IBS
HYDERABAD

MBA (2019-21)

SUMMER INTERNSHIP PROGRAM (SIP)

2020

STUDENT HAND BOOK

CONTENTS

SUMMER INTERNSHIP COMPLIANCE CALENDAR

05 February, 2020	:	Internship Registration
24th February, 2020 to 22nd May, 2020	:	Internship at Company
5th March, 2020	:	Initial Information Report Submission
17th March, 2020	:	Proposal Submission
15th April, 2020	:	Interim Report Submission
15th May, 2020	:	Final Report Submission
16th May - 22nd May, 2020	:	Final Evaluation (Company Visit by Faculty)

WHY IS SIP IMPORTANT FOR YOU

- It is an important component of your MBA program that provides you exposure to a real life organization and an excellent opportunity to gain hands – on experience.
- It is a component of 12 week duration with 10 credit points.
- SIP provides you several opportunities to interact with people in different positions in organizations and people from different spheres.
- SIP helps you to relate your learning in the classroom to practical realities in organizations.
- SIP can help you showcase your capabilities and can be a good talking point in your final placement interview.
- You can secure a PPO through your SIP
- It helps you develop your interpersonal skills, communication skills, persuasion skills, ability to manage ambiguous situations and unfamiliar environment and many more.
- It can help you prepare a publishable research paper.

SUMMER INTERNSHIP PROGRAM

1. INTRODUCTION

The Summer Internship Program (SIP) forms an important component of the MBA program at IBS. It provides the student a unique opportunity to get the exposure to real life corporate environment and bridges the gap between theory and practice for the student. During the SIP students undertake a 12 week internship at a chosen organization/company during the intervening period between close of Semester II and commencement of Semester III.

The Internship Program carries a weightage of 10 credits. The internship, which would be a simulation of real work environment, requires the students to undergo the rigor of professional environment both in form and substance. It exposes them to technical skills, and helps them to acquire social skills by drawing them into contact with real professionals.

Objective

Internship Program is a vehicle for introducing students to real-life situation, which cannot be simulated in the classroom. Therefore, internship assignments must necessarily be those of direct interest to the host organization. Students are encouraged to take up time bound multi-disciplinary and goal-oriented assignment involving team work. Solutions to various problems confronted in the assignment might be open-ended, involving an element of analytical thinking, processing and decision-making in the face of insufficient data parameters and uncertain situations. Students are advised to read the contents of the handbook carefully prior to commencement of internship.

2. GOING AHEAD WITH SIP

Students can pursue Internship Program in a reputed company in India or abroad.

Students desirous of undertaking Internship Program in companies identified by themselves (Self-generated) or Institute assisted will submit an application as per the procedure given in *Annexure-I* along with acceptance letter from Internship Organization to the Dean-Academics on or before **January 21st, 2020.**

Students who have not met the following academic requirements may not be allowed to pursue Internship Program outside Hyderabad.

- Students involved in any case of unfair means in examinations.
- Students with the background of disciplinary action or pending investigation.
- Non-Submission of acceptance letter from the Internship organization.
- Students having fee dues.

3. PROCESS OF CHOOSING AN ORGANIZATION FOR SIP

3.1 Student can generate summer projects based on their own contacts or they can take summer projects generated by the faculty members. Self-generated projects will be evaluated by "SIP Company Selection Committee" consisting of senior faculty members to check the company profile, duration and also learning prospects of the students.

Moreover, students have to submit 'Know your company' report (about the company, Top Management, Competitors, Market share, Market Capitalization, Financial details etc – see Annexure) and the same is applicable to the students who got SIP generated by Faculty members/Placement Team. Once the committee gives a positive feedback then only students will be freezed in the respective companies. Faculty members also generate summer internships to the students by putting notices in SIS and the students can opt depending on their interests and locations.

3.2 SIP Abroad

Students who wish to pursue Internship Program outside India should also meet the following academic requirements.

- Should have secured a minimum CGPA of 5.5 at the end of Semester I.
- Should not have been involved in any cases of unfair means.
- Should not have any background of disciplinary action or pending investigation.
- Should have submitted Internship Organization's acceptance letter with the details of the company and business.
- Should not have any fee dues.
- Should have the proposed internship approved by the Dean-Academics

In case a student doing Internship Program outside India does not meet the minimum academic requirement at the end of second semester, he/she will not have the option to do Summer Term. Such students will not be eligible to register for Semester III and will have to effectively repeat the academic year. **It is the responsibility of the student to note this point while opting for doing Internship Program outside India.**

The supervision and evaluation of the students will be undertaken by Dean-Academics.

4. INTERNSHIP PROGRAM REGISTRATION

Registration for Summer Internship Program-2020 will take place at IBS Hyderabad Campus on **5th Feb 2020.** A written acceptance from the organization should be attached to the Internship Program registration card. All students will positively report at the Company on **24th February, 2020.** SIP Registration shall be done only on remission of III Instalment of fees.

The students will report at their SIP Organizations only after completing the registration formalities.

5. FACULTY GUIDE AND COMPANY GUIDE

Every student will be assigned a Faculty Guide at the beginning of the Internship Program. The role of the Faculty Guide is to enable the student to undertake a meaningful project, provide the necessary academic guidance, and to facilitate evaluation, with the aid of the company executives. The Faculty Guide would be involved at all stages of the Internship Program, beginning from 'definition of the work content' to Internship Program completion.

