

# MANUAL

*for*

# Internship Report

## Associate Degree in Commerce

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## 1. INTRODUCTION

It is compulsory for the students of Associate Degree in Commerce to undertake internship training program in an organization relevant to their area of study for a period of 3 Months.

The internship enables the students to understand, how the theoretical knowledge can be applied to the practical situations. The organization selected should be well established and reputed organization. If a student selects his own organization where he/she is already working it must fulfill the required conditions. The students should follow the format as described in subsequent paragraphs. For the purpose of internship the students are required to select any commercial or business concern pertaining to his/her area of study but it is mandatory for students to get prior permission from the Chairman of the Department for Internship.

After completion of the internship, the students are required to submit a draft copy of internship report to the Department of Commerce. In case the report is not up to the prescribed standard the students would be asked to improve it as per comments of the faculty member/Evaluator and resubmit. **The students who submit pass result cards of all the required courses and approved copy of the internship report would be allowed to appear in viva voce examination.**

### 1.1 Internship

Internship is a scheme of arrangements, requiring a student to work in an organization for a specific period of time after completing requisite number of degree courses. Internship has certain specific objectives such as to:

- Apply management knowledge to practice,
- Improve personal skills
- Improve report writing skills,

### 1.2 VOLUME OF REPORT

Internship report should contain **25-30 typed pages** (excluding annexes). A report would not be evaluated by its thickness but by quality of work especially its analysis and recommendations. The report should not be plagiarized rather it should be student's own effort. A good report is supposed to be very comprehensive in terms of presentation of its substance. (A colorful report is not a guarantee of securing top score). Substance and organized presentation of report improves the quality

of report. There is no need to attach organization' brochures and pamphlets with internship report. HEC **plagiarism policy will be followed, where plagiarism should not exceed 19%**

## 2. FRAMEWORK FOR WRITING INTERNSHIP REPORT:

- Title Page
- Copy of internship completion letter
- Acknowledgements
- List of Contents
- Objectives of studying the organization: What do you want to achieve by studying this organization?
- Overview of the organization: Brief history of the organization
- Organizational structure
- Department's operations: Describe the working of department (where training carried out. How are information generated, recorded and used? Give practical illustration).
- Financial analysis:
- SWOT Analysis of the organization with main focus on financial management. Based on the overall analysis of the organization, highlight the weak areas that need management attention.
- Conclusions: Give recommendations for eliminating/minimizing the highlighted weaknesses and for overall improvement of the organization.
- Annexes

## 3. GUIDELINES FOR WRITING INTERNSHIP REPORT:

- i. **Page:** Page should be of A4 size. Paper weight should be of 80 gram.
- ii. **Font:** *Style*, Times New Roman. *Size*, 12 main body & headings, 14 Chapter headings
- iii. **Justification:** The whole document must be fully (left + right) justified.
- iv. **Spacing:** The body of the report should have 1.5 line spacing.
- v. **Margin:** One (1) inch all round.
- vi. **Paragraphs and Sections:** Extra blank line before and after every section and subsection. Paragraphs must be separated by blank line. Paragraphs must be justified.
- vii. **Headings & Subheadings:** All headings and their subheadings should be properly formatted using heading rules.

- viii. **Punctuations:** Space after each punctuation mark (such as ; , , etc)
- ix. **Page Numbering:** Every page should be numbered. The page numbers should start with 1 from the first page of your chapter 1. All the pages before the first chapter should be given Roman numbers (i, ii, iii, etc.)
- x. **Spelling & Grammar Check:** Apply Spelling & Grammar check feature of MS word on whole document (report).

**Note:** These typed pages should be in spiral binding and final draft must be submitted to Department in hard binding in black color. Latest mailing address, roll number, registration number & telephone number should be clearly mentioned on the title page of the report. Title format (sample) is also attached on next page.

It is again reminded that after completing the training the students need to submit first draft copy of the report to the **Department of Commerce, Block 13, Allama Iqbal Open University H-8, Islamabad for assessment.**



## INTERNSHIP REPORT

[ENTER INTERNSHIP TRAINING ORGANIZATION]

## ASSOCIATE DEGREE IN COMMERCE

[Enter Major Area of Study]



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

Roll #: \_\_\_\_\_

Registration #: \_\_\_\_\_

Department of Commerce  
ALLAMA IQBAL OPEN UNIVERSITY ISLAMABAD  
[Year]