

TRIBHUVAN UNIVERSITY
Faculty of Management
Office of the Dean
T.U., Kirtipur

Internship

The internship carries a weight equivalent to 3 or 6 credit hours according the Course Structure of the respective program. Students must secure a minimum grade of 'C' in the internship. The grade requirement shall be on the average of the components of the project work i.e. organizational evaluation and presentation and internship report.

Format of the Internship Report

Components:

1. Introduction
 - Background
 - Objectives
 - Methodology (Organization selection, placement, duration, activities)
2. Brief Introduction of the Industry.
3. Brief Introduction of the Organization.
4. Analysis of activities done / problems solved
5. Conclusion (Lessons learnt)

Reference / Bibliography

Evaluation of Internship by Organizations

Exam Roll No:

Name of the Student:

College:

Duration of Internship:

Evaluation Indicators

Regularity of the student	Highly Regular	/5/ /4/ /3/ /2/ /1/	Highly irregular
Performance of the Student	Highly Satisfactory	/5/ /4/ /3/ /2/ /1/	Highly unsatisfactory
Contribution of solve problems	Excellent	/5/ /4/ /3/ /2/ /1/	Very Poor
Behaviour / cooperation	Excellent	/5/ /4/ /3/ /2/ /1/	Very Poor
Overall impression	Excellent	/5/ /4/ /3/ /2/ /1/	Very Poor

Signature of the Evaluator

Name of Organization

Seal

Date: