

VIRTUAL UNIVERSITY OF PAKISTAN
FORMAT OF THE INTERNSHIP REPORT
BS Accounting and Finance

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. Submission date of the internship report
- d. Name of the University
- e. VU logo

2. Dedication (*Optional*)

If you want to dedicate your work to someone you may write the dedication note under this section of your internship report.

3. Acknowledgement

Write down the Acknowledgement for your internship report. In this section you should acknowledge the help and support of all the people who helped you in the compilation of your internship and internship report e.g. the library staff, instructor, family, or any other person.

4. Executive summary

An executive summary previews the main points of an in-depth report. The executive summary contains enough information for a reader to get familiarized 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. Every thing important that you have done, discovered and concluded should be mentioned but briefly and concisely.

5. Scanned copy of the internship certificate

6. 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.

7. Brief introduction of the organization's business sector.

8. Overview of the organization

- a. Brief history
- b. Nature of the organization
- c. Business volume (Total number of stock, shares, bonds/ commodities, future contracts planned for a particular period etc).
- d. Product lines (A complete range of products/ services of the organization)
- e. Competitors

- 9. Organizational structure**
- Organizational Hierarchy chart
 - Number of employees
 - Main offices
 - Introduction of all the departments
 - Comments on the organizational structure
- 10. Plan of your internship program**
- A brief introduction of the branch where you did your internship
 - Starting and ending dates of your internship
 - Names of the departments in which you got training and the duration of your training
- 11. Training program**
- Detailed description of the operations/activities performed in the department(s) you worked in.
 - Detailed description of the tasks assigned to you.
- OR
- Detailed description of the project (s) assigned to you.
- 12. Structure of the Finance Department**
- Departmental hierarchy
 - Number of employees working in the Finance department
 - Finance & accounting operations
- 13. Functions of the Finance Department**
- Accounting system of the organization
 - Finance system of the organization
 - Use of electronic data in decision making
 - Mobilization of funds
 - Generation of funds
 - Sources of funds
 - Allocation of funds
- 14. Critical analysis**
- Relate the theoretical concepts with your practical experience during your internship with the finance Department.
- Financial analysis
- "Essentials for Financial Statement Analysis" is available under the ICON of "DOWNLOADS" on VULMS of the course. You are required to provide the critical analysis of most recent three years. Critical analysis based on the financial data older than recent three years will NOT be considered.**
- Ratio analysis
 - Horizontal & vertical analysis of the organization for the last three years
- Organization analysis in comparison with its industry (or with its competitors)

c. Future prospects of the organization.

15. SWOT analysis of organization in the business sector

16. Conclusion & recommendations for improvement

17. Reference & Sources used

18. 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.

You are required to provide scanned copies of all the financial statements you are using for financial statement analyses. Without scanned copies of original financial statements, your analyses shall NOT be considered authentic.

Note:

- i. Complete all the required parts as mentioned in the format of your internship report. Remember, each part has been allocated specific marks. Therefore, if you skip any part, you may lose marks allocated to that part.
- ii. Students should prepare the internship report according to their specialization under MBA program .i.e. Finance. Minimum words required for internship report are 20,000.
- iii. Internship report should be submitted within the due date as mentioned in the semester calendar. The due dates will not be extended in any case.
- iv. Students are required to upload their internship report on VULMS of the course against the relevant assignment link. Internship report submitted through 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.