

Internship Report

Name of the Bank

(Where you have completed your Internship Training)
(Bold, 16 font, Times New Roman style)

A REPORT SUBMITTED TO THE DEPARTMENT OF MANAGEMENT SCIENCES,
VIRTUAL UNIVERSITY OF PAKISTAN IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE DEGREE OF MASTERS IN BUSINESS ADMINISTRATION

(Bold, 12 font, Times New Roman style)

Submitted By

<<Student ID>>

<<Student Name>>

<<Session>>

<<Submission Date>>

(Bold, 16 font, Times New Roman style)

Department of Management Sciences,

Virtual University of Pakistan



VIRTUAL UNIVERSITY OF PAKISTAN
FORMAT OF THE INTERNSHIP REPORT
Masters of Business Administration (Banking)

1. Title page

The title page of the report will include:

- a. Name of the bank
- b. Name of the internee, Student ID and session
- c. Submission date of the internship report
- d. Name of the University
- e. VU logo

2. Letter of Undertaking

You are required to fill in the Letter of Undertaking provided in the 'DOWNLOADS' section of this course on VULMS and attach here the scanned copy after signing it.

3 Scanned copy of the internship certificate (provided by the organization)

Attach the scanned copy of your (original) Internship Completion certificate provided by the organization.

4 Dedication (*Optional*)

If you want to dedicate your work to someone, you may write the dedication note under this section of your internship report.

5 Acknowledgement

In this section you should acknowledge the help and support of all the people who helped you in the completion of your internship and internship report e.g. the library staff, instructor, family, or any other person.

6 Executive summary

An executive summary previews the main points of an in-depth report. It helps the reader to get a quick glance at the report before reading it in detail. It can be called as micro image of the report. Everything important that you have done, discovered and concluded should be mentioned but briefly and concisely.

7 Table of contents

- i. List the important headings and sub headings in the report with their respective page numbers.
- ii. Also make a separate list of tables and figures in the table of contents if you have used any.

8 **Brief introduction of the banking sector**

Note: Word limit: 300 words; maximum 1 page

"Brief introduction of the banking sector" refers to the main area which the bank deals. Here, you should discuss the main sector i.e. banking sector and NOT the bank under consideration.

9 **Overview of the Bank**

Note: Word limit: 1400-1600 words; maximum 5 pages

- a. Brief history
- b. Bank hierarchy chart
- c. Business volume (Total number of stock, shares, bonds/ commodities, future contracts planned for a particular period etc).
- d. Product lines (List complete range of products/ services of the bank)
- e. Competitors
- f. Brief Introduction of all the departments
- g. Comments on the organizational structure (You would have to comment or give your opinion on the structure of the organization as a whole that whether the adopted structure and practices fulfill the requirements of the organization or not.)

Note:

In section 8 & 9, students are expected to collect information from various sources such as within the organization (managers, internship supervisor and other concerned persons) and organization's website, documents, brochures, etc. but it is necessary to mention the sources of information in APA format. Moreover, the description should be in your words.

10. **Plan of your internship program**

Word limit: 200-300 words; maximum: 1 page

- a. A brief introduction of the branch where you did your internship
- b. Starting and ending dates of your internship
- c. Names of the departments in which you got training and the duration of your training.

11. **Training program**

Note: Word limit: 1400-1500 words; maximum 4 pages

Detailed description of the tasks assigned to you during the internship program.

OR

Detailed description of the project (s) assigned to you during the internship program.

This section is the most important part of internship report and should be given extreme significance. You are required to describe in detail all the tasks that were performed by you during your internship. **Description given in bullets will NOT be acceptable. Explanation should be given.**

12. **Learning Experiences**

Note: Word limit: 200-300 words; maximum: 2 pages

- a. **Knowledge Gained:** Briefly describe the knowledge you gained/acquired as a result of your training experience and relate this knowledge to what you learned in specific courses at Virtual University of Pakistan.
- b. **Skills Learned:** Describe the skills and any career-specific abilities you increased during your training. Discuss any skills that you learned as part of a course at Virtual University of Pakistan that were useful on the job.
Here, skill is referred to, as the ability to do something like read financial reports, analyze a problem, work in groups, etc.
- c. **Attitudes Observed/Values Gained:** Describe the attitudes or values that you found to be important for success in your career as per the findings of your training program e.g. dependability, integrity, hard work, etc.
- d. **Most Challenging Task Performed:** Describe the best and the most challenging task given to you during your internship and how you performed that.

13 **Critical Analysis (minimum word limit: 2500-3500 words)**

- a. Risk framework
- b. Risks faced by the bank
 - i. Branch Risk
 - Security system
 - Management Information System
 - Employees Integrity
 - ii. Systematic Risk
 - iii. Un-systematic Risk
- c. Loaning system (procedures used by the banks for advancing loans to the customers)
- d. Risk Mitigation Approaches

14. **Future Prospects of the Organization**

Note: Word limit: 100-200 words; maximum: 2 paragraphs

In this section, you are required to describe the future plans of the organization regarding new projects, products, etc.

15. **Conclusion**

Note: Word limit: 200-300 words; maximum: 1 page

In this section, you are required to describe the bank according to your evaluation/assessment in the light of your learning experience and critical analysis.

16. **Recommendations for Improvement**

Note: Word limit: 200-300 words; maximum: 1 page

In this section, you are required to suggest solutions for all the problems or discrepancies (**you have pointed out on the basis of your critical analysis and internship/learning experience**) in the organization.

Sections 10-15 are **NOT** expected to be copied from anywhere, the student must provide information in these sections based on his/her personal observation, learning and experience gained during the internship. Cheating or copying in these sections is **NOT** acceptable and hence the entire internship report can be completely rejected as per **ZERO TOLERANCE POLICY** of the university. The university may also take a legal action according to plagiarism policy as defined by HEC (Higher Education Commission).

17. Reference & Sources used

In this section, provide all the references and sources in APA format that you have used for data collection in your internship Report.

18. Annexes

At the end of your report, attach all of the supportive material you have used for the preparation of your report, like brochures, forms, newsletters, interviews, questionnaires etc.

Note:

Scanned copies should be provided in the following format:

Resolution: 200 dpi

File type: JPEG

Size: 300-400 kb

Instructions:

- Complete all the required parts as mentioned in the format of Internship Report. Remember, each part is essential, therefore, **DO NOT** skip any part as every part is included in evaluation criteria.
- There should be harmony among the ideas that you describe in the Critical analysis, Conclusions and Recommendations.
- Internship Report should be submitted within the due date as mentioned in the 'Course Calendar'. Submissions made after due date shall not be considered.
- Students are required to upload their Internship Reports on VULMS of the course against the relevant assignment. Internship Reports submitted via e-mail will not be accepted.