

### **General Guidelines:**

- 1- The following format of Internship Report is to be **EXACTLY** followed by all students graduating in 2015 from the degree programs of BS (hons) 2011-15 and MHRM 2013-15.
- 2- The Maximum Page Limit for report is **20-25 Pages** including all the chapters.
- 3- The Report should be either **Tape Bind** or **Ring Bind** for submission.
- 4- **Important Note:**  
*In Chapter 2 of your report, please pick the relevant section according to the department where you have done your internship. For instance, if you are a **Public Management** student but you did your Internship in **HR** Department of an organization, you are required to write only HRM section in Chapter 2 regardless of your specialization. Same goes for all the other specialization students.*
- 5- It is mandatory to attach at the end of report the copy of your **Internship Completion Certificate** (on the letter head of the organization) and **Internship Evaluation Form** (provided in format) duly filled by your **Internship Supervisor** at your Internship Organization.
- 6- Internship Reports should be submitted to IAS Placement Office maximum by mid of **September 2015**.
- 7- Please note that Final Transcripts are not issued unless the reports are submitted and checked. The usual checking time for Reports is 1 week after submission.
- 8- Internship Reports that will not include complete details as on the **First title Page in Format** and **Page numbers** in report shall **NOT** be marked and will be returned back to the student.
- 9- The Grading criterion for report is mentioned as follows. Please note that Grades are mentioned on your final Transcript based on the evaluation of your report by Internship Evaluation Committee along with your Internship Evaluation as received from Internship Supervisor.

### **Grading Criterion:**

<b>Percent Marks</b>	<b>Letter Grade</b>
85-100	A
80-84	A-
75-79	B+
70-74	B
65-69	B-
61-64	C+
58-60	C
55-57	C-
50-54	D
Below 50	F
Withdrawal	W
Incomplete	I

- 10- For any QUERY regarding your Internship/Internship Report, please write an email to [placement.ias@pu.edu.pk](mailto:placement.ias@pu.edu.pk) mentioning your Complete Name/Degree Program/Roll No.

# **INTERNSHIP REPORT**

**2015**



**INSTITUTE OF ADMINISTRATIVE SCIENCES – (IAS)  
UNIVERSITY OF THE PUNJAB**

***Student Name:***

***Complete Roll No:***

***Degree Program:***

***Session:***

***Internship Organization Name:***

***Branch and Address:***

***Internship Supervisor:***

***Internship Supervisor Contact Number:***

***Internship Supervisor Email ID:***

	Title Page	
	Acknowledgements	
	<b>CONTENTS</b>	Pg. No.
<b>Chapter 1: Introduction to the Organization</b>		
1.1	Brief History	
1.2	Nature of the organization	
1.3	Organogram & Number of Employees	
1.4	Vision	
1.5	Mission	
1.6	Values	
1.7	Goals & Objectives of Organization	
1.8	Business of Organization (Products and/or Services)	
<b>Chapter 2: Management Practices at [Organization Name]</b> <i>Write this chapter according to your department of Internship regardless of your Specialization in degree program</i>		
<b>HR Section</b>	<b>Human Resource Management Practices at [Organization Name]</b> <i>(for HRM Internship only)</i>	
2.1	HR Division – a Review	
2.2	Job analysis	
2.3	Human Resource Planning	
2.4	Recruitment and Selection Procedures	
2.5	Orientation of new hires	
2.6	Training & Development of employees	
2.7	Appraising & Managing Performance	
2.8	Compensation & Benefits Policies	
2.9	Labor Relations	
2.10	Procedures of Record keeping of Employees	
<b>MKT Section</b>	<b>Marketing Management Practices at [Organization Name]</b> <i>(for Marketing Internship only)</i>	
2.1	Marketing Division – a Review	
2.2	The Marketing Environment (Micro & Macro)	
2.3	Marketing Mix at [Organization Name]	
	2.3.1 People	
	2.3.2 Product	
	2.3.3 Pricing	
	2.3.4 Place (Distribution): Marketing channels and Supply Chain Management	
	2.3.5 Promotion (sales & communication)	
	2.3.6 Performance	
<b>FIN Section</b>	<b>Financial Management Practices at [Organization Name]</b> <i>(for Finance Internship only)</i>	
2.1	Finance Division – a Review	
2.2	Financial Planning & Provision of Capital	
2.3	Administration of Funds	
2.4	Accounting & control mechanisms	
2.5	Protection of Assets	

2.6	Tax Administration	
2.7	Investor Relations	
2.8	Financial Evaluation & Consulting	
2.9	Financial Information Systems	
<b>PM Section</b>	<b>Public Management Practices at [Organization Name]</b> <b>(for Public Sector Internship only)</b>	
	Public Management Division – A Review	
2.1	Organization & Management ( Planning, Organizing, Leading & Controlling)	
2.2	Staffing/ Human Resources	
2.3	Financial Resources & Budgeting	
2.4	Stakeholders	
2.5	Organizational Culture	
2.6	Donors/ Donor Driven Projects	
2.7	Community/ Citizen Engagement	
<b>Chapter 3: Tasks and Duties at Internship</b>		
3.1	Function(s)/Department(s) of Internship	
3.2	Tasks Performed and Duties Held	
	3.2.1 Week 1	
	3.2.2 Week 2	
	3.2.3 Week 3	
	3.2.4 Week 4	
	3.2.5 Week 5	
	3.2.6 Week 6	
3.3	Learning and Achievements at Internship <i>(Write a paragraph)</i>	
<b>Chapter 4: SWOT Analysis of [Organization Name]</b>		
<b>Chapter 5: Research Project</b>		
<i>Note: Research has to be conducted on any Managerial Aspect of your interest and should be related to the organization where you have done your internship.</i>		
<i>It is <b>NOT</b> mandatory to use SPSS for data analysis. Students can draw results in MS Excel.</i>		
5.1	Introduction to the topic	
5.2	Literature Review	
5.3	Research Problem Statement	
5.4	Explanation of Key Terms	
5.5	Significance / Rationale of the study	
5.6	Objectives	
5.7	Research Questions	
5.8	Methodology	
	5.8.1 Research Design	
	5.8.2 Population	
	5.8.3 Sample description (sample size, sampling method)	
	5.8.4 Tool/Instrument of Data Collection	
	5.8.5 Method of data collection	
5.9	Limitations of Research	
5.10	Results and Data Analysis (Tables/Figures with Interpretations)	
	Key Findings and Conclusions	
	Recommendations	
	Summary of Research Work	
	References	
	Appendix <i>(include a copy of your Tool of data Collection)</i>	
	<b>Internship Completion Certificate</b> <i>(Copy)</i>	
	<b>Internship Evaluation Form</b> <i>(Copy)</i>	

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Email: [placement.ias@pu.edu.pk](mailto:placement.ias@pu.edu.pk)

**INTERNSHIP EVALUATION FORM**

**(To be filled by the Internship Supervisor)**

Intern's Name:
Father's/ Guardian's Name:
Program:
Class Roll No.
Telephone No. (Res.) (Cell no.)
<b><u>To be filled by the internship Supervisor</u></b>
Supervisor's Name:
Designation:
Internship Organization:
Address:
Telephone No:
Internship Joining date of the intern:
Internship Completion date of the intern:
Internship duration:
Attendance of the intern in days:

**Specific Tasks assigned during internship:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Please evaluate the intern on the five point scale ranging from Satisfactory to Excellent based on the following key attributes. Your Feedback is important to us.

Sr. No.	Attributes	Satisfactory					Excellent	
		1	2	3	4	5		
1.	Punctuality & regularity	1	2	3	4	5		
2.	Commitment to work	1	2	3	4	5		
3.	Productivity Level	1	2	3	4	5		
4.	Meeting the Deadlines	1	2	3	4	5		
5.	Team Work	1	2	3	4	5		
6.	Quality of work	1	2	3	4	5		
7.	Initiative in taking new assignments	1	2	3	4	5		
8.	Communication Skills-Writing	1	2	3	4	5		
9.	Communication Skills-Speaking	1	2	3	4	5		
10.	Communication Skills-Comprehending	1	2	3	4	5		
11.	Adaptability to the organizational environment	1	2	3	4	5		
12.	Overall Conduct & behavior	1	2	3	4	5		
13.	Other, Pl. Specify:	1	2	3	4	5		

<b>General Remarks regarding Intern's Performance during Internship:</b>
<b>Areas of Learning &amp; Improvement:</b>

**Evaluator/Internship Supervisor**

**Official Stamp (MUST)**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_