



Internship Report Guidelines – 2024

BBM, Eighth Semester

Prepared by
Research & Extension Committee
United College
Kumaripati, Lalitpur, Nepal

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Background of the internship

The internship program for BBM Eighth semester students of United College is a crucial component of their academic journey, providing a valuable opportunity to apply theoretical knowledge to real-world scenarios. As prescribed by Tribhuvan University, students are required to complete a two-month internship, equivalent to 48 working days, in alignment with their chosen specialization subject. This mandatory internship is designed to fulfill a partial requirement for the completion of the BBM degree. It aims to bridge the gap between classroom learning and practical skills, allowing students to gain hands-on experience in their respective fields. During the internship, students are expected to engage in various tasks relevant to their specialization, gaining insights into industry practices, enhancing their problem-solving abilities, and developing a deeper understanding of the challenges and opportunities in the professional world. This experience not only helps students build essential skills but also prepares them for future career paths by enhancing their employability. Ultimately, the internship program serves as a vital step in the students' academic development, equipping them with the necessary tools to succeed in the competitive business environment.

Objectives of internship

The main purpose of an internship is to allow students to apply their theoretical knowledge in real-world settings, helping them bridge the gap between classroom concepts and actual workplace practices. The specific objectives are:

- To fulfill a partial requirement for the completion of the BBM degree.
- To bridge the gap between classroom learning and practical skills, allowing students to gain hands-on experience in their respective fields.
- To gain hands-on experience in their chosen field, applying theoretical knowledge to real-world scenarios.
- To explore and refine their professional interests, helping them make informed decisions about their career paths.
- To build a professional network, establishing connections with industry experts and peers.

Outcomes of internship

The outcomes of the internship program offer significant value in the academic and professional development of students. By applying theoretical knowledge to real-world scenarios, students gain practical experience that enhances their problem-solving and critical thinking skills. The internship allows students to develop a deeper understanding of industry practices, equipping them with the tools needed to navigate their chosen fields. In addition, it helps students refine key professional skills such as communication, teamwork, and time management, all of which are crucial in any career. The experience also allows students to explore and evaluate their career interests, enabling them to make more informed decisions about their future career paths. Moreover, students have the

opportunity to build a professional network by establishing connections with industry experts, mentors, and peers. These relationships can play a vital role in securing future job opportunities. Through exposure to workplace culture, students learn the expectations and challenges of the industry, fostering personal growth and adaptability. Ultimately, the internship bridges the gap between academic learning and professional experience, preparing students for success in their careers and enhancing their employability.

Eligibility for the internship

To be eligible for the internship, students must have completed the seventh semester of the BBM program. This ensures that they have acquired sufficient academic knowledge and are ready to apply theoretical concepts in a practical setting. Students are also required to select an internship organization that aligns with their chosen specialization, such as banking, entrepreneurship, marketing, or finance. This alignment helps ensure that the internship experience is relevant to their field of study.

Organization selection for the internship

Students pursuing a banking specialization are required to select a Class A bank for their internship, ensuring exposure to a reputable financial institution. For students from other streams, the internship organization must be legally valid and recognized nationally or internationally. They are strongly encouraged to choose well-known organizations to enhance their professional profiles. Completing an internship at a reputable organization significantly boosts employability, as the name of a recognized institution on a resume increases marketability in the job market. By interning with established and renowned companies, students gain valuable hands-on experience, develop key professional skills, and build a robust network of industry contacts. This exposure improves their chances of securing future career opportunities and provides insight into industry practices, fostering personal and professional growth. The selection of a respected organization ensures that students are better prepared for the challenges of their chosen careers.

Duration of internship

The time period for the internship is two months or 48 working days, as prescribed by Tribhuvan University (TU) for BBM students. The countdown begins after the completion of the seventh semester or at the commencement of the eighth semester. This duration is designed to provide students with enough time to gain practical experience and exposure to real-world applications of the concepts they have learned throughout their coursework. It allows students to engage meaningfully with their chosen organization, contribute to ongoing projects, and develop essential skills that will benefit their future careers. The internship must be completed within the eighth semester, ensuring it aligns with the academic timeline.

