

Summer Internship Report 2017

On internship completion, every student has to submit “Internship Report” by Sep 30, 2017. 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 HRM 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. **Organizational Structure of the HR Dept.:** Dept. Hierarchy, No. of employees in HR Dept.
11. **Functions of the HR Dept.**
12. **HR Planning & Forecasting**
13. **Recruitment & Selection Process, Methodologies, & Sources**
14. **Functions of Training & Development Dept.**
15. **Employee Career Path Procedures**
16. **Performance Management Process of the Organization**
17. **Attendance & Leaves Management System**
18. **Organization's Grievance Policy**
19. **Employee Compensation & Benefits**
20. **Employee Job Changes Policies:** Transfers, Promotions, Demotions, Resignation, Layoffs, Termination, Retirement
21. **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
22. **SWOT Analysis** (strengths, Weaknesses, Opportunities, Threats) **with focus on HR processes of the Organization**
23. **Conclusion:** Illustrate the Company as per your judgment/assessment with reference to SWOT Analysis
24. **Recommendations:** Recommend solutions for all the problematic areas mentioned in SWOT analysis
25. **References & Sources Used for Data Collection**
26. **Annexes/Appendices**