**CENTURION UNIVERSITY OF**

**TECHNOLOGY & MANAGEMENT**

**SCHOOL OF MANAGEMENT**

**Internship Policy**

**B.COM**



**CONTENTS**

**Outline Page No.**

Objectives : 3

Role to be played by the Trainee : 3

Initiatives to be taken by the Trainee : 3

Duties / Responsibilities of the Trainee : 3

Self-Evaluation by the Trainee : 4

Other Information : 4

Evaluation : 4

Schedule : 4

General Instructions : 4-5

Internship Review : 7-8

Sample format of Internship Training Report : 9-13

**1. OBJECTIVES**

i) To have an effective exposure to the actual work situation of an organisation to enhance various managerial skills.

ii) To understand the organisation profile in all its functional aspects to gain knowledge and practical experience.

iii) To learn and understand the organisational problems and conducting a research so as to sharpen the problem solving skills.

**2.** **ROLE TO BE PLAYED BY THE TRAINEE**

i) Diligently work on assignment undertaken

ii) Maintaining of daily report

iii) Understanding vision, Mission and the functioning of various departments

iv) In-depth study of the department where the assignment is undertaken

v) Acceptance of the assignment, as training oriented and not research oriented

VI) Preparation of questionnaire and collection of data on specific assignment / issue / problem provided by the Industry guide.

vii) Submission of the assignment report to the Industry guide with identification of issues / suggestions

**3.** **INITIATIVES TO BE TAKEN BY THE TRAINEE**

i) Interact effectively with executives and workers of the company to learn their point of

view on various issues.

ii) Get exposed to the behavioral aspect of the managers and the workers.

iii) Get acquainted with the organization culture and work environment.

iv) Render a helping hand to the activities of the organization (social / cultural / functional)

v) Maintain good rapport

vi) Ensure visit to, at least, 5 organizations in vicinity of the industry to introduce the institute and get useful information about the organizations

**4.** **DUTIES / RESPONSIBILITIES OF THE TRAINEE**

i) Communicate the details of name of the project and guide under whom the training is undertaken to the institute immediately on reporting to the Company, latest by **1st May ’2018**

ii) Presume the Industry guide as the prospective employer

iii) Understand meticulously the organization’s requirement and perform accordingly

iv) Take Guide’s feedback on performance

v) Maintain discipline and punctuality coupled with exemplary behavior

vi) Comply weekly progress report to faculty guide

**5.**  **SELF-EVALUATION BY THE TRAINEE**

(a) Day to day self-assessment in terms of:

(i) Performance

(ii) Behavior

(b) Remedial measures to improve performance and change attitude (if need be)

**6. OTHER INFORMATION**

All the students should submit the training report, in **Triplicate** to the institute for evaluation along with the daily report. Preparation of TRAINING REPORT will be made in consultation with the concerned faculty members of the discipline to ensure uniformity. The format of the Training Report should be as per the format annexed in page no. 8.

**7. EVALUATION OF TRAINING PERFORMANCE OF STUDENTS WILL BE CARRIED OUT AS UNDER**

1. Research Proposal: 10%
2. Daily Diary & Weekly report: 10%
3. Assessment by Industry Guide: 20%
4. Report assessment: 30%
   1. Understanding the Organization and research area: 5%
   2. Literature Review 5%
   3. Methodology 10%
   4. Analysis & Conclusion 10%
5. Presentation & Viva-voce 30%

8. **TENTATIVE SCHEDULE**

Reporting date for next Semester III

Probable report preparation and presentation

Probable commencement of Semester-III class:

**9. GENERAL INSTRUCTIONS**

1. Every student enrolled into the Management Program shall undergo the Internship for the period as indicated in the Academic Calendar or specifically mentioned in the letter.
2. The first elective area (as opted by the student) will be considered as the area of SIP and the same will be binding on the student.
3. As regards the location of Training and the Training organization, the decision of Dean shall be final.
4. Where, the student offers to arrange his / her own training, a cut-off date for the same shall be communicated by Dean’s office. The confirmation from the organization should reach the Dean’s office by the given cut-off date. In case, this does not happen, Dean’s office will arrange his / her training as may be possible at that point of time and the same shall be binding on the student. Dean’s office reserves the right to reject the training orgnaisation arranged by the student in certain cases.
5. No interference in any form and from any quarter shall be accepted by the Dean’s office with regard to choice of location or any other matter pertaining thereto.
6. The student should have at least three topics in hand in the given area of SIP. This will be done in consultation with their guide before proceeding for the SIP. Where the organization has already specified the topic or would like to modify the topic indicated by the student, this will be accepted by the student and also to be informed to the faculty guide and Dean’s office Normally, any request for extension of Training period will not be entertained. However, under very special circumstances, this will be considered on a written request through their respective faculty guide. Unless, the extension is duly approved by the Dean’s office and the same is received at least a week before by the student, it will be deemed that the Training period is not extended. Hence the student shall have to report back to the institute on the date as stipulated earlier.
7. All students have to attend SIP briefing workshop and submit a research proposal before commencement of internship. The proposal shall be evaluated by a team of faculty and with due recommendation of faculty guide, student will be issued joining letter from Dean’s office. Student must carry joining letter, Identity card and report at the company on specified date, time and venue.
8. On reporting at the SIP organization, the student shall submit his/her joining letter to the external guide (hard copy) and pass on the information to his / her internal guide from CUTM-SOM. The information should be in the attached format.
9. Dress Code, Office Timings, Organisation’s Standing Orders and Security / Safety Guidelines, etc. shall be strictly adhered to during the course of training.
10. Student undergoing the Training shall uphold the image of CUTM and shall not do anything which will tarnish the image of the Institute. While reporting to the organization and during the course of training formal dress shall be worn and safety helmet/shoes, if required, under the rules, shall be put on.
11. Any unusual occurrences or critical incidents, if experienced, shall be brought to the notice of Dean’s office. Under no circumstances, student will engage or support any orgnisational politics.
12. Student will refrain from claiming any benefits or facilities unless this is a part of the SIP Offer.
13. Any unauthorized absence, unruly behavior and insubordination with the company official or fighting / intoxication in the work place shall attract stringent / punitive action as may be deemed proper including rustication from the institute.
14. We expect all trainees to learn professional work ethics, Seriousness, Dedication, Being honest, Producing high quality work, Punctuality, Meeting deadlines, Enthusiasm and Networking
15. DO’s and DON’T’S

* DO plan and manage your time
* DO set goals, and record your progress
* DO keep a 'notebook'
* DO make relationships, build a network
* DO keep a good attitude
* GO for *high quality* in all you do
* DON’T stick with a bad teammates
* DON’T wait for someone to instruct or help

***Note: The above instructions have to be strictly followed by the student during his/her internship and are addition to the specific policy / rules of the SIP organization.***

**INTERNSHIP REVIEW**

DATE:

NAME OF STUDENT: REGN. NO.:

NAME OF ORGANIZATION:

NAME OF INDUSTRY GUIDE:

FACULTY GUIDE:

**ORGANISATION STUDY(Brief profile, Vision, Mission, Business/Product/Service)**

**PROJECT TITLE:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROJECT OBJECTIVE**

Clearly enunciate the objective/s of your project.

The Objective/s of my project is/are

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BUSINESS CASE**

Please mention clearly why you are carrying out the project for the organization where you are doing your internship. What benefits does the organization foresee from your project?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**KEY DELIVERABLES**

These have to be projected on a weekly basis in your first report. Namely

|  |  |
| --- | --- |
| **WEEKS** | **DELIVERABLES EXPECTED AT THE END OF THE WEEK** |
| **WEEK 1** |  |
| **WEEK 2** |  |
| **WEEK 3** |  |
| **WEEK 4** |  |
| **WEEK 5** |  |
| **WEEK 6** |  |
| **WEEK 7** |  |
| **WEEK 8** |  |

**PROGRESS**

Clearly enunciate the progress of your project every fortnight.

|  |  |
| --- | --- |
| **WEEKS** | **PROGRESS OF YOUR PROJECT EVERY FORTNIGHT** |
| **WEEK 2** |  |
| **WEEK 4** |  |
| **WEEK 6** |  |
| **WEEK 8** |  |

**KEY CHALLENGES**

What are the key challenges you have faced while working on the project. Report it in the fortnightly report.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTITUTIONAL LEARNING CASE**

Please mention clearly and succinctly how this project was helpful in strengthening the management concepts which you learned at CUTM. What benefits can CUTM look forward to from your project?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A faculty from CUTM shall visit the organization where you are undergoing the internship and gauge your progress and take feedback from the organization’s GUIDE or reporting authority.

So put you best foot forward and hit the ground running.