Every student works under the counsel of a Company Guide, who supervises and evaluates the performance of the student at every stage of the Internship Program and gives feedback to the Faculty Guide. It is the responsibility of the students to utilize the knowledge and experience of the Company Guide to complete the Internship Program.

It is therefore necessary that the students interact with the Faculty Guide and Company Guide regularly to update them about the progress and seek guidance. The responsibility of contacting and interacting with the Faculty Guide rests with the students only. During these interactions, the student would be informed about his/her performance, progress in the Program, his/her strengths and weaknesses, as observed through various evaluation components and also ways for improvement.

6. DISCIPLINE AND CONDUCT

Attendance

100% attendance during Internship Program is mandatory. However, if for any genuine reason a student is not in a position to report to the Internship organization on any day, he/she should obtain formal permission for leave of absence as per the rules and regulations of the Internship organization. Such leave of absence should not be taken for more than one week in the entire duration of Internship Program.

Conduct and Behaviour

The students during Internship Program are placed in the role of ambassadors of IBS. The Institute would always expect students to maintain professional and social imprints of high standards in the organization.

IBS expects the students to conform to the rules and regulations of the place of work during Internship Program. It is particularly important to be regular, punctual and well mannered at work. During the period of Internship Program the student shall be subject to the leave rules of the Internship organization and should ensure strict adherence to the timings of the organization.

Unprofessional behaviour, casual dressing, misconduct, indiscipline, irregularity at work and unsatisfactory performance will lead to cancellation of Internship Program or award of Not Cleared report (NC).Consequently students will not be permitted to register in Semester III resulting in the loss of at least one academic year besides any other form of academic action IBS might deem fit to impose.

The student will indemnify, defend and hold IBS harmless from and against any and all losses, damage, liability and expenses arising out of any third party claim, actions or proceedings by him or by any agents, during the period of Internship program.

7. EVALUATION

Evaluation will be done at various stages of internship by the Faculty Guide in consultation with the Company Guide.

7.1 Evaluation Schedule

Evaluation Stages	Date	Evaluation Parameters	Evaluator	Marks
Stage – I	18th – 24 March, 2020	Proposal	Faculty Guide in Consultation with Company Guide	10
Stage – II	16th – 22nd April, 2020	Interim Evaluation	Faculty Guide in Consultation with Company Guide	30
Stage – III	16th – 22nd May 2020	Project Specific Evaluation	Faculty Guide in Consultation with Company Guide	30
Stage – IV	16th – 22nd May 2020	Final Evaluation	Faculty Guide in Consultation with Company Guide	30
			Total Marks	**100**

7.2 Evaluation Process

The details of evaluation process are described as follows. The Faculty Guide in consultation with the Company guide will rate the performance of the student at various stages of evaluation.

Initial Information Report (IIR)

This report is to be submitted by the student as per the format given at *Annexure-II* on or before 5th **March 2020.** Care must be taken to ensure that all information provided in this report is accurate.

The IIR is not a component of evaluation but it is mandatory and subsequent events are executed on the basis of information provided in the IIR. All students must submit copies to Faculty Guide and Company Guide.

Stage I: Proposal Evaluation

The Proposal must cover the following aspects:

i. *Synopsis:* A statement of about 1000 words describing what the internship is about **(Identifying key issues related to the work assigned and key deliverables).**

ii. *Objective:* Stating what the Internship will accomplish and the value-addition to the organization.**(Understanding of the work assigned)**

iii. *Limitations of the Study***.**

iv. *Proposed Action plan*

v. *Schedule:* A time frame indicating steps that will be required and the expected date when they will be completed.

Copies of Proposal should be submitted as per the format given at *Annexure-III* to both Faculty Guide and Company Guide on or before 17th **March 2020.**

The proposal evaluation is carried out by Faculty Guide in consultation with the Company Guide. The details of evaluation parameters are given below:

Proposal Evaluation Parameters

S. No.	Parameter Description	Marks
1	Understanding of the work assigned and intended learning outcomes of Internship	3
2	Identifying key issues related to the work assigned and key deliverables	4
3	Action Plan	3
	Total	**10**

Stage II: Interim Evaluation

Interim Evaluation is based on the Interim Report.

Report: The interim report is an interim version of the Final Report. By this time the student would have put substantial effort on the work assigned in the company. This report is an attempt to document the work done so far by the student and how to proceed further. An interim report must contain:

(i)   Cover Page

(ii) Title Page

(iii) Abstract of the work done till that date

(iv) Introduction

(iv) Main text (should contain detailed progress of the project and discussions till that date.)

Copies of the interim report should be submitted by the student to both Faculty Guide and Company Guide on or before **15th April 2020.**

The interim evaluation is carried out by Faculty Guide in consultation with Company Guide. The details of evaluation parameters for Interim Evaluation are given below:

Interim Evaluation Parameters

S. No.	Parameter Description	Marks
1	How well the work has been organized - achieved	10
2	Ability to apply knowledge	10
3	Display of professionalism in attitude and behaviour	10
	Total	**30**

Stage III: Project Specific Evaluation

Project Specific Evaluation is precisely the evaluation of student's learning outcomes in the Internship Program and his/her experiences and is carried out by the Faculty Guide in consultation with Company guide.

Project Specific Evaluation Parameters

S. No.	Parameter Description	Marks
1.	Accomplishment of learning objectives	10
2.	Student's learning from work and application of concepts to work	10
3.	Justice to work assigned – meeting set standards	10
	Total	**30**

Stage IV: Final Evaluation

The Final Evaluation of the Internship Program consists of Final Report and a Seminar/ presentation.

Report: The Final Report is to be submitted on completion of the Internship. The Final Report is to be prepared by the student as per the guidelines given at *Annexure-IV*.

Copies of the Final Report should be submitted to the Faculty Guide as well as the Company Guide on or before **15th May 2020.**

Seminar: The students will present their internship experience and learning outcomes. The seminar will be conducted at company premises / IBS campuses by the faculty guide preferably in the presence of the company guide and other company representatives, if any.

The details of evaluation parameters for Final Evaluation are given below:

Final Evaluation Parameters

S. No.	Parameter Description	Marks
1	Understanding of business of the Company such as Business Model, Products/ Services, Organizational Structure, Organizational Policies and Process etc	5
2	Value addition to the company	10
3	Student's learning in terms of Corporate exposure	5
4	Presentation Skills	10
	Total	**30**

8. EXECUTIVE SUMMARY REPORT

Executive Summary Report is a one page summary of Internship Program report required to be submitted by the student along with the final report to the Faculty Guide. The format for executive summary report is given at *Annexure-V*. This report can be used by the students with Resume for placement purpose. Students should take utmost care in writing the report.

Further, the students are advised to retain a copy of this Executive Summary Report with them for future use.

9. INTERNSHIP PROGRAM COMPLETION

Internship Program will come to an end by **22nd May, 2020.**

On successful completion of the Internship Program, the student must collect a **relieving letter and "no dues" certificate** from the Internship organization. The student must collect the "Completion Certificate from the organization and submit a copy to Academics Office.

10. INTERNSHIP PROGRAM GRADING

The grading of Internship Program is done on the basis of marks obtained by the students in various evaluation parameters. The Faculty Guide in consultation with Company guide will be awarding the marks in all stages of evaluation. The total marks given by Faculty Guide in consultation with Company guide will be considered for grading.

11. INTERNSHIP PROGRAM NOT CLEARED REPORT

The following cases would be considered for awarding "**Not Cleared (NC) Report**:"

a. The student who does not give an opportunity to evaluate as per the evaluation schedule would be awarded **Not Cleared (NC) Report** in Internship Program. These students would be required to repeat Internship Program in next academic year when it is offered.

b. The students who are not able to complete the Internship Program within the schedule time period will be awarded **'NC'** Report.)

c. Students who attend internship for less than 12 weeks (Feb 24th to May 22nd ,) will also get disqualified.

12. IBSAF AWARDS FOR EXCELLENCE IN INTERNSHIP PROGRAM

IBSAF Award for Excellence in Internship Program has been instituted for students. The Award carries a cash prize of Rs. 10,000/- given to the winners along with a Certificate. Detailed guidelines for the Award will be issued separately. However, the executive summary written and submitted with the report by the student will be a starting point for award. *To participate for these awards the student has to obtain a formal No Objection Certificate (NOC) from the SIP Organization on Company letterhead in the prescribed format (see annexure VIII of this handbook)*. The NOC has to be submitted at the time of registration for Semester III in June 2020 to the respective faculty guides. If shortlisted, the project reports will be forwarded to the Dean – Academics by the faculty guides for evaluation by an expert committee formed for this purpose.

13. IMPORTANT TIPS

* Before beginning the assignment, check if any of the seniors from IBS had earlier undergone Internship Program at the same organization. If yes, do collect the report submitted by those interns and study them carefully.

- Apart from providing an exposure to real work situations, the Internship Program is also an opportunity for learning the art of information/data identification, classification, acquisition, processing and presentation.

- Reports prepared by way of doing Internship could be of significant importance to the host organization - in terms of their objective of "Technical Documentation" aimed at updating or modernizing of information systems. Therefore, **proper care should be taken while documenting the report.**

- Please do not plagiarise. The report has to be written by the students in their own words after understanding the content. In case any content is borrowed, full details of the source should be mentioned. For details see *Annexure – VII*

- During Internship Program students are placed in the role of ambassadors of IBS. The students are expected to maintain professional and social imprints of high standards in the organization. Good behaviour and manners would help in nurturing a long-term relationship with the organization, which could even translate into a placement opportunity.

- The students are advised to submit the report to the host organization for scrutiny before submitting at the campus. This gives assurance to the host organization about maintaining secrecy of confidential data.

14. STUDENT FEEDBACK FORM

In an effort to strengthen and improve the Internship Program, IBS collects feedback on the Internship Program done by the students. The feedback on the Internship Program work is to be submitted online as per the format given at *Annexure-VI.* **Failure to submit feedback on time will result in withholding of the SIP results.**

The feedback form aims at collecting the students' views, comments, opinions and suggestions on the basis of their experiences regarding various aspects encountered while doing their Internship Program. It also foresees the chances for converting these fruitful experiences into a long-term relationship with the corporate world.

Note: University reserves the right to change or modify the given guidelines at any given point in time. However in case of any changes made the communication will be given to the students in advance.

SELF GENERATION INTERNSHIP FORMAT

(To be submitted to Academics in Hard Copy)

Student's Details	Name of the student	
	Enrolment Number	
	Phone Number	
	Email ID	
Company Details	Name of the company	
	Location(City)	
	Address	
	Company Listed or Not	
	Website	
	SIP Domain (Mkt/Fin/HR/others)	
	Name of the contact Person	
	Email id	
	Phone Number	

Date   *Signature with Name*

INITIAL INFORMATION REPORT (IIR)

Name: _____ Enrolment No.: _____

Mobile No.: _____ E-mail Id: _____

I. Internship Program Details:

Title of the Internship Report:..

