

**National University of Modern Languages  
Department of Management Sciences**

**GUIDELINES FOR INTERNSHIP REPORT**

**For BBA (4 Year) and BBA (2 Year) Program**

**(Updated: 03 March 2025)**

**1. Ensure the following are Present in the Report**

- 1.1 Title Page
- 1.2 Certificate of Acceptance
- 1.3 Table of Content
- 1.4 Report Text
- 1.5 References (if any)
- 1.6 Appendices
- 1.7 Evaluation Sheet in Original (Signed & Stamped)
- 1.8 Internship Certificate Scanned Copy (Original with Sign & Stamp to be Shown ONLY)
- 1.9 Formal One Page Resume on the last page

**2. Text of the Internship Report**

A well-crafted Internship Report should provide a comprehensive reflection of your learning experience, covering both practical and theoretical aspects. The report should include, but not be limited to the following sections:

**2.1 Introduction to the Organization**

- 2.1.1 Provide a clear and concise overview of the organization where you completed your internship.
- 2.1.2 Describe the organization's mission, vision, and values.
- 2.1.3 Discuss the organizational structure, including key departments and functions.
- 2.1.4 Mention the industry in which the organization operates, its size, scope, and key competitors.
- 2.1.5 SWOT Analysis & PESTEL Analysis

**2.2 My Role and Responsibilities**

- 2.2.1 Detail the specific tasks and projects you worked on during your internship.
- 2.2.2 Describe the day-to-day responsibilities and how they align with your academic background.
- 2.2.3 If applicable, provide insight into any team collaborations or leadership roles you undertook.

**2.3 Learning Experience**

- 2.3.1 Reflect on both positive and negative aspects of your internship experience.
- 2.3.2 Discuss key lessons learned, including new insights into the industry, work culture, and job-specific skills.
- 2.3.3 Acknowledge challenges or setbacks you faced and how they contributed to your personal and professional growth.
- 2.4 Skills Utilized and Acquired**
- 2.4.1 Identify the skills you brought with you into the internship, and how you applied them in your work.
- 2.4.2 Highlight any new technical, interpersonal, or problem-solving skills you developed during the internship.
- 2.4.3 Consider both hard skills (e.g., technical expertise, software proficiency) and soft skills (e.g., communication, teamwork, time management).
- 2.5 Challenges Encountered**
- 2.5.1 Discuss the most significant challenges you faced during the internship.
- 2.5.2 Reflect on how you overcame these challenges and what you learned from them.
- 2.5.3 Consider aspects such as organizational hurdles, time management issues, or adapting to a new professional environment.
- 2.5.4 Provide insight into anything you wish you had known before starting your internship and how you would approach similar situations differently in the future.
- 2.6 Recommendations for Future Interns and Professionals**
- 2.6.1 Share your insights on the work you did and the effectiveness of the tasks you were involved in.
- 2.6.2 Suggest any improvements that could enhance the internship experience, both for future interns and for the organization.
- 2.6.3 Provide suggestions for fellow students or professionals entering the field based on your firsthand experience. Discuss how the organization can optimize processes or improve strategies.
- 2.7 Impact on Career Plans**
- 2.7.1 Reflect on how your internship has influenced or altered your career aspirations.
- 2.7.2 Discuss whether the internship reinforced your desire to pursue a specific career path or prompted you to reconsider your future goals.
- 2.7.3 Explain how the skills, knowledge, and insights gained during the internship will shape your career trajectory.

### **3. MS Word Formatting of the Internship Report**

The internship report must be structured in a formal and professional manner. Please follow the guidelines below for formatting the document:

- 3.1 **Margins:** Set 1-inch margins on all sides (top, bottom, left, right) of the paper.
- 3.2 **Line Spacing:** Use double line spacing throughout the document, including the title page, headings, and body text.
- 3.3 **Font Style and Size:**
  - 3.3.1 **Text** should be written in **12-point Times New Roman**
  - 3.3.2 **Headings** should be in **14-point Times New Roman**, bolded for clarity and emphasis.
- 3.4 **Title Page:** The title should be centered at the top of the page, with your details listed in the center of the page.
- 3.5 **Header and Footer:** Page numbers should be centered at the bottom of each page.
- 3.6 **Paragraphs and Indentation:** No indentation.
- 3.7 **Text Alignment:** Text should be aligned (justified), except for the title page, which is centered.
- 3.8 **Headings and Subheadings:**
  - 3.8.1 Use **bold** for all headings and subheadings to ensure clarity.
  - 3.8.2 Main headings (e.g., Introduction, Conclusion) should be formatted in **14-point Times New Roman**, while subheadings (e.g., Role and Responsibilities) should be in **12-point Times New Roman**.

