



## **INSTRUCTIONS:**

- 1. Internship will be for a minimum of six continuous weeks. Students are not allowed to attend classes during internship except on Saturdays & Sundays. If Saturday is the Company's working day, permission must be obtained from your supervisor & the shortfall made up to complete 36 working days of internship. In case of absence for any reason please inform the Company in advance & also intimate the Internships & Placements Department at IoBM**
- 2. Internship will be served only in companies approved by the Institute, and change of company without Institute's permission is not allowed**
- 3. Interns have to provide the internship offer letter, supervisor's details, location of the internship & other details within one week after starting internship**
- 4. All interns are required to write a report based on the Guidelines which should be obtained from the Internships & Placements Department**

Reports will be graded by a Faculty Member of IoBM as follows:

A Grade – 4 Points

B Grade – 3 Points

Grades lower than 'B' will be treated as Satisfactory & will not be awarded any points

Interns getting a 'Failure Grade' will be given one more chance to write a satisfactory report

- 5. If you need any further guidance about how the report should be written, please consult your major field's faculty**
- 6. Report will be submitted by the intern within two weeks after the internship's completion. Failure to do so will attract a fine**
- 7. Interns will personally ensure that the Institute's Intern Evaluation Form is completed by the sponsoring company and returned to the Institute. Upon receipt of the evaluation form, the intern must see the Internships & Placements Department for post evaluation interview**

**Only those internships will be considered valid for graduation, which are supported by a passing grade report and a good evaluation from the sponsoring company**

I have read and understood the above instructions.

**(For girls only)** My photo may/should not be sent to companies

(Strike out as appropriate)

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**Intern's Signature**

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**Date**