Area of the Internship Report:..

Objective of the Internship Report: ....

Description of the Internship Report in brief: ....

....

II. Organizational Details:

Name of the Organization:..

Address of the Organization: ....

....

Telephone Numbers: .... E-mail:....................................

Main activity of the Organization: ....

Name & Designation of Head of the Organization: ....

Work Timings: ....

Facilities available to the student: ....

III. Company Guide:

Name: .... Designation:....................................

Telephone Numbers: .... E-mail:....................................

IV. Report Implementation and Schedule:

Schedule:.. Methodology:..

Any other details: ....

V.   I will submit the following reports as per the schedule given below:

Evaluation component: **Date Planned:**

Internship Proposal...

Interim Report ....

Final Report ....

Faculty Guide Name:..

Date: *Signature of the Student*

FORMAT FOR PROPOSAL

Name: _____ Enrolment No.: _____

Mobile No.: _____ E-mail Id: _____

I.   Internship Proposed: ....
....
....

II.   Description of Internship in brief: ....
....
....
....

III. Objective of the Internship: ....
....
....

IV.   Action Plan: ....
....
....

V.   Schedule: ....
....
....

VI.   Limitations ....
....
....

Faculty Guide Name: ....
Company Guide Name: ....
(Use additional sheets if required)

Date: *Signature of the Student*

GUIDELINES FOR WRITING INTERNSHIP PROGRAM REPORT

A Internship Program Report is a written presentation of the work done by the student on a given assignment. It is important to bear in mind that even though the report is submitted only at the end of any given assignment, in reality it is a culmination of continuous efforts on the part of the student.

Writing Internship Program Report: The Internship requires submission of a report on the Internship done by the student not just to IBS but also to the organization where the student is undergoing his/her internship. What follows are general guidelines on writing a Internship report.

The parts included in a report depend on the type of report you are writing, the requirements of your audience, the organization in which you have done your internship, and the length of your report. In a generalized sense, an ideal Internship report should cover the following elements:

i. Cover.

ii. Title Page.

iii. Authorisation.

iv. Acknowledgments.

v. Table of Contents.

vi. Synopsis/ Abstract/ Summary (*if applicable*).

vii. List of Illustrations.

viii. Introduction.

ix. Main text.

x. Findings/ Conclusions/ Recommendations (*if any*).

xi. Attachments (*if necessary*)

xii. Glossary (*if necessary*).

i) **Cover:** This is the first page of the report. It should contain the title of the report, name(s) of the author(s), name of the organization in which the internship was done. The format of this page is given below and should be adhered to. No logo of the company should appear as this might violate copyright/trademark privileges of the company.

<div style="border:1px solid black; text-align:center;">

A REPORT
ON

(Title of the Internship Program
Report in CAPITAL LETTERS)

By
(Name of the Student)
Enrollment No.
(Name of the organization):

</div>

ii) Title Page: This element may contain the following information:

a) Title of the report.

b) Name of the author.

c) Name of the Authority for which the report was written.

d) Date of submission.

A REPORT
ON
(Title of the Internship Report in
CAPITAL LETTERS)

By

(Name and enrolment no. of the Student)

(Name of the Organisation for whom the
Report was written)

A report submitted in partial fulfilment of
the requirements of
MBA Program of
IBS Hyderabad

Distribution List:
Date of Submission

iii) Authorisation: This indicates the person or the department which authorised the making of the report. It also includes the Authorization Form. For example:

"The report is submitted as partial fulfilment of the requirement of MBA Program of IBS Hyderabad"

iv) Acknowledgments: There are many persons who may have helped you during the course of your Internship. It is your obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following persons in the given order.

a) Head of the Organization.

b) Company Guide (if any).

c) Faculty Guide

d) Others.

v) Table of Contents: The main function of this element is to give the reader an overall view of the report. The main divisions as well as the subdivisions should be listed with the number of the page on which they first appear. It helps the reader locate a particular topic or sub-topic easily. While preparing the Table of Contents you have to bear in mind the following points about its layout:

- Leave a 1" margin on the left and a 1" margin on the right, the top and the bottom.

- Write the phrase 'Table of Contents' on the top in CAPITALS.

- Write the number of the item to indicate the sequence of items. After the number, leave three or four spaces and then type the first heading.

- Indent second-order headings three or four spaces.

- Leave two spaces between main headings and one space between sub-headings.

An example of a Table of Contents is given below. Observe that for numbering pages up to 'Abstract' lower case Roman numerals have been used and from 'Introduction' onwards Arabic numerals have been used.

<table>
<tr><td colspan="2" align="center">1-inch</td></tr>
<tr><td colspan="2" align="center">**TABLE OF CONTENTS**</td></tr>
<tr><td>Authorisation</td><td>i</td></tr>
<tr><td>Acknowledgments</td><td>ii</td></tr>
<tr><td>Executive Summary/Abstract/Synopsis</td><td>iii</td></tr>
<tr><td>1.   Introduction</td><td>1</td></tr>
<tr><td>   1.1 Purpose, Scope, and Limitations</td><td>3</td></tr>
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<tr><td>2.   Industrial Analysis</td><td>15</td></tr>
<tr><td>   2.1_____</td><td></td></tr>
<tr><td>   2.2_____</td><td></td></tr>
<tr><td>3.   _____</td><td></td></tr>
<tr><td>   3.1_____</td><td></td></tr>
<tr><td>   3.2_____</td><td></td></tr>
</table>