#### **4. Departmental Evaluation of Report and Comprehensive Viva Voce**

- 4.1 Students are to submit Internship Report in spiral binding to the supervisor before final approval of Viva. The Internship Report should be submitted within the due date as shared by the department.
- 4.2 Students must submit a Hard Copy and Soft Copy with CD in Admin Office of Management Sciences Department after successful viva. (Within one week after viva)
- 4.3 Internee Evaluation Performa filled by the organization. (Attach Original Evaluation Performa with Stamp and Signature from the Organization)
- 4.4 **Hard Binding in Navy Blue Color for BBA (4 Year) & Dark Green Color for BBA (2 Year) with Silver Monogram and Text on outer title.**

## **5. Format of the Internship Report**

### **Acknowledgement – (Maximum 01 Page)**

In this section, students should acknowledge the support and help of people who helped in the completion of their internship and the preparation of their report (e.g. the employees, department, instructor, family, or any other person).

### **Executive Summary – (Maximum 01 Page)**

An executive summary previews the main points of a detailed report. It helps the reader to get a quick view of the report before reading it in detail. In this summary, you should briefly mention everything important that you have done, discovered and concluded.

### **Table of Contents – (MS Word Auto Generated Table)**

List the important section titles and sub-titles in the report with their respective page numbers in atabular format.

### **Text of the Report – (As per guidelines provided in Section 1 & 2)**

The text of the report should be as per guidelines provided in Section 1 & 2 mentioned earlier. Further guidelines on each sub-section are provided as follows:

#### **1. A Brief Introduction of the Organization's Business Sector & Overview of the Organization along with SWOT Analysis of the Organization**

Provide an overview of the main area or business sector in which the organization falls into i.e. telecommunication, petroleum, financial service, etc. Along with the overview of the organization with:

- a. Brief history
- b. Competitors
- c. Brief Summary of all the Departments

If you have done internship in a Public Sector, some sections may not be applicable such as product lines and business units. Students are expected to collect information from various sources such as within the organization (managers, internship supervisors, employees and other concerned persons) as well as the organization's website, documents, brochures, etc. However, it is necessary to mention the sources of information. Also, **the Description Should Be in Your Own Words.**

Alongside the above, you are required to include a SWOT & PESTEL Analysis of the organization.

#### **2. Plan of Your Internship Program & Internship Weekly Schedule**

- a. A brief introduction of the branch or department where you performed your internship

- b. The starting and ending dates of your internship
- c. The names of the departments in which you obtained training and the duration of your training in these departments.

Also provide a detailed description of the duties and responsibilities that you have performed during your internship on a weekly basis.

- a. Week 01 - Responsibilities and Tasks
- b. Week 02 - Responsibilities and Tasks
- c. Week 03 - Responsibilities and Tasks
- d. Week 04 - Responsibilities and Tasks
- e. Week 05 - Responsibilities and Tasks
- f. Week 06 - Responsibilities and Tasks
- g. Week 07 - Responsibilities and Tasks
- h. Week 08 - Responsibilities and Tasks

### 3. Learning Experience

- a. **Knowledge Acquired:** Briefly describe the knowledge you gained through your internship experience and relate this knowledge to what you learned in specific courses at the NUML.
- b. **Skills Learnt:** Describe the skills and any career-specific abilities that you gained during your internship. Discuss any of the skills that you learned as part of courses at the NUML that were helpful during the internship. (Note: the skill means the ability to achieve something like reading and understanding financial reports, analyzing problems, working in groups, etc.).
- c. **Observed Attitudes and Gained Values:** Describe the manners, mindsets or values that you found and you perceive as important, in your internship program, for a successful career (e.g. hard work, dependability, honesty, etc.)
- d. **The Most Challenging Task Performed:** Describe the best and the most challenging mission that was assigned to you during your internship, how you performed it, and how you overcame challenges while performing it.

