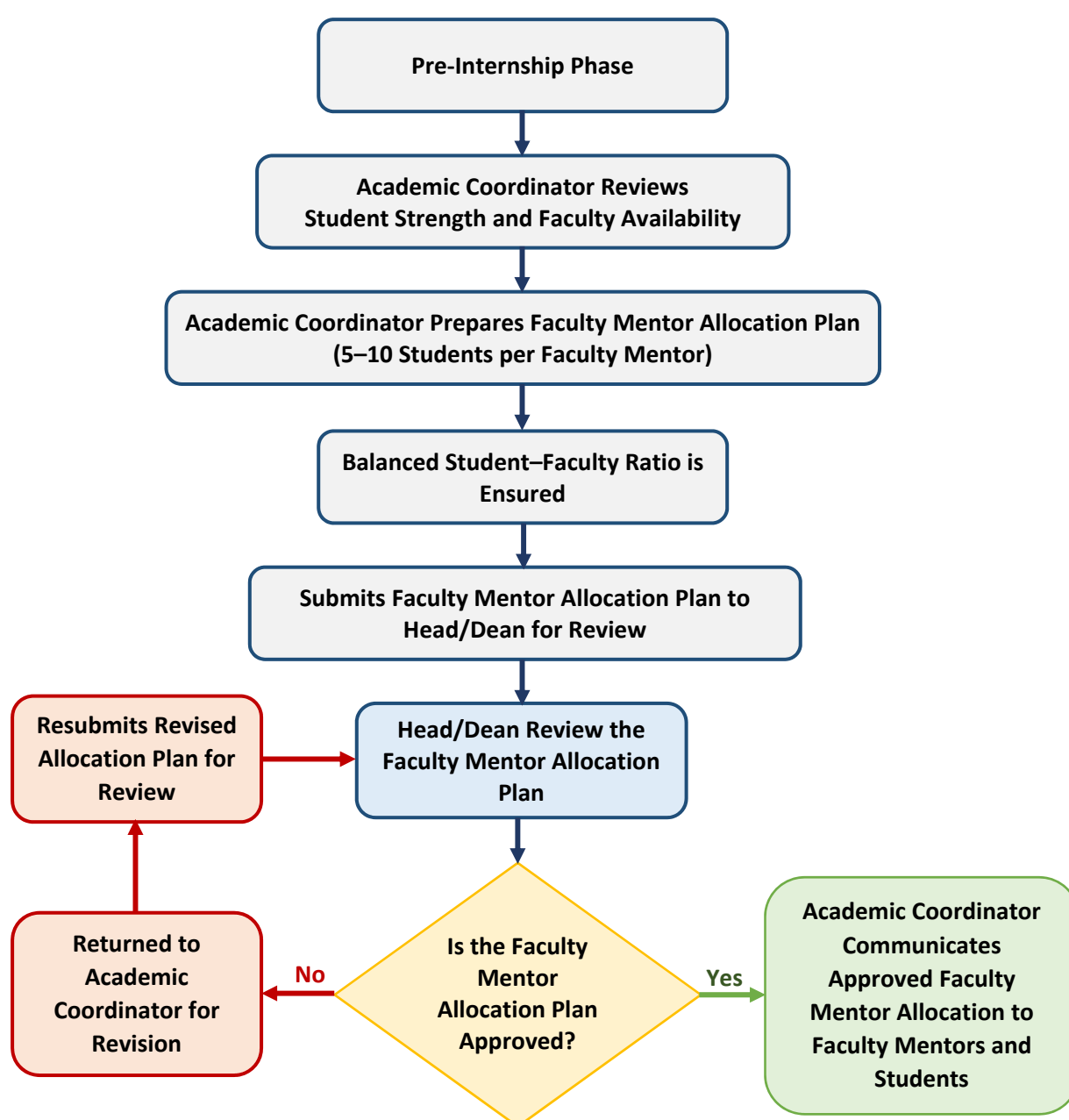


Figure 1. Faculty Mentor Allocation Process for Industry Internship

During the pre-internship phase, the Academic Coordinator shall review the student strength, faculty availability, area of specialization, and faculty workload to prepare a balanced faculty mentor allocation plan. The proposed allocation plan shall be submitted to the Head/Dean for review and approval. If the allocation plan requires revision, it shall be returned to the Academic Coordinator for necessary modifications and subsequent resubmission. Upon approval, the Academic Coordinator shall communicate the approved faculty mentor allocation to the respective faculty mentors and students, thereby ensuring timely allocation of faculty mentors and effective academic guidance throughout the Industry Internship.

5. Identification of Internship Opportunity

Students shall identify suitable internship opportunities based on their areas of interest, academic specialization, and career aspirations with the support of the Directorate of Training and Placement (DTP). The selected organization and internship role shall be discussed with the respective faculty mentor to ensure alignment with the learning objectives and academic requirements of the Industry Internship. The Dean's Office shall facilitate the necessary institutional coordination and administrative support for the proposed internship.

Students shall submit the internship details, including the organization profile, internship role, duration, scope of work, and other prescribed documents, to the Training and Placement Office (TPO) and the respective faculty mentor for verification and evaluation. The verification and evaluation shall consider the relevance of the organization and internship role, the internship duration, expected learning outcomes, the completeness of the submitted documents, and compliance with these Industry Internship Guidelines.

Where the internship proposal satisfies the prescribed academic and administrative requirements, formal approval shall be granted jointly by the TPO and the faculty mentor. Where deficiencies are identified, the proposal shall be returned to the student for revision. The student shall provide the required clarifications, submit additional documents, modify the internship role, or identify an alternative organization, as applicable, and resubmit the internship details for further verification. The Industry Internship shall commence only after formal approval has been granted by the TPO and the faculty mentor. The complete

workflow for the identification, verification, approval, and commencement of the Industry Internship is illustrated in Figure 2.

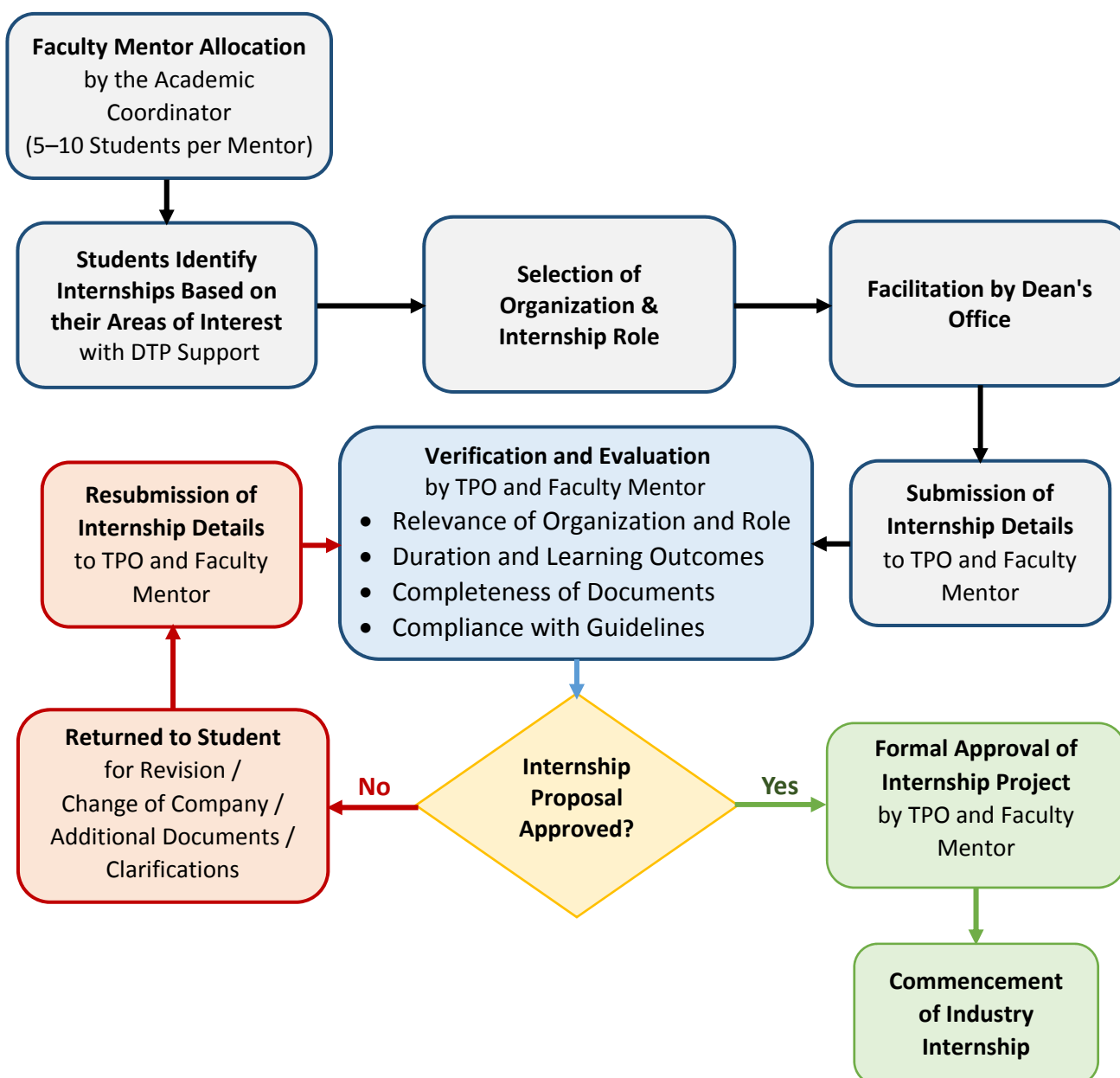


Figure 2. Industry Internship Identification Process

6. Roles and Responsibilities

❖ 6.1 Student

The student shall actively participate in the Industry Internship and comply with these Industry Internship Guidelines and the policies, rules, and code of conduct of the host organization. The student shall perform the assigned responsibilities with professionalism, integrity, and ethical conduct and complete all prescribed internship requirements within the stipulated timelines.

❖ **6.2 Faculty Mentor**

The faculty mentor shall provide academic guidance and support to the assigned students throughout the Industry Internship. The faculty mentor shall advise students on the selection of a suitable organization and internship role, review and verify the internship proposal, monitor the overall progress of the internship, and provide constructive academic feedback. Upon completion of the Industry Internship, the faculty mentor shall review the prescribed internship documents and records, evaluate the internship report and presentation, and ensure that all academic requirements have been satisfactorily fulfilled in accordance with these Industry Internship Guidelines.

❖ **6.3 Industry Supervisor**

The Industry Supervisor shall provide workplace supervision and professional guidance to the student throughout the Industry Internship. The Industry Supervisor shall assign appropriate internship responsibilities, monitor the student's attendance, participation, and overall performance, and provide constructive feedback to support the student's professional development. The Industry Supervisor shall verify the student's Daily Diary/Daily Log and attendance records, complete the prescribed Industry Supervisor Evaluation Form and Internship Evaluation Report, certify the student's satisfactory completion of the Industry Internship, and provide the necessary recommendations and supporting documents required by the University.

❖ **6.4 Training and Placement Office (TPO)**

The Training and Placement Office (TPO) shall facilitate the administrative coordination of the Industry Internship and ensure compliance with these Industry Internship Guidelines. The TPO shall receive and verify the internship details submitted by students, review the prescribed documents in consultation with the respective faculty mentor, evaluate the proposed internship for its academic relevance and compliance with the prescribed requirements, and grant formal approval jointly with the faculty mentor. The TPO shall also maintain the necessary internship records and provide administrative support throughout the Industry Internship process.

❖ **6.5 Directorate of Training and Placement (DTP)**

The Directorate of Training and Placement (DTP) shall facilitate the identification of suitable Industry Internship opportunities by establishing and maintaining collaborations with industries and organizations. The DTP shall disseminate internship opportunities to students, coordinate campus internship drives and industry interactions, and support students in securing internships aligned with their academic specialization and career aspirations. The DTP shall also coordinate with the Department, the Training and Placement Office (TPO), and the participating organizations to facilitate the effective implementation of the Industry Internship.

❖ **6.6 Academic Coordinator**

The Academic Coordinator shall coordinate the overall implementation of the Industry Internship at the departmental level. The Academic Coordinator shall prepare and communicate the faculty mentor allocation, coordinate with the Training and Placement Office (TPO), the Directorate of Training and Placement (DTP), faculty mentors, and students, monitor the progress of the Industry Internship, and ensure the timely completion of all academic and administrative activities in accordance with these Industry Internship Guidelines.

❖ **6.7 Head/Dean**

The Head/Dean shall provide overall academic and administrative oversight for the effective implementation of the Industry Internship. The Head/Dean shall review and approve the faculty mentor allocation plan, ensure that the Industry Internship is implemented in accordance with these Industry Internship Guidelines, facilitate collaboration with industry and institutional stakeholders, and oversee the quality, transparency, and continuous improvement of the Industry Internship process.

7. Monitoring and Progress Review

The Industry Internship shall be monitored primarily by the Industry Supervisor throughout the internship period to ensure that the student is actively engaged in the assigned responsibilities and complies with the policies and procedures of the host organization. The Industry Supervisor shall monitor the student's attendance, daily activities, professional conduct, and overall progress and verify the Student's Daily Diary/Daily Log (**Annexure I**) and the Student Attendance Sheet (**Annexure II**) maintained during the internship.

The Faculty Mentor shall maintain periodic communication with the student and, where necessary, with the Industry Supervisor to review the student's progress and provide academic guidance during the internship period. Any significant academic or operational issues affecting the successful completion of the Industry Internship shall be communicated to the Faculty Mentor for appropriate guidance and resolution.

Upon completion of the Industry Internship, the Industry Supervisor shall complete the Industry Supervisor Evaluation Form (**Annexure III**) and the Internship Evaluation Report by Organization (**Annexure IV**). The evaluation and recommendations provided by the Industry Supervisor shall form part of the records considered by the University during the assessment and successful completion of the Industry Internship.

8. Internship Report Preparation and Submission

The student shall prepare the Internship Report in accordance with the format prescribed in **Annexure V** and submit the report within the stipulated timeline. Prior to submission, the student shall verify the originality of the Internship Report using the University's subscribed Turnitin software. The similarity index of the report shall not exceed 10%, excluding permissible exclusions, in accordance with the University's plagiarism policy. Where Artificial Intelligence (AI) tools are used during the preparation of the Internship Report, such usage shall comply with the University's AI Regulations Framework, and the student shall submit the prescribed AI Disclosure Declaration. The Faculty Mentor shall verify compliance with the University's plagiarism and AI regulations before accepting the Internship Report for evaluation.

9. Internship Presentation and Viva-Voce Examination

Upon successful submission of the Internship Report, the student shall prepare and deliver an Internship Presentation in accordance with the format prescribed in **Annexure VI**. The presentation shall provide a structured overview of the organization, internship objectives, work assigned, activities undertaken, outcomes achieved, knowledge and skills acquired, and the relevance of the internship to the MBA programme and the student's professional development.

The student shall present the Internship work before the evaluation panel on the date notified by the Department. The presentation shall demonstrate the student's understanding of the organizational environment, application of management concepts,

analytical and problem-solving abilities, professional competencies developed during the internship, and the overall learning outcomes achieved. The student shall also participate in the viva-voce examination and respond satisfactorily to the questions raised by the evaluation panel regarding the internship experience and the submitted Internship Report.

The Internship Presentation and viva-voce examination shall form an integral part of the final assessment of the Industry Internship and shall be conducted in accordance with these Industry Internship Guidelines.

10. Assessment and Evaluation

The Industry Internship shall be assessed through a comprehensive evaluation process designed to measure the student's professional learning, practical application of management knowledge, communication skills, and attainment of the prescribed learning outcomes. The assessment shall comprise two components with equal weightage: Component I – Internship Presentation (50 Marks) and Component II – Internship Report Evaluation (50 Marks). The overall assessment process shall be carried out in accordance with the workflow illustrated in Figure 3.

The marks obtained in both assessment components shall be aggregated to determine the final score out of 100 marks. In addition to the aggregate score, the student shall secure a minimum of 40% marks in each assessment component to successfully complete the Industry Internship. A student securing less than the prescribed minimum in either component shall be deemed not to have satisfied the assessment requirements, irrespective of the overall aggregate obtained.

The Internship Presentation shall evaluate the student's ability to communicate the internship experience, demonstrate professional competencies, explain the work performed, and respond effectively to questions raised by the evaluation panel. The presentation shall carry 50 marks and shall be evaluated by two internal examiners based on the criteria prescribed in Table 1, with the detailed performance descriptors provided in Table 2.

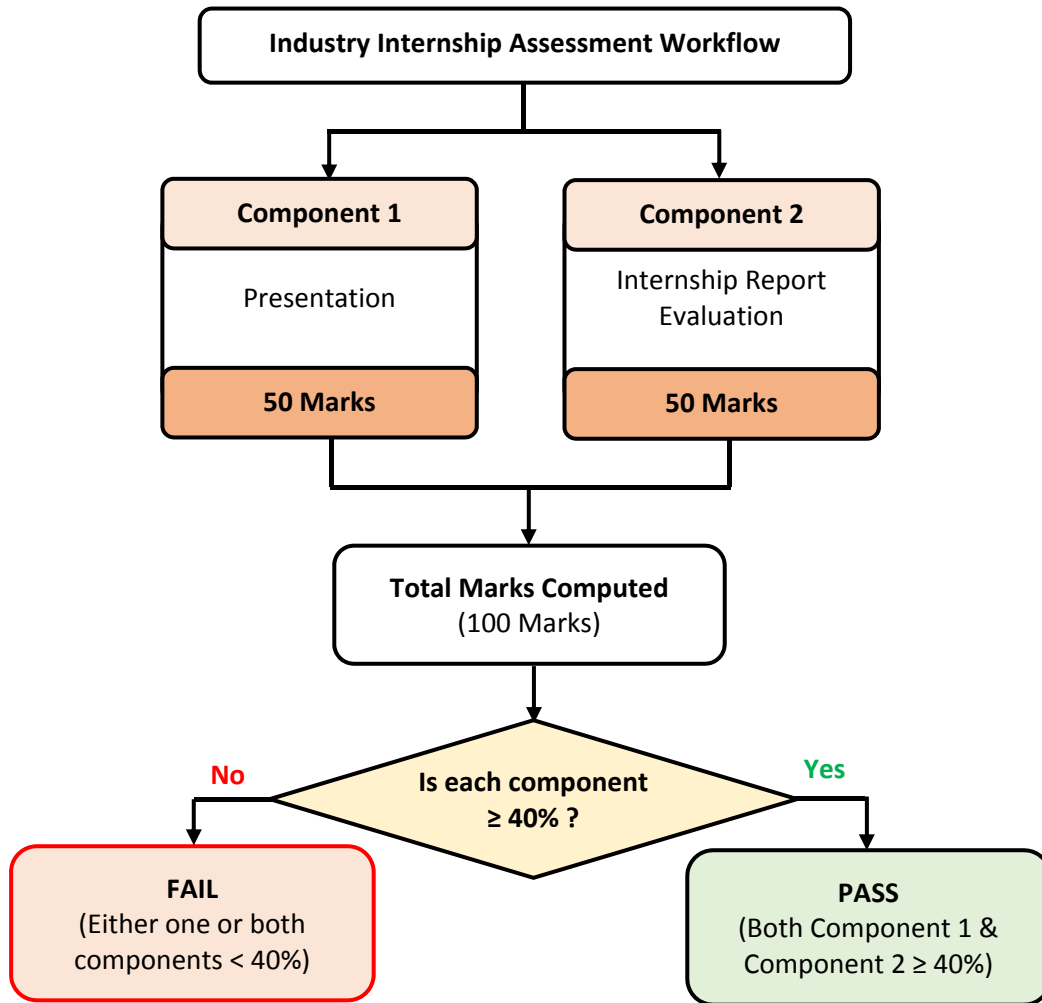


Figure 3. Industry Internship Assessment Workflow (Total Marks: 100)

Table 1. Component 1: Presentation (50 Marks)

Sl. No.	Attribute	Max Marks	Evaluation by
1	Quality of Slides	10	Two Internal Examiners
2	Presentation & Time Management	10	
3	Technical Content	10	
4	Communication Skills	10	
5	Extent of Learning (Q & A)	10	
Total Marks		50	

Table 2. Rubrics for Component 1: Presentation (50 Marks)

Criteria	Excellent	Good	Satisfactory	Needs Improvement
10 Marks Quality of Slides	9-10 Marks Visually appealing, well-organized, minimal text, excellent use of visuals and charts.	7-8 Marks Clear, organized, some use of visuals, but minor formatting issues.	5-6 Marks Slides contain too much text, minimal visuals, or lack organization.	0-4 Marks Poorly designed, cluttered, and lacks visual appeal.
10 Marks Presentation & Time Management	9-10 Marks Confident, engaging delivery, perfectly timed.	7-8 Marks Good delivery, within time limit, minor hesitation.	5-6 Marks Basic delivery, slight over/under time.	0-4 Marks Unclear delivery, lacks engagement, poor time management.
10 Marks Technical Content	9-10 Marks Highly relevant, well-researched, detailed explanations.	7-8 Marks Covers key points with some minor gaps in depth.	5-6 Marks Basic understanding, missing key insights.	0-4 Marks Superficial, lacks depth, incorrect or incomplete content.
10 Marks Communication Skills	9-10 Marks Clear, articulate, professional tone, strong eye contact, no filler words.	7-8 Marks Clear but occasional hesitation or minor filler words.	5-6 Marks Some unclear explanations, occasional lack of confidence.	0-4 Marks Difficult to understand, poor articulation, lacks confidence.
10 Marks Extent of Learning (Q&A)	9-10 Marks Thoughtful, insightful responses, demonstrates deep understanding.	7-8 Marks Answers most questions confidently but lacks depth in some areas.	5-6 Marks Struggles with some questions, shows basic understanding.	0-4 Marks Unable to answer most questions, weak grasp of subject matter.

The Internship Report shall be evaluated to assess the quality of documentation, understanding of the organization, internship activities performed, learning outcomes, evidence of value addition, and overall academic presentation of the internship experience. This component shall carry 50 marks and shall be evaluated by one internal examiner in accordance with the criteria specified in Table 3 and the detailed assessment rubric presented in Table 4. Due consideration shall also be given to the Industry Supervisor Evaluation Report while assessing the student's internship performance.

Table 3. Component 2: Report Submission (50 Marks)

Sl. No.	Attribute	Max Marks	Evaluation by
1	Motivation/Reason for Internship at the Company	5	One Internal Examiner
2	Introduction to the Company/Organization – nature of business, products and/or services, key financials, SWOT, PESTLE, organizational structure, and interrelationships – any other key information.	5	
3	Internship Work: Tasks assigned by the company, objectives of the intended activity, and the methodology for achieving the objectives.	10	
4	Description of internship work accomplished and tasks executed, skills and knowledge acquired, learning, and key takeaways (Due weightage to be given to industry supervisor evaluation - Format 9)	15	
5	Outcome/Value Addition/Output: Provide tangible evidence, such as screenshots, result sheets, etc.	10	
6	Summary and Conclusion	5	
Total Marks		50	

Table 4. Rubrics for Component 2: Report Submission (50 Marks)

Criteria (Marks)	Excellent	Good	Satisfactory	Needs Improvement
Motivation/Reason for Internship (Maximum marks: 5)	5 Mark Strong justification, clear personal/professional growth goals.	4 Mark Reasonably explained, some connection to career goals.	2-3 Marks Vague explanation, lacks personal motivation.	0-1 Mark Weak or unclear justification, generic reasoning.
Company Introduction (Maximum marks: 5)	5 Mark Comprehensive overview with industry insights, key financials, SWOT, PESTLE, and organizational structure.	4 Mark Covers most elements with minor gaps.	2-3 Marks Basic overview, missing key details.	0-1 Mark Superficial or incorrect company details.
Internship Work (Maximum marks: 10)	9-10 Marks Clearly defined tasks, objectives, and methodology, well-structured explanation.	7-8 Marks Covers tasks and objectives with minor clarity issues.	5-6 Marks Somewhat unclear, missing details on methodology	0-4 Marks Weak explanation, lacks clarity and structure.

Criteria (Marks)	Excellent	Good	Satisfactory	Needs Improvement
Work Accomplished & Learning (Maximum marks: 15)	13-15 Marks Detailed, insightful, strong reflection on acquired skills and industry exposure.	10-12 Marks Covers key aspects with some reflections but lacks depth.	7-9 Marks General description with limited insights.	0-6 Marks Weak or unclear, lacks key takeaways.
Outcome/Value Addition (Maximum marks: 10)	9-10 Marks Provides tangible evidence (screenshots, reports, solutions), clear impact.	7-8 Marks Some evidence but not well-integrated.	5-6 Marks Minimal evidence, lacks clear impact.	0-4 Marks No evidence, weak justification of contribution.
Summary & Conclusion (Maximum marks: 5)	5 Mark Well-structured, insightful, strong final reflections.	4 Mark Covers key points but lacks depth.	2-3 Marks Basic summary with minimal conclusions.	0-1 Mark Poorly structured or lacks a proper conclusion.

The assessment and evaluation process shall ensure transparency, consistency, and objectivity in evaluating the overall performance of students and shall contribute to determining the successful completion of the Industry Internship.

11. Annexures

The following annexures form an integral part of these Industry Internship Guidelines and shall be used, wherever applicable, for the effective implementation, monitoring, documentation, assessment, and successful completion of the Industry Internship.