Materials required for internship

For the internship, students are required to first obtain an official letter from the college, which should be presented to the internship organization. This letter confirms the student's enrollment and outlines the purpose of the internship. During the internship, students must maintain a daily diary to record their activities, challenges faced, solutions implemented, lessons learned, and skills developed. The diary serves as a reflective tool, enabling students to track their progress and gain valuable insights into their practical experience. Upon completion of the internship, the internship organization provides a recommendation letter, a sealed evaluation form, photocopies of the attendance sheet, and other relevant documents as proof of the internship. These materials are then included in the internship report, in the appendices section, to provide comprehensive documentation of the student's experience.

Evaluation procedure

The internship carries a weight of 3 credit hours in the BBM program at Tribhuvan University (T.U.). Students must secure a minimum grade of 'B' in the internship to successfully complete the requirement. The grade will be based on the average of both components of the project work: the organizational evaluation and the presentation and industrial attachment project.

- The organizational evaluation, which is confidential and sealed, accounts for 25 percent of the total grade.
- The external evaluation consists of two parts:
 - ✓ The presentation of the internship report, which contributes 25 percent.
 - ✓ The internal report evaluation, which makes up the remaining 50 percent.

Internship report

The internship report is an essential component of the BBM eighth-semester internship, typically written during or after the completion of the internship. The report serves as a comprehensive record of the student's practical experience, detailing the tasks, projects, and skills developed during the internship period. A research coordinator is assigned as the supervisor to guide students through the process of preparing the report, ensuring that it meets the standards prescribed by Tribhuvan University (TU). The evaluation of the internship is conducted based on the contents of the report, which is assessed for its clarity, depth, and relevance to the student's field of study. The report should include an introduction to the organization, the specific roles and responsibilities of the intern, challenges faced, solutions implemented, and lessons learned throughout the internship. It also highlights the skills developed and how the experience contributed to the student's academic and professional growth. The internship report plays a critical role in determining the final grade for the internship, as it is evaluated alongside other components, such as the organizational evaluation and internship presentation. It is,

therefore, crucial for students to ensure their report is well-researched, structured, and reflective of their learning outcomes.

Volume of report

The volume of the internship report for BBM eighth-semester students should be between 25 to 30 pages, including the preliminary, body, and supplementary sections. The preliminary section typically includes the title page, acknowledgments, table of contents, and any other introductory material. The body of the report comprises the main content. The supplementary section includes appendices, such as references, charts, graphs, and other supporting documents. Students must ensure that the report is well-organized, clearly written, and thoroughly addresses the key aspects of their internship experience while adhering to the prescribed page length.

Report submission deadline

The internship report must be submitted before the board exam of the eighth semester. Although the formal evaluation of the report takes place after the board exam, students are required to submit their completed report prior to the exam period. This ensures that the report is reviewed and evaluated in a timely manner, allowing for proper documentation of the internship experience as part of the overall academic assessment. Students should adhere to the submission deadline to ensure they meet the requirements for their internship and final evaluation.

Plagiarism policy

The internship report submitted by students must not exceed 10% plagiarism, as detected by the college's plagiarism software, iThenticate. If the report contains more than 10% plagiarism, the student will be notified and required to correct the plagiarized sections and resubmit the report. If, after the corrections, the report still contains more than 10% plagiarism, it will be rejected. This policy is in place to ensure academic integrity and originality in students' work, emphasizing the importance of proper citation and the avoidance of plagiarism. Students are encouraged to maintain the highest standards of academic honesty throughout the report-writing process.

Sample questions during intern viva voce

General and background questions:

1. Can you share your internship experience?
2. Why did you choose this particular organization for your internship?
3. How did you select the industry for your internship report?
4. What were the main objectives you aimed to achieve during the internship?

5. Can you describe the methodology you used to select the organization and the activities you engaged in during your internship?

Industry-related questions:

6. Could you give an overview of the industry in which your internship organization operates?
7. How has the industry evolved over the years, according to your findings?
8. What are some of the current challenges the industry is facing?
9. Based on your analysis, what are the key trends in this industry?
10. How do you think the industry will change in the next 5 years?

Organization-specific questions:

11. Can you provide a brief history of the organization you interned with?
12. Who are the key people / CEO involved in the organization, and what is their role?
13. What are the vision and mission of the organization, and how do they align with its activities?
14. Could you describe the main products or services offered by the organization?
15. How does the organization position itself in the market compared to competitors?

Internship experience questions:

16. Which department were you assigned to, and what was its role within the organization?
17. Can you explain your assigned role and responsibilities during the internship?
18. What types of activities did you perform during your internship?
19. How did you maintain your internship log book, and how did it help in reflecting your activities?
20. What challenges did you face during your internship, and how did you address them?