(Margins indicated: 1-inch top, 1-inch left, 1-inch right, 1-inch bottom)

vi)   **a.**   **Synopsis:** The Synopsis provides a brief outline of the purpose of the Report, deliverables of the Internship Program, and the methodology/approach of completing the Internship. It usually covers the introduction to the specific problem of interest (Current issues, importance and rationale for the study), objectives, methods and scope of the proposed study. This may or may not be a part of the report. In some cases, the synopsis is submitted to the authorities before a report/ assignment is undertaken to ensure that the outline plan of the Internship Report or assignment is on the right lines.

     b.   **Abstract:** An Abstract is a technical summary. It is read by persons who are familiar with the report. Therefore, technical terminology can be used. Abstracts may be read either before, during or after the report is read. Sometimes, only the abstract is read rather than the report proper. An abstract can be a part of the report.

     c.   **Summary:** The Summary conveys in condensed form what the report is about. The purpose of this element is to enable the reader, to grasp the main issues of the report quickly without having to go through the whole report. An executive summary should be self-sufficient and intelligible, without reference to any other part of the report. It is never intended as a substitute for the original document. But it must contain sufficient information to allow the reader to ascertain his/her interest.

vii) **List of Illustrations:** A separate list of illustrations is given immediately after the table of contents in case of a large number of (more than ten) tables and figures. Its layout is the same as that of the table of contents and it gives information about the number, title and page reference of each illustration. If the number of illustrations is very large, divide it into two parts, namely, List of Tables and List of Figures.

viii) Introduction: The topic is introduced in this element. It should contain the purpose and scope of the report, limitations, scope of study, specifying its limitations, methods of collecting data and their sources, sufficient background materials, including literature survey to present the reader a clear picture of the work. An outline of the work should also form a part of the introduction.

ix) Main Text: This section discusses or describes the main business of the report. The main function of this part is to present data in an organized form, discuss its significance and analyse the results that flow there from. Usually it has several sections grouped under different headings and sub-headings. It contains the experimental work, data collection, the survey done, a description of activities, the results obtained, illustrations, the discussion and interpretations, etc.

Significant discrepancies in results should be called to the reader's attention, even when it is admitted that no reasonable explanation can be offered.

x)   a.   Findings: These are results of research, investigation, survey, etc. These could be in the form of statements or data.

b.   Conclusions: These relate to inferences or interpretations reached after a careful study of the findings of the research.

c.   Recommendations: These are based on the findings and the conclusions. The recommendations offer the reader/appropriate authorities to base their decisions related to various issues involved in the project.

The findings, conclusions and the recommendations have to be drafted with extreme care as in a large number of cases the readers do not have the time to go through lengthy reports and often confine themselves to reading these parts of the report.

xi) Attachments: The attachments are essentially those, which support or elaborate the matter in the main text. These are included as Appendices or Annexure. The matter, which is essential but which diverts the attention of the reader from the main topic, is generally put as attachments. Given below are some items, which normally form part of the attachments. These are:

(a) Calculation sheets, (b) Supplementary Details of Instructions, (c) Flow Charts, (d) Computer Programs, (e) The Questionnaire, (f) Large Maps, (g) Samples of the Work done, etc.

xii) References: All references should be given in this section. Harvard style of referencing may be followed. *(Details for the same is given in Annexure VIII).*

xiii) Glossary: A glossary is a list of technical words used in the report and their explanation. However, if the number of such words is limited, they are generally explained in the footnotes.

Whether you should include a glossary in your report will depend upon who is going to read your report. If the reader's field of expertise is the one to which your report relates, there is no need for a glossary. But, if the audience is drawn from other areas, it is advisable to give a glossary.

GUIDELINES FOR WRITING EXECUTIVE SUMMARY REPORT

The executive summary provides an overview of the internship work. The executive summary needs to be in fewest words. Make sure it is self sufficient and can be understood in isolation. Write this towards the end of the project in about two hundred to three hundred words (i.e. not more than a page). Use active-voice sentences with strong, enthusiastic, and proactive language. Executive summary should be written in simple, short sentences intended to be read by an executive. The executive summary should briefly highlight the below mentioned points.

Points to be covered:

- Student Information
- Organization Description: Concept, Industry Type, Name and Address
- Title of the Internship Report
- Objective of the Internship
- Background
- Methodology used
- Findings & Conclusion
- Recommendations
- Special Achievements/ Recognition

FORMAT FOR STUDENT FEEDBACK FORM

Name: _____ Enrolment No: _____

Name of the Internship organization: _____

City: _____Location:_____

S#	Parameter	Excellent	Very Good	Good	Fair	Not Satisfactory
1	Support received from IBS on Internship identification					
2	Opportunity to learn from the Internship work in the company					
3	Learning benefits from the Internship work					
4	Placement opportunities					
5	Recommend the company for future students					

(Put ✓ mark. This form is to be submitted to Academic coordinator along with Internship report)

Date: *Signature of the Student*

THE HARVARD STYLE OF REFERENCING

INTRODUCTION

Articles, research papers, reports, etc., should be written in clear English language with grammatically correct sentences and properly spelled words. While writing these papers/ reports, we generally refer or cite different citations taken from other sources. The details of these sources are included under 'References' or 'Bibliography'. For the purpose of referencing, different styles such as Chicago style, MLA style, APA style, Harvard style, etc., are followed by universities, educational institutions and organisations in different countries. The Harvard style of referencing is being followed by most of the universities and institutions worldwide. Some guidelines related to Harvard style are given in subsequent paragraphs.

