

VIRTUAL UNIVERSITY OF PAKISTAN
FORMAT OF THE INTERNSHIP REPORT
Masters in Operations & Supply Chain Management

1. Title page

The title page of the report will include:

- a) The name of the organization
- b) The name of the internee, Student ID and session
- c) The date of the final 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 'Download' section of the course 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 acknowledge the help and support of all the people who helped you in completion of your internship and internship report e.g. the library staff, instructor, family, or any other person.

6. Executive summary (250 to 300 words)

An Executive Summary previews the main points of an in-depth report. The executive summary contains enough information for a reader to get familiarize with what is discussed in the whole report without having to read it in full. 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

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

8. Overview of the organization (400 to 600 words)

- a) Brief introduction of organization in your own words
- b) Head office address
- c) Product lines (A complete range of products and/or services of the organization)
- d) Competitors

9. Organizational structure (300 to 400 words)

- a) Organizational Hierarchy Chart
- b) Production/ Operations Department Structure

10. Internship Activity Plan (300 to 400 words)

- a) A brief introduction of the office/branch/factory/facility where you did your internship
- b) Number of employees working in the office/facility
- c) Starting and ending dates of your internship
- d) Names of the departments in which you got training and the duration of your training

11. Training program (600 to 800 words)

Detailed description of the tasks and/or project(s) assigned to you in each department

12. Analysis of Production/ Operations Functions of the organization

- a) Production/ Operations Planning
 - How the planning is carried out (planning process and how decisions are taken)
 - Production forecasting techniques used
 - Production strategy and how the competitiveness is achieved
 - JIT and lean management system (if existing)
- b) Production Process and Facility Layout
 - Detailed production/ operations process
 - Production/ operations facilities' locations and their pros and cons
- c) Management of Quality
 - What is company's quality policy?

- Quality management/control process
- d) Aggregate Planning and Master Production Scheduling
- How aggregate plans are made?
 - How uneven demand is met?
 - How master production scheduling is done?
- e) Supply Chain Management
- Material requirement planning (MRP)
 - Distribution requirement planning (DRP)
 - Vendors and distributors selection and management
 - Logistics management
 - Coordination in supply chain and ERP systems
- f) Warehousing
- Details of warehouse facilities
 - Ordering procedure of warehouse
 - Inventory strategy and policy
 - Inventory levels and reorder point

* Skip the sections that are not applicable

13. Critical analysis (500 to 550 words)

(with respect to the particular facility/office as well as the whole organization)

Relate the theoretical concepts of ‘Operations and Supply Chain Management’ with your practical experience during your internship with the organization. Execute an overall analysis of the organization’s production/operations and supply chain and its future prospects.

14. Conclusion (100 to 200 words)

In this section, you are required to discuss the organization’ production/operations and supply chain according to your evaluation/assessment in the light of production/operations functions analysis (done in section 12) and critical analysis (section 13).

15. Recommendations (100 to 200 words)

In this section, you are required to suggest solutions for all the problems or discrepancies (that you pointed out in critical analysis) found in the organization.

16. 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.

17. 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

- i. Complete all the required parts as mentioned in the format of Internship Report. Remember, each part has been allocated some specific marks. Therefore, if you skip any part, you will lose marks allocated to that part.
- ii. Students should prepare the internship report according to their specialization i.e. 'Operations and Supply Chain Management'. Word limit for internship report is 4,000 to 5,500 words.
- iii. Internship Report should be submitted within the due date as mentioned in the 'Semester Calendar'. The due date will not be extended in any case.
- iv. Students are required to upload their Internship Reports on VULMS of the course against the relevant Assignment link. Internship Reports submitted via e-mail will Not be accepted. Students can upload their Internship Reports only once that will be considered as their final submission and will not be replaced in any case.