Skills and development questions:

21. Can you discuss some of the skills you developed during your internship?
22. Did you encounter any situations that required you to use your problem-solving skills? Can you describe one?
23. How did you contribute to the organization during your internship, and what was the impact of your contribution?
24. What was the most rewarding part of your internship experience?

Conclusion and recommendations questions:

25. What key lessons did you learn from your internship, and how will they influence your future career?

Technical guidelines

Adhering to guidelines provided below demonstrates a strong attention to detail and a commitment to delivering work in a polished and professional manner. Proper formatting enhances the clarity, structure, and overall presentation of the internship report, making it more accessible and engaging for readers. It ensures consistency, helping to convey

information effectively. By following these guidelines, students can showcase their efforts and professionalism, aligning with academic and industry standards for quality report writing. Following are the guidelines for preparing an internship report:

S/N	Particular	Descriptions			
1	Chapter heading	Font: Times New Roman	Size: 16	Align: Center	
2	Sub-heading	Font: Times New Roman	Size: 14	Align: Left	
3	Body part	Font: Times New Roman	Size: 12	Align: Justification	
4	Margin	Left: 1.5	Right: 1	Top: 1	Bottom: 1
5	Spacing:	1.5			
6	Alignment	Justification			
7	Page number	Font: Roman numeral for preliminary Arabic number for main body	Size: 12	Align: Lower center of the page	

Outlines of internship report

Particular	Page No.
<i>Title page</i>	<i>i</i>
<i>Student declaration</i>	<i>ii</i>
<i>Approval sheet by College</i>	<i>iii</i>
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1.2 Objectives of internship.....	2
1.3 Methodology (Organization selection, placement, duration, activities).....	2

Chapter - 2: BRIEF INTRODUCTION OF THE INDUSTRY.....	3-5
2.1 Overview of the industry.....	3
2.2 Historical background of the industry	4
2.3 Current status of the industry	4, 5
Chapter - 3: BRIEF INTRODUCTION OF THE ORGANIZATION.....	6-8
3.1 Overview of the organization	6, 7
(History, Establishment date, location, promoters, branch, CEO, Branch manager, etc.)	
3.2 Vision and Mission	7
3.3 Product or services offered	8
Chapter - 4: ANALYSIS OF INTERSHIP ACTIVITIES.....	9-15
4.1 Assigned department for internship	9
4.2 Assigned position, roles and responsibilities	9
4.3 Activities performed.....	10
4.4 Internship log book.....	11,12
4.5 Problems faced during internship.....	13
4.6 Problems solved	14
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Chapter - 5: CONCLUSION AND LESSON LEARNT.....	16-17
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Explanation of outlines

- i. **Title page:** The title page is the first page of your internship report and includes essential information such as the title of the report, your name, the name of your college or university, and the date of submission. It provides a quick overview of the document and sets the stage for what follows.

- ii. **Student declaration:** The student declaration is a formal statement in which you assert the originality of your work. By signing this declaration, you affirm that the content of your internship report is your own, and you have adhered to ethical and academic standards throughout the research and writing process.
- iii. **Approval sheet by College:** The approval sheet is an official document from the college, indicating that your internship report has been reviewed and approved by the relevant academic authorities. This sheet typically includes signatures or stamps from faculty members, confirming that your report meets the required standards.
- iv. **Internship approval letter by the organization:** This section includes the official approval letter from the organization where you completed your internship. The letter indicates that the organization acknowledges and approves your internship, providing evidence of your practical engagement in the field.
- v. **Acknowledgment:** The acknowledgment section is an expression of gratitude. Here, you thank individuals, organizations, or departments that played a significant role in supporting and facilitating your internship. It's a courteous way of recognizing those who contributed to your learning experience.
- vi. **Table of contents:** The table of contents provides a structured overview of the main sections and chapters in your internship report. It includes a list of headings and subheadings along with the corresponding page numbers, making it easy for readers to navigate information within the document.

Chapter – 1: INTRODUCTION

1.1 Background of the internship: Discuss the factors that led to the choice of an internship, including the relevance of the industry or field, personal interest, or academic requirements. Highlight any specific challenges, trends, or developments in the industry that make the internship significant.