USE OF REFERENCE CITATIONS WITHIN TEXT

Reference citations give information on the sources used in your text, at the point at which you use them. In the Harvard system, the reference citations, which are mentioned within the text, consist of a note of the author's name and the date of the work, in brackets. This enables the reader to find the full details in the "References" list at the end. If you are quoting directly from the source, then the reference will usually indicate the precise place to which you are referring.

According to Kleinmuntz (1982), personality is a "Unique organization of factors that determines an individual's pattern of interaction … …

… … the preferences of the individual and the availability of positions in the market (Ginzberg*et al.*, 1951).

In the reference list, all the sources you have cited are listed in alphabetical order by author, and if there is more than one item by a particular author, then they are listed in order of year of publication. Please note that a separate "Bibliography", which would include items you have consulted but not cited in the text, is not required in the Harvard style.

Ginzberg E., Ginzberg S.W., Axelrad S. and Herma J. L. 1951. *Occupational Choice*

New York: Columbia University Press Kleinmuntz B. 1982. *Personality and Psychological Assessment*, New York: St. Martin's Press

When to Cite?

When you quote directly from other sources in your text, then you:

- Make clear it's a quotation (put it in quotation marks).

- Cite the reference in the body of your text.

- Include the work it comes from in the reference list.

When you refer indirectly to someone's work in your text (e.g. summarizing their argument, paraphrasing what they say, etc), then you:

- Make clear what you are saying is taken from another source.

- Cite the reference in the body of your text.

- Include the work it comes from in the reference list.

Please note that you should not rely too heavily on quotations, citations, paraphrases, etc., of others' work in work of your own. Readers of your work will be looking for evidence of your own thoughts and conclusions, and your own answers to the questions set – but not just a patchwork of the ideas of others.

When you draw on the work of others it should be as evidence for or against your own conclusions, but not as a substitute for showing that you have understood, and thought about, the resources you have looked at.

What should a Reference List Contain?

The reference list provides the details of all the works cited in your text. The style of referencing of the various sources is given below:

I. **REFERENCES FROM PRINT MATERIALS**

1) *From a Book:* The details are mentioned in the following order:

   a) Name(s) of author(s)/editor(s)/compiler(s) or the institution responsible.

   - For individual authors – surname followed by initial(s).

   - For editors – name followed by ed. or eds.

   - For organizations – name in full.

   - The Harvard (British Standard) style as set out in BS 1629 requires the authors' names to be in capitals.

   b) Year of publication.

   c) Full title of publication, in italics or underlined.

   d) Edition of the work.

   - Only if there has been more than one edition.

   - If there has, you must say which one, as the page numbers and content may change between editions.

   e) Volume number – if the book is in more than one volume.

   f) Place of publication (as given on title page)

   - If there are several, use only the one relevant to the country in which this edition was published.

   g) Publisher (not printer).

   - If the publisher's name is abbreviated on the title page it can be abbreviated in your reference, but otherwise the name should be given in full.

   CHAKRABORTY S K., 2003. *Managerial Effectiveness and Quality of Work Life: Indian Insights*. New Delhi: Tata McGraw-Hill Publishing Co., Ltd.

   DEPARTMENT OF HEALTH, 2006. *Purchase of Services: Guidance and Practice Material for Primary Health Workers*. New Delhi: Govt. of India.

2) *From an Anthology:* When you refer to a section in an anthology, or a book where different authors have written different chapters, then the details are mentioned in the following order. If you have used the whole book as background reading, you should refer to it as a whole:

   a) Editor(s) of the volume, followed by "ed." or "eds."

b) Year of publication.

c) Full title of publication, in italics or underlined.

d) Edition, if there has been more than one.

e) Volume number, if there is more than one.

f) Place of publication.

g) Publisher.

KOTHARI, N., ed. 2000. *Concepts of modern art*. revised ed. New Delhi: Thames and Hudson.

If you have referred/ cited a part of the book, you should refer to the part you have used. If you have cited more than one part, then you should list them separately.

a) Author(s) of the part or chapter (surname followed by initial(s))

b) Year of publication

c) Title of the part or chapter

d) "In:"*,* then details of the book.

e) First and last pages of the chapter or part, preceded by "pp."

JORDAN, LISA, 2006. Mechanisms for NGO Accountability. In: HARSH BHARGAVA and DEEPAK KUMAR, eds. *NGOs: Role and Accountability - An Introduction*. Hyderabad: The Icfai University Press. pp. 110–130.

3) ***From a Thesis*:** There will be no publisher for a thesis, so you should indicate instead the degree for which it was submitted and the awarding institution. The date will be the year in which the final version was approved.

VENKAT, J.N., 2001. *A quantitative model for adaptive task allocation in human-computer interfaces*. Unpublished Ph.D. thesis, University of Hyderabad.

4) ***From an Article in a Journal, Magazine, etc.*:** The details are mentioned in the following order.

a) Author(s) of the article, surname followed by initial(s).

- If there are more than three authors, list only the first one, followed by "et al."

b) Year of publication.

c) Article title.

d) Periodical title, in italics.

- Give the full title, avoid using abbreviations.

e) Volume number, and part number in brackets.

f) First and last pages of the article, preceded by "pp."

PRASAD, T.D. and TIWARI, A.K., 2007. Relevance of Soft Skills Training in Management Education. *The Icfai Journal of Soft Skills,* I (1), pp. 7-18.

