

Rajarshi Janak University
Faculty of Management

Office of the Dean



Attachment Project Report Guidelines 2026

Master of Business Administration (MBA)

Janakpurdham

January 2026

Introduction

The Internship Attachment is an integral and compulsory component of the Master of Business Administration (MBA) program of the Faculty of Management (FOM), Rajarshi Janak University (RJU). It is designed to provide MBA students with practical exposure to real organizational settings, thereby enabling them to apply theoretical knowledge, analytical tools, and managerial concepts acquired during their coursework. The internship attachment bridges the gap between academic learning and professional practice by fostering experiential learning and industry engagement.

Through the internship attachment, students are placed in recognized organizations from diverse sectors of the economy, where they are expected to observe, analyze, and participate in organizational activities under professional supervision. This exposure helps students develop managerial competencies, professional ethics, communication skills, problem-solving abilities, and a deeper understanding of contemporary business practices. The internship also encourages students to identify practical issues and challenges faced by organizations and to propose feasible managerial solutions based on systematic analysis.

The Internship Project Report (IPR) is a formal academic document prepared by students upon completion of the internship attachment. It reflects the learning outcomes of the internship experience and demonstrates the student's ability to integrate theory with practice through structured reporting, critical analysis, and professional presentation. The IPR serves as an important basis for academic evaluation and quality assurance of the internship program.

These Internship Project Report Guidelines 2026, issued by the Faculty of Management, Rajarshi Janak University, aim to provide a standardized framework for the preparation, submission, and evaluation of the Internship Project Report. The guidelines ensure uniformity, academic rigor, and consistency across all MBA programs under FOM, RJU, while maintaining relevance to national higher education standards and industry expectations. All MBA students are required to strictly adhere to these guidelines while preparing their Internship Project Report.

Objectives of the Attachment Internship

The objectives of the Attachment Internship for MBA students of the Faculty of Management, Rajarshi Janak University are to:

- Provide students with an opportunity to apply theoretical knowledge, analytical tools, and managerial skills acquired during the MBA program to real-life organizational problems and managerial tasks.
- Enable students to gain a comprehensive understanding of organizational structure, culture, policies, procedures, and operational processes in diverse business and institutional settings.
- Develop students' ability to analyze major functional areas of management such as finance, marketing, human resource management, operations, and strategy and understand their interrelationships within an organization.
- Enhance professional competencies, including effective communication, teamwork, leadership, time management, adaptability, and adherence to ethical standards in the workplace.
- Encourage students to identify, define, and analyze managerial and operational problems faced by organizations and to propose practical, data-based, and feasible solutions.
- Develop students' capacity to prepare a systematic and analytical Internship Project Report using appropriate managerial frameworks and basic business research methods.
- Promote critical reflection on internship experiences to support students' personal growth, career readiness, and professional development as future managers and business leaders.

Nature and Duration of the Internship

The Attachment Internship is a compulsory, field-based, and credit-bearing component of the Master of Business Administration (MBA) program of the Faculty of Management, Rajarshi Janak University. It is designed as a structured learning experience that emphasizes experiential learning, professional exposure, and practical application of managerial knowledge. During the internship, students are placed in recognized organizations from the public, private, cooperative, or non-governmental sectors, as approved by the respective campuses.

The nature of the internship is primarily academic and professional. Interns are expected to work under the supervision of a designated organizational supervisor and an academic supervisor appointed by the campus. Students shall actively participate in assigned tasks, observe organizational practices, collect relevant data, and analyze managerial and operational issues related to their area of specialization. The internship is non-remunerative in nature unless

otherwise decided by the host organization, and students must strictly comply with organizational rules, professional ethics, and confidentiality requirements.

The duration of the Attachment Internship shall be a minimum of eight (8) weeks. The internship shall normally be undertaken during the third semester of the MBA program, as prescribed by the Faculty of Management. Students are required to complete the internship, adhering to the working hours and schedules of the host organization. Successful completion of the internship, along with the submission and approval of the Attachment Project Report (APR) prepared in accordance with the prescribed guidelines, is mandatory for the fulfillment of degree requirements of the MBA program under the Faculty of Management, Rajarshi Janak University.

Internship Placement

Internship placement refers to the process of assigning MBA students of the Faculty of Management, Rajarshi Janak University to suitable host organizations for the successful completion of the Attachment Internship. The internship may be undertaken in a wide range of eligible organizations, including business, industrial, and service organizations; banks, financial institutions, and insurance companies; public enterprises and government offices; non-governmental organizations (NGOs), international non-governmental organizations (INGOs), and development organizations; as well as consulting firms and entrepreneurial ventures. The diversity of eligible organizations is intended to ensure meaningful exposure to different sectors of the economy and to align internship experiences with students' areas of interest and specialization.

All internship placements must be formally approved by the campus Chief or Coordinator of MBA Program or Head of Research Committee. Students may identify and propose a suitable organization for their internship; however, such placement shall be subject to approval by the campus, based on the relevance of the organization, nature of work, and learning opportunities offered. Upon approval of the internship organization, the campus shall issue an official internship recommendation letter to facilitate the student's placement and formal engagement with the host organization.

Expected Benefits of the Internship

The Attachment Internship under the MBA program of the Faculty of Management, Rajarshi Janak University is designed to create mutual value for host organizations, the University, and the students. The expected benefits for each stakeholder are outlined below.

1. **For the host organization:** For the host organization, the internship provides access to motivated and academically trained MBA students who can contribute fresh perspectives, analytical insights, and up-to-date managerial knowledge to organizational activities. Interns may assist in data collection, market analysis, process improvement, documentation, and project-based tasks, thereby supporting ongoing operations and special assignments. The internship also enables organizations to identify and assess potential future employees at minimal cost, while strengthening linkages with the University and contributing to human resource development and academic–industry collaboration.
2. **For the University:** For the University and the Faculty of Management, the internship strengthens the linkage between academic programs and the practical needs of industry, government, and development sectors. It enhances the relevance, quality, and credibility of the MBA program by integrating experiential learning with classroom instruction. Feedback from host organizations and students helps the University update curricula, teaching methods, and assessment practices in line with emerging business trends. The internship program also promotes institutional reputation, stakeholder engagement, and long-term partnerships with organizations at local, national, and international levels.
3. **For students:** For students, the internship provides practical exposure to real organizational environments, enabling them to apply theoretical knowledge, analytical tools, and managerial concepts to actual business situations. It helps students develop professional skills such as communication, teamwork, leadership, problem-solving, time management, and workplace ethics. Through hands-on experience and supervision, students gain a deeper understanding of organizational culture, functional areas of management, and managerial decision-making processes. The internship also enhances students' employability, career clarity, and professional confidence, while fostering critical reflection and personal development essential for their future roles as managers and business leaders.

Roles and Responsibilities

To ensure the effective implementation, supervision, and evaluation of the Attachment Internship, clearly defined roles and responsibilities are assigned to the organizational

supervisor, faculty supervisor, and students. These roles promote coordination, academic rigor, and meaningful learning throughout the internship period.

1. **Roles and Responsibilities of the Organizational Supervisor:** The organizational supervisor shall be responsible for guiding and monitoring the student within the host organization during the internship period. The organizational supervