

Summer Internship Report 2012

On internship completion, every student has to submit “Internship Report” to CMC by Sep 20, 2012. Cheating/Copying is not acceptable at all.

General Guidelines for Internship Report

Report Length:	10-15 pages (no hard/spiral binding)
Page Size:	A4
Font:	Times New Roman
Alignment:	Justified
Margin:	2”
Spacing:	1.5
Page Numbering:	Pages should be numbered
Headings/Subheadings:	Use headings/subheading where necessary
Spelling/Grammar Check:	Use this feature on whole report

FORMAT OF THE INTERNSHIP REPORT FOR MBA/BBA FINANCE STUDENTS

1. **Title Page:** Name of the University, Organization Name, Student’s Name & Reg. #, Date of submission
2. **Copy of Internship Certificate**
3. **Acknowledgement:** of those who helped you during internship and in compilation of internship report
4. **Table of Contents:** List of all headings, subheadings, and annexure with page numbers.
5. **List of Tables/Figures:** List of tables, figures, graphs, charts (if used in report).
6. **Executive Summary:** Includes major points/micro image of the report
7. **Objectives:** State your purpose to study the Organization
8. **Overview of the Organization:** Brief History, Nature of Organization, Business Volume, Main Offices, Total staff strength, Products, Competitors
9. **Organizational Structure:** Organizational Chart (hierarchy wise), Departments Name

10. **Structure of the Finance Dept.:** Dept. Hierarchy, No. of employees in the Dept.
11. **Functions of the Finance Dept.:** Accounting System of the Company, Finance System of the Co., Use of E-data, Sources and Allocation of Funds.
12. **Your Internship Program:**
 - a) Introduction of the Branch where you worked
 - b) Departments in which you worked during your internship, Supervisor's name & job title
 - c) Description of the tasks/projects which were assigned to you during your internship
13. **Critical Analysis:** Associate theoretical concepts with your internship experience on following:
 - i. **Financial Analysis of last 3-4 years** (including Ratio/Horizontal/ Vertical/Industry/Trend Analysis)
 - ii. **Future Prospects of the Organization**
14. **SWOT Analysis** (strengths, Weaknesses, Opportunities, Threats to the Organization)
15. **Conclusion:** Illustrate the Company as per your judgment/assessment with reference to SWOT Analysis
16. **Recommendations:** Recommend solutions for all the problematic areas mentioned in SWOT analysis
17. **References & Sources Used for Data Collection**
18. **Annexes/Appendices**