**SAMPLE OF COVER PAGE LAYOUT OF TRAINING REPORT**

(Not to be printed)

Internship Training Report

On

**“Comparative Analysis of Credit Policies of**

**Different Housing Finance Corporations”**

At

**Birla Home Finance Ltd.**

**Kolkata**

**Prepared by**

Mr.Surjit Singh

Registration No –

Batch – 2016-18

Under the Guidance of

Mr.xxxxxxxxx Prof. XXXXXX

**External Guide** **Internal Guide**

As a partial fulfillment of B.COM Program

**CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT**

**SCHOOL OF MANAGEMENT**



The report should contain the divisions as mentioned below. Any deviation from the format will invite rejection of acceptance.

CONTENTS

Certificate from the Guide / Organisation I

Certificate from the Internal Guide II

Declaration III

Acknowledgement IV

Abstract Summary V

List of Illustrations / Tables VI

**Chapter – I 1 - 6**

**Introduction**

* 1. Objective, Scope & Limitations
  2. Research Methodology

**Chapter – II 7 - 15**

2.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter – III 16 - 32**

3.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.3 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter – IV 33 - 40**

**Conclusions**

4.1 Conclusions / Findings

4.2 Recommendations

**Appendices 41 - 42**

**References 43**

**Glossary 44**

**DECLARATION**

I do hereby declare that this project report submitted by me, in partial fulfillment of the B.COM of **Centurion University of Technology & Management, School of Management**,  is exclusively prepared and conceptualized by me and is not submitted to any other institution or published anywhere before.

Signature

Date: (Name...)

---------------------------------------------------------------------

SECOND SHEET

-----------

Company Certificate on training

¾¾

THIRD SHEET

¾¾

-----------

GUIDE'S CERTIFICATE (EXTERNAL)

FOURTH SHEET

------------

GUIDE'S CERTIFICATE (INTERNAL)

FIFTH SHEET

¾¾

-----------

ACKNOWLEDGEMENT BY THE INDIVIDUAL

¾¾

SIXTH SHEET

¾¾

-----------

PREFACE (The need for such a Project)

SEVENTH SHEET

CONTENTS

EXECUTIVE SUMMARY

PAGE NO.

----------------

1. The Project - OBJECTIVES, SCOPE, ACTUAL PROJECT

2. The Technical Data - FEW LINES ABOUT THE INDUSTRY-PROJECT

3. The Advantage - OF THE AREA /FIELD IN WHICH PROJECT WAS DONE AND

IT’S IMPORTANCE

4. The Limitation

5. The Findings

6. The Recommendations

7. The Research Design - EXPLORATORY (PILOT SURVEY), DESCRIPTIVE-

OBSERVATION-SCHEDULE, EXPERIMENTAL

SECTION - I

------------

1. Introduction (PROJECT TOPIC) - ABOUT THE COMPANY-HOW MAKE SENSE  IN

TO-DAY'S REQUIREMENT

2. Objective of the Study - (BASIC IDEA)

3. Scope of the Study - (IT EXTENDS TO ALL AREAS)

4. Research Dimension - (THE METHODOLOGY FOLLOWED & JUSTIFIED)

SECTION - II

--------------

1. An Overview - (OF THE AREA/STREAM ON WHICH PROJECT WAS DONE)

2. Industry - (THE COMPANY IS A PART OF THE LARGER INDUSTRY-

COMPARATIVE STUDY OR A GENERAL LOOK AT THE INDUSTRY WITH  SPECIFIC

REFERENCE TO THE PROJECT TOPIC)

3. Marketing Scenario - (THE PRESENT SITUATION IN THE MARKET OF THE

‘PROJECT TOPIC’ AT HAND. THIS SHOULD BE SECONDARY INFORMATION I.E.

FROM BOOKS, MEGAZINES, JOURNALS ETC.)

4. Company Analysis - (COMPANY'S STRUCTURE/ORGANISATION, ITS STRENGTH

& WEAKNESSES)

5. Trend Analysis - (COMPANY'S TREND TOWARDS THE 'PROJECT TOPIC' AT

HAND)

SECTION - III

--------------

1. Project dimension: Planning & Organising: WHAT DID YOU DO THERE?

YOUR WORK HOURS, WORK STYLE ETC.

2. Importance of Project

3. Limitation - IN YOUR PROJECT

SECTION - IV

--------------

1. Findings - RESULTS

2. Recommendations: YOUR SUGGESTIONS TO THE COMPANY CLIENT, MARKET,

DEPARTMENT ETC.

3. Conclusion - YOUR CONCLUSION OR INFERENCE FROM THE WHOLE EXPERIENCE

ABOUT THE PROJECT

SECTION - V

-------------

1. Bibliography - REFER PAGE NO. 407/408 OF RESEARCH METHODOLOGY BY

MR. C.R. KOTHARI, FOR DETAILS.

2. Annexure