1.2 Objectives of internship: Outline the overarching goals and specific objectives that you aimed to achieve during the internship. These objectives could be aligned with your

academic learning outcomes, career development, or gaining practical experience in a particular field. Clearly state what you intended to learn or accomplish through the internship, setting the stage for the subsequent chapters.

1.3 Methodology (Organization Selection, Placement, Duration, Activities): Explain the criteria used to choose the specific organization for your internship. This may include factors such as the industry sector, company reputation, size, or alignment with your career goals.

- **Placement:** Describe how you secured the internship placement, whether through college placement services, personal connections, friends, relatives, or other means.
- **Duration:** Clarify the duration of the internship, explaining why this specific timeframe was chosen.
- **Activities:** Briefly outline the main activities you were involved in during the internship. This could include specific tasks, projects, or responsibilities assigned to you.

Chapter - 2: BRIEF INTRODUCTION OF THE INDUSTRY

2.1 Overview of the industry: Provide a comprehensive overview of the banking sector. This includes a detailed explanation of the industry's purpose, structure, and functions. Discuss the key players, regulatory bodies, and the overall role of the banking sector in the economy. Cover essential aspects such as types of banks (commercial, investment, etc.), financial services offered, and the importance of the sector in facilitating economic activities.

2.2 Historical Background of the Industry: Discuss the origins and development of banking practices over time, highlighting key milestones, innovations, and changes that have shaped the industry. This historical context provides a foundation for understanding the current state of the banking sector and how it has evolved to meet the changing needs of society.

2.3 Current status of the industry: Evaluate the present state of the banking sector, considering factors such as market trends, technological advancements, regulatory frameworks, and global influences. Discuss the major challenges and opportunities facing the industry today.

Chapter – 3: BRIEF INTRODUCTION OF THE ORGANIZATION

3.1 Overview of the organization

- **History and Establishment Date:** Provide a historical background of the organization, detailing its origins, founding members, and the circumstances that led to its establishment. Include significant milestones or events that have shaped the organization over time.
- **Location:** Describe the geographical location of the organization's headquarters and any relevant branch offices.
- **Promoters:** Identify and discuss the key promoters or founders of the organization. Highlight their roles and contributions to the establishment and growth of the organization.
- **Key People:** The organization is led by [CEO's Name], who has been instrumental in steering the company towards its current position. Other key figures include [Branch Manager Name] who manages the [specific branch].
- **Branches:** If applicable, provide information about the organization's branches, both domestic and international.

3.2 Vision and Mission

- **Vision Statement:** Outline the organization's vision statement.
- **Mission Statement:** Provide the organization's mission statement

3.3 Product or Services Offered

- **Products:** If the organization produces tangible goods, provide details about its product lines.
- **Services:** If the organization is service-oriented, detail the range of services it offers.

Chapter - 4: ANALYSIS OF INTERSHIP ACTIVITIES

4.1 Assigned Department for Internship: Begin by detailing the specific department or unit within the organization where you were assigned for your internship.

4.2 Assigned Position, Roles, and Responsibilities: Specify the position or role you

were assigned during the internship. Outline the responsibilities and duties associated with this role.

4.3 Activities Performed: Provide a detailed account of the various activities and tasks you undertook during the internship. This could include specific projects, day-to-day responsibilities, and any other contributions to the department's operations. Use concrete examples to illustrate the scope and nature of your work.

4.4 Internship Log Book: Discuss the use of an internship log book to record your daily or weekly activities. Explain the format of the log book and how it helped you track your progress, reflect on experiences, and organize your thoughts.

4.5 Problems Faced During Internship: Candidly address any challenges or obstacles you encountered during the internship.

4.6 Problems Solved: Discuss the strategies and solutions you implemented to address the challenges mentioned earlier. Highlight your problem-solving skills, resilience, and adaptability. Explain how overcoming these challenges contributed to your personal and professional growth.

4.7 Skills Developed: Enumerate the skills you acquired or enhanced during the internship. Reflect on how these skills are transferable to future career opportunities.

Chapter - 5: CONCLUSION AND LESSON LEARNT

5.1 Conclusion:

- **Summarize Key Findings:** Provide a concise summary of the main findings and outcomes of your internship. Revisit the objectives set in the introduction and discuss the extent to which they were achieved.
- **Reflect on Achievements:** Highlight any significant achievements or milestones reached during your internship. This could include successful completion of projects, positive feedback from supervisors, or the acquisition of new skills.
- **Connect with Objectives:** Emphasize how your experiences during the internship

align with your initial objectives.