For newspapers and magazine-type periodicals with no volume number, give the date of the issue:

SWAMI, PRAVEEN, 2008. Martyred for the cause of hatred. *The Hindu.* 20 August. p. 12.

5) ***From Conference Papers/Proceedings:*** If you are citing an individual paper from a volume of conference proceedings you should cite it as you would for a chapter in a book:

a) Author(s) of the paper.

b) Year of publication

- Note that this may not be the same as the year in which the conference was held.

c) Title of the paper.

d) "In:"

e) Editor(s) of the volume, followed by "ed(s)".

f) Full title of the volume, in italics

g) "Proceedings of … ", and details of the conference

h) What number it was, if part of a series; the body whose conference it was in italics

i) Date the conference was held.

j) Place of publication.

k) Publisher.

l) First and last pages of the paper, preceded by "pp.".

GOVINDAN A. and RANGARAJU M.K. 2005. Creativity and advertising. In: R.BENNETT, ed. *New challenges for corporate and marketing communications. Proceedings of the Eighth International Conference on Corporate and Marketing Communications.* 7–8 April 2003. Mumbai: The Icfai University. pp. 54–63

6) ***From an exhibition catalogue:***The details are mentioned in the following order.

a) Artist or author

- Where the exhibition is of a single living artist's work this will usually be the artist.

- Where there are a number of living artists involved it will usually be the gallery or sponsor.

- If the catalogue explicitly states it was written by someone other than the artist (e.g. where the exhibition is a retrospective, or is historical), then use the name of the person who wrote or edited it.

b) Publication date

- The date the catalogue was published. This may be different from the date of the exhibition itself.

c) Title of the catalogue, including any details of where the exhibition took place.

d) Exhibition dates (in the format e.g. "12 - 16 September 2006").

e) Place of publication of the catalogue (not the location of the exhibition).

f) Publisher.

TATA GALLERY. 2007. *Art from South India. Catalogue of an exhibition at the Tata Gallery.* 15 April - 21 June 2007. Mumbai: Tata Gallery.

7) ***From committee reports:*** Often a government committee report will be known informally by the name of the chairman/ chairperson of the committee (e.g. "the Dearing Report"). When citing it you should give the full name of the committee as the author, but you may add "Chairman:" and the chairman/ chairperson's name in brackets after the title if this will help readers of your work to identify the report.

NATIONAL COMMITTEE OF INQUIRY INTO HIGHER EDUCATION, 1995. *Higher education in the learning society*. (Chairman: Ashok Singhal). New Delhi: The Government of India

8) ***From Works where there is no Author:*** For an unsigned article in a journal or newspaper (such as an editorial), the title of the periodical should be given in place of the author.

Indian Journal of Cancer Care. 2007. Editorial. *Indian Journal of Cancer Care*, 8 (3), p. 5

Other anonymous authors (for example of a poem or a cartoon) can be listed as "ANON."

II. REFERENCES FROM ELECTRONIC RESOURCES

1) ***From CD-ROMs:*** Materials in electronic formats, even when posted free to the Internet, are still the intellectual property of the person or organization who produced them, and you must acknowledge them as you would for printed materials.

a) Author(s)/Editor(s).

b) Year of publication – usually the release date of the disk, etc.

c) Title

- If you are using an article from within a larger resource, the article title should be cited as for a print journal, followed by "In:" and the details of the larger resource.

- Otherwise give the title of the CD-ROM (or other resource) as a whole.

d) Format – e.g. "CD-ROM", in square brackets.

e) Place of publication/production.

f) Publisher.

NATIONAL COMMITTEE OF INQUIRY INTO PRIMARY EDUCATION, 1997. *Primary education in the learning society*. (Chairman: Renu Rastogi). [CD-ROM]. New Delhi: The Government of India.

2) ***From Films, Videos, DVDs, Radio Broadcasts, Television Telecasts, etc.:*** In most cases, these will be collaborative efforts and they should be listed in the reference list under their title.

a) Title.

b) Date – for films and videos this should be the year of release. For broadcasts it should be the year of first broadcast. If you are referring to a long-running series as a whole, there may not be a date.

c) Medium (e.g. Film, Video) in square brackets.

- For films you can add "Directed by" and the director's name if you wish to.

d) Place of publication (normally the main offices of the studio or production company).

e) Publisher (normally the film, broadcasting, or production company).

Pather Panchali. 1955. [Film]. Directed by Satyajit Ray. Kolkata: Government of West Bengal.

The Archers. 2006. [Radio series]. Mumbai: All India Radio FM Gold. 20 August.

3) ***From online books, journals, web pages, etc:*** For online resources that are based on their print counterparts (online journals or books) it is fairly straightforward to identify authors, dates etc. and the only difference is that you add the format, the web address and "accessed date". For an online book by a single author/group of authors this will be:

a) Author(s).

b) Year of publication.

c) Title in full.

d) Medium e.g. "online" in square brackets.

e) Edition of the work – only if there has been more than one edition.

f) Place of publication.

g) Publisher.

h) "Available from:" and the web address.

i) "Accessed" and the accessed date in square brackets.

FRAZER, Sir J.G., 1922. *The Golden Bough*. [online] New York: Macmillan.