Annexure	Title
Annexure I	Student's Daily Diary / Daily Log
Annexure II	Student Attendance Sheet
Annexure III	Industry Supervisor Evaluation Form
Annexure IV	Internship Evaluation Report by Organization
Annexure V	Internship Report Template
Annexure VI	Internship Presentation Template
Annexure VII	Student Feedback on Internship

Annexure I: Students Daily Diary or Log

MBA Student undergoing Internship

Faculty of Management and Commerce, Ramaiah University of Applied Sciences

Student Name, Registration Number: _____

Company / Organisation in which Student undergoing Internship: _____

Day-1		Date		
Time of arrival		Time of Departure		Remarks
Deptt./Division		Name of finished Product		
Name of HOD/ Supervisor With e-mail id				
Main points of the day				

Signature of Industry Supervisor

Annexure II: Student Attendance Sheet

Name & Address of Organization

Name of Student	
Roll. No	
Name of Course	Industry Internship as a part of MBA Program
Date of Commencement of Trg.:	
Date of Completion of Training:	

Initials of the student

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Date / Month & Year																														

Note :

1. Attendance Sheet should remain affixed in Daily Training Diary. Do not remove or tear it off.
2. Student should sign/initial in the attendance column. Do not mark 'P'
3. Holidays should be marked in Red Ink in attendance column. Absent should be marked as 'A' in Red Ink.

Signature of Company internship supervisor with company stamp/ seal

(Name_) Contact No.

Annexure III: Industry Supervisors Evaluation of Student

Student Name: _____ Date: _____

Industry Supervisor: _____ Title: _____

Company/Organization: _____

Internship Address: _____

Dates of Internship: From _____ To _____

Please evaluate your intern by indicating the frequency with which you observed the following behaviors:

Parameters	Needs improvement	Satisfactory	Good	Excellent
Behaviors				
Performs in a dependable manner				
Cooperates with co-workers and supervisors				
Shows interest in work				
Learns quickly				
Shows initiative				
Produces high quality work				
Accepts responsibility				
Accepts criticism				
Demonstrates organizational skills				
Uses technical knowledge and expertise				
Shows good judgment				
Demonstrates creativity/originality				
Analyzes problems effectively				
Is self-reliant				
Communicates well				
Writes effectively				
Has a professional attitude				
Gives a professional appearance				
Is punctual				
Uses time effectively				

Overall performance of student intern (circle one):

(Needs improvement/ Satisfactory/Good/ Excellent)

Additional comments, if any:

Signature of Industry Supervisor _____ HR Manager _____

Annexure IV: Internship Evaluation Report by Company

Name & Address of Organization

Sr. No.	Name of Student	Roll No.	Marks awarded by Industry Supervisor			OVER ALL GRADE/MARKS (Out of 15)
			Punctuality Grade (Satisfactory/ Good/ Excellent)	Maintenance of Daily Diary Grade (Satisfactory/ Good/ Excellent)	Skill Test Grade (Satisfactory/ Good/ Excellent)	

Name and Signature of Industry Supervisor with Date and Stamp

Annexure V: Internship Report Template
Program Name MBA

Internship Report

Department of Management Studies



Submitted By : XXXXXXXXXXXX

Reg. No. : XXXXXXXXXxx

Course Code: XXXXXXXXXxx

Faculty Mentor: XXXXXXXXXXXX

Industry Supervisor : XXXXXXXXXXXX

Month – Year YYYY

Faculty of Management and Commerce

M. S. Ramaiah University of Applied Sciences

Bengaluru -560 054

Faculty of Management & Commerce

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Faculty of MANAGEMENT AND COMMERCE



Certificate

This is to certify that the <Program Name> Internship report is a bonafide record of the work carried out by XXXXXXXXXX, Reg. No. XXXXXXXXXXXX in partial fulfillment of requirements for the award of <Program Name> Degree of M. S. Ramaiah University of Applied Sciences in the Department of Management Studies.

Month – 2026

Training & Placements

Faculty Mentor

Dr. K.M. Sharath Kumar

Dean – Faculty of Management and Commerce

Declaration

The Internship Report is submitted in partial fulfillment of academic requirements for the M.B.A. Degree of M. S. Ramaiah University of Applied Sciences in the Department of Management Studies. This Internship Report is a result of my own research / study. All sections of the text and results, which have been obtained from other sources, are fully referenced. I understand that cheating and plagiarism constitute a breach of University regulations, hence this dissertation has been passed through plagiarism check and the report has been submitted to the Faculty Mentor.