- **Express Gratitude:** Acknowledge and thank the individuals, departments, or organizations that supported you during the internship. Express appreciation for the learning opportunities and guidance received.

5.2 Lessons Learned

- **Reflect on Challenges:** Discuss the challenges you encountered during the internship and reflect on how you navigated and overcame them. This demonstrates resilience and problem-solving skills.
- **Personal Growth:** Identify specific skills you developed or enhanced during the internship, such as technical skills, communication skills, or teamwork.
- **Transferable Skills:** Highlight the transferable skills gained during the internship and discuss how these skills can be applied to future academic or professional endeavors.
- **Provide Examples:** Support your reflections with concrete examples or anecdotes from your internship experience. This adds depth and authenticity to your lessons learned.

5.2 Recommendations to the Organization

Identify specific areas where the organization could improve processes, communication, or efficiency.

REFERENCES

Include all types of sources such as books, journal articles, reports, websites, and any other materials you referred to during your internship report writing. Follow a specific citation style (*e.g., APA, MLA, Chicago*) as per the guidelines provided by your academic institution.

APPENDICES

Refer to these appendices in the main body of your report when necessary, indicating to readers where they can find additional information.

Appendix – 1

.....**Title(CAPITAL LETTER)**.....

Internship Report

Submitted by

Name of student

Exam Roll No.:

T.U. Regd. No.:

United College

Kumaripati, Lalitpur

Submitted to

Faculty of Management

Tribhuvan University

Kirtipur, Kathmandu

In Partial Fulfillment of the Requirement for the Degree of
Bachelor of Business Management (BBM)

<Month, Year>

Appendix – 2

Declaration

I hereby declare that the internship report entitled <TITLE OF INTERNSHIP REPORT> submitted to the Faculty of Management, Tribhuvan University, Kathmandu is an original piece of work under the supervision of Prof./Dr./Mr. NAME OF SUPERVISOR, faculty member, UNITED COLLEGE, KUMARIPATI, LALITPUR and is submitted in partial fulfillment of the requirements for the award of the degree of Bachelor of Business Management (BBM). This internship report has not been submitted to any other university or institution for the award of any degree or diploma.

.....

<Name of student>

Date:

Appendix – 3

(It should printed in college letterhead and mention the followings)

APPROVAL SHEET

This is to certify that the internship report

Submitted By:

STUDENT'S NAME (in capital letter)

Entitled (WRITE INTERNSHIP TOPIC HERE)

I/We certify that I/We have read this document and in my opinion, it is satisfactory in scope and quality area as an internship report in partial fulfillment for the undergraduate course, Bachelor of Business Management (BBM) held at United College, Tribhuvan University

Date of Approval: _____

Signature: _____

<Name of Supervisor>

Supervisor

<Name of coordinator>

Graduate Program Director

<Name of Research Coordinator>

Research Coordinator

<Name of Principal>

Principal

Appendix – 4

Internship approval letter by the Organization

RECOMMENDATION LETTER

(Student should keep the recommendation letter here from concern organization in which s/he worked as internee mentioning his/her completion of the internship with internship duration. The letter should be prepared in the organization's letter head and duly signed by concern authority/senior/supervisor/HR Manager of the organization with office seal.)

Signature: _____

NAME OF AUTHORITY (IN CAPITAL LETTER)

DESIGNATION (IN CAPITAL LETTER)

Date:

Appendix – 5

Acknowledgement

As curriculum prescribed by Tribhuvan University, this internship report is prepared for the partial fulfillment of the requirement for the degree of Bachelor in Business Management (BBM). The students undergo internship training in an organization for a period of eight weeks or more for the purpose of gaining work-life experience by blending their theoretical learning with the actual work practices in the organization.

Firstly, the entire internship period has been an immensely enriching experience for me. I would like to express my heartfelt gratitude to **[Name]**, **[Position]**, at **[Name of Organization]** for his invaluable guidance and support throughout my internship. I am deeply grateful for the opportunity to intern under his supervision.

Similarly, I would like to extend my sincere thanks to my internship report preparation supervisor, Mr. **[Supervisor's Name]**, for his consistent support and valuable feedback during the report writing process.

Finally, I would like to offer my profound gratitude to my family members, my friends, colleagues and well-wishers for their encouragement and support during the entire period of my study.

<Name of student>

BBM, 8th Semester

United College

Kumaripati, Lalitpur

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