### 4. Skills Utilized & Acquired

You may reflect on the skills you already possessed when entering the internship and explain how you utilized them in your work tasks. Also emphasize any new technical, interpersonal, or problem-solving abilities you gained throughout the course of your internship. Discuss both your hard skills (such as technical knowledge and software proficiency) and soft skills (including communication, teamwork, and time management) that you either enhanced or developed during your internship experience.

### 5. Challenges Encountered at the Internship along with Problem Identification and Solution

Describe the challenges encountered during the internship. Also, find a problem in organization and determine how will you solve it. You are NOT required to provide a whole report on the problem; you are required to be precise.

- a. Problem Identification: Clearly identify and describe the problem in detail
- b. Consequences of the current problem: Identify how the current problem is affecting the company/organization and detail the consequences.
- c. Solutions: Suggest a solution to the problem. You need to elaborate and document your Solution with either prior research or based on your program of study.

## **6. Recommendations for Future Interns**

Provide experience based recommendations for the future interns and professionals.

## **7. Impact of the Internship on Future Career Plans**

Describe how the internship here would influence your future career plans.

## **8. Conclusion**

Summarize your overall experience in the internship keeping in mind the tasks performed and your learning experience.

**IMPORTANT NOTE: DO NOT COPY THE REPORT** - You must provide information in these sections based on your personal observation, learning and experience obtained throughout your internship. Cheating or copying in these sections is **NOT** acceptable and hence the entire internship report will be completely rejected as per the **Collusion and Plagiarism Policies** of the university.

## **9. References and Sources Used**

Provide all the references and sources that you have used for data collection in your internship Report.

## **10. Appendices**

If necessary, students may provide any additional information that is relevant to their report and reference should be made to it in the report. However, you must include the following:

1. Internee Evaluation Form Original (Signed & Stamped from Organization)
2. Copy of Internship Certificate (Signed & Stamped from Organization) Original Letter to be Seen/Shown.
3. Soft Copy of Internship Report in CD.
4. Formal One Page Resume on Last Page.



**INTERNSHIP REPORT  
(ORGANIZATION NAME)**



Ali Rehman Bajwa

Submitted in partial fulfillment of the requirements for  
the degree of Bachelor of Business Administration

at

Department of Management Sciences  
National University of Modern Languages  
Islamabad, Pakistan  
June 2025

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**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**Department of Management Sciences**

It is hereby certified that the report has been thoroughly and carefully read and recommended to the Department of Management Sciences for acceptance as Final Internship Report by Ali Rehman Bajwa, bearing **Roll No: 99999999**, **Session** (Fall 2021 to Spring 2025) **Morning/Evening**, in partial fulfillment of the requirements for the degree of **Bachelor of Business Administration** at the National University of Modern Languages Islamabad.

Dated: June 10, 2025

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Head of the Department: \_\_\_\_\_



**National University of Modern Languages  
Department of Management Sciences**

**Internship Evaluation Performa**

**Name of Internee:** \_\_\_\_\_

This internship was started on (date) \_\_\_\_\_ and was completed on (date) \_\_\_\_\_  
at (Company's Name and Location) \_\_\_\_\_

**Evaluation of Personal/Professional Qualities of the Intern Observed during the Internship**

Select ONE by marking "X" under each level that represents the intern's performance.

	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	<b>Not Applicable</b>
Ability to adapt to a variety of tasks					
Decision making; judgment; setting priorities					
Persistence to complete tasks					
Reliability and dependability					
Enthusiasm for the experience					
Attention to accuracy and details					
Willingness to ask for and use guidance					
Ability to cope in stressful situation					
Ability to organize, classify, and deliver information effectively					
Ability to plan with and work cooperatively with others					
Professionalism/demonstrated interest in the issues, policies, and organizations related to the field					

**Additional Comments (if any):** \_\_\_\_\_

**Signature and Stamp of Concerned Official:** \_\_\_\_\_