Signature :

Name of the Student :

Reg. No. :

Date :

Signature :

Name of the Faculty Mentor :

Internship Completion Certificate awarded by the Company

Acknowledgements

I wish to express my sincere gratitude to my University Mentor Dr/ Mr. / Ms. and Industry Supervisor in ----- **Company name**, -----**Name of Industry mentor**, for their guidance that has helped me tremendously at all times during my internship. Their immense knowledge, profound experience and professional expertise has enabled me to complete this Internship successfully.

I would also like to thank Dr. Sharath Kumar Dean– Faculty of Management and Commerce for his support and guidance and to the University for supporting all my endeavors.

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Chapter 4. Organisation Structure

Chapter 5. Functional Areas of the Business, their inter-relationships and Operational Activities

Chapter 6. My Internship Work My Internship Work – work taken up and output by way of results / accomplishments – Include all relevant info such as inputs / process / output

Chapter 7. Knowledge and Skills developed, Learning and Takeaways

Chapter 8. Relevance of Internship to Programme and to Occupation / Career

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Annexure VI: Internship Presentation Template



**RAMAIAH
UNIVERSITY**
OF APPLIED SCIENCES

Industry Internship
Presentation

Program : MBA
Course Code: BAI513B

Student Name :
Registration Number :

WWW.MSRUAS.AC.IN



Department of Management Studies
Faculty of Management and Commerce
Ramaiah University of Applied Sciences

Student Name :
Registration Number :
Department : Management Studies
Programme : MBA
Batch : FT25
Place of Internship :
Name of Faculty Mentor :
Name of Industry Supervisor :

2

Internship Completion Certificate from the
Organisation

3

Acknowledgements by the Student

4

Outline

- Motivation / Reason for Internship at the company
- Introduction to Organisation – nature of company, mission, vision, values
- Company Activity and Product/Services Portfolio
- External Analysis & Organizational Analysis – PESTLE AND SWOT
- Organisational Structure
- Functional Areas of the Business, their inter-relationships and Operational Activities
- Internship work: Work assigned by company, Objectives of the intended activity, methodology of achieving the objectives
- Description of Internship work accomplished and tasks executed , Skills and knowledge acquired, learning and key takeaways
- Outcome / Value addition / Output –tangible evidence – screenshots / results sheets etc
- Relevance to MBA Programme and intended Career
- Suggestions, if any, for future internship work in the organisation

5

Motivation / Reason for Internship at the company

6

Introduction to Organisation
nature of company, mission, vision, values

7

Company Activity, Products / Services
Portfolio and Key Financials

8

Company Activity, Products / Services
Portfolio and Key Financials....contd.

9

External Analysis (PESTLE)

10

Organisational Structure

11

SWOT (Strengths Weaknesses Opportunities and Challenges) Analysis

12

Functional Areas of the Business,
their Inter-relationships and Operational Activities

13

Internship work: Work assigned by company, Objectives
of the intended activity,
methodology of achieving the objectives

14

Knowledge and Skills Developed during Internship
and Key Takeaways

15

Outcome / Value addition / Output –tangible
evidence – screenshots / results sheets.....

16

Relevance to MBA Programme
and to Occupation / Career

17

Conclusions

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Suggestions / Areas of improvement, if any,
for future internship work in this / other organisations

19

References

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Thank You

21

Annexure VII: Student Feedback of Internship (To be Filled by Students after Internship Completion)

Faculty of Management and Commerce, Ramaiah University of Applied Sciences

MBA PROGRAM, FT25

Student Name: _____ Date: _____

Industrial Supervisor: _____ Title: _____

Supervisor Email: _____ Internship is: _____ Paid ___ Unpaid _____

Company/Organization: _____

Internship Address: _____

Faculty Coordinator: _____ Department: _____

Dates of Internship: From _____ To _____

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible): Was your internship experience related to your major area of study?

_____ **Yes, to a large degree** _____ **Yes, to a slight degree** No, not related at all Indicate the degree to which you agree or disagree with the following statements..

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/or use equipment not available at my Institute					

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship? What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Circle one). (Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

End of Student Feedback form



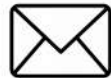
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