Available from: http://www.bartleby.com/196/168.html [Accessed 15 June 2008]

GSTEU, M., 2003. The tree: a symbol of life. *PSA Journal*. [online] 69(1). Available from: http://www.ebscohost.com/ [Accessed 10 July 2008]

III. REFERENCES FROM LEGAL MATERIALS

1) ***From Patents:*** The details are mentioned in the following order.

a) Applicant/ Assignee (NOTE: The Harvard style does not give the inventor(s) if they are different to the assignee. If the patent is assigned to the inventor's company or university only the company or university is cited.)

b) Year the patent was approved (applied for, if pending).

c) Title.

d) Country / Region (e.g. "European patent" for EP).

e) Patent number, without region abbreviation but with full date.

UNIVERSITY OF CALIFORNIA. 2004. *SQUID detected NMR and MRI at ultralow fields*. European patent 1474707 2004-11-10.

2) ***From Cases:*** The reference citation within your text should contain the case name and year. It is usual to put the case name in italics.The reference list should contain:

a) The case name, in italics.

b) The year.

c) The case report series abbreviation.

d) Number of the first page of the case (Do not use "p.").

Union of India v West Punjab Factories. 1966. 1 SCR 580: AIR 1966 SC 395

3) **_From Legislation:_** Within your text, the reference citation should take the form of the name of the Act, etc., and the year it was enacted. The year is treated as part of the Act's title, to distinguish it from acts with same title enacted in other years, so there is no need to repeat it in brackets.

   a) Short title, in italics, including year of publication.

   b) "c." followed by chapter number (Note: This is not a section number within the Act but the Act's own chapter number within the session of its enactment.)

   c) If you are quoting a section, "s." followed by the section number.

   Copyright (Visually Impaired Persons) Act 2003. c. 33, s.4.

   Andhra Pradesh State Council of Higher Education Act, 1998. The Andhra Pradesh Gazette.

   Part IV-B Extraordinary. No.22.

4) **_Statutory Instruments:_** The details are mentioned in the following order.

   a) Title and year, in italics.

   b) "S.I." followed by its number within the year of its enactment, in the format yyyy/(nnn)n.

   The Milk Marketing Board (Dissolution) Order 2002. S.I. 2002/128.

IV. MISCELLANEOUS SOURCES

1) **_From Figures, Tables, Illustrations, etc.:_** Where the figure or illustration is the author's own work, or is not a substantial work in its own right (e.g. if it is a family snapshot used in a biography) you should cite the author of the article or book as author, as in this example:

   ... … Prabhakar's graph (2000 p. 371 Fig. 30.4) shows that the majority of patients ... …

   In the reference list, the larger work from which the illustration comes will appear.

   PRABHAKAR, K.N., 2000. Quantitative analysis (descriptive). In: SUNDARAM, R. _The research process in nursing._ 4th ed. Kolkata: Blackwell Science. pp. 365–382

2) **_From Original Artworks:_** If you are citing a work of art itself (rather than an illustration of it), you should cite:

   a) Artist(s).

   b) Date.

   - This should be the year in which the work was first exhibited (or the year in which it is thought to have been produced, if it was not exhibited in the artist's lifetime).

   - It is acceptable to give an approximate date, in the format e.g. "c. 1470".

   c) Title.

   d) Format e.g. "Oil on canvas" or "Multimedia installation".

   e) Place. This should be the town/city of the gallery, etc., in which it can be seen.

   f) Institution. This should be the gallery, cathedral, etc., where the artwork can be seen.

RAVI VARMA, RAJA. 1890. *Lady with the Lamp.* Oil on canvas. Trivandrum: Kerala State Art Gallery.

3) *From Maps:* A map which is contained in a larger work (e.g. a journal article) should be cited as for any other illustration. For a map which is published separately in its own right you should cite.

   a) Cartographer. This may be a company or a corporate body such as the Ordnance Survey, the Geological Survey of India, etc.

   b) Date of publication.

   c) Title.

   d) Scale – expressed as a ratio.

   e) Series – if it is part of a series.

   f) Place of publication.

   g) Publisher.

   ORDINANCE SURVEY. 2001. *Ballater, Glen Clova and surrounding area.* 1: 50 000. Landranger. Southampton: Ordnance Survey.

V. SECONDARY REFERENCING

It is best to quote from the original source, but sometimes you may have to quote a source as it is quoted in another (secondary) work. Where this happens, you must make clear in your text both the source you are quoting and the secondary source you are quoting from. However, it is the secondary source (the one you have actually looked at) that appears in the reference list.

Clark discusses Lewin's work on "action research" in some detail (Clark 2000).

In this example, though Lewin is being quoted, but the reference is to the work of Clark. Therefore, Clark appears in the reference list.

CLARK, J.E., 2000. Action research. In: D. CORMACK, *The research process in nursing.* 4thed. Oxford: Blackwell Science. pp. 183–196.

FORMAT FOR NOC FROM COMPANY/ORGANISATION

On company letterhead

Date:

No Objection Certificate
To Whosoever It May Concern

This is to certify that **<<Name of the Student>>,** *<<Enrolment Number>>,* student of IBS - <<Campus>>, has undertaken his/her Summer Internship Program (SIP) with us at <<Location>> from <<DATE>> To <<DATE>> for the Project Titled << Title Of The Project>>.

The company has no objection if <<Name of the Student>>:

I.   **Participates in the contest for IBS Alumni Federation (IBSAF) Award for Excellence in SIP–2020, being conducted by IBS.**

II. **Uses the company name for posting the abstract of the above project in public domain, if selected for the Award**

We wish him/her all the best in his/her future endeavors.

For <<Company Name>>

<<Name>>

<<Designation>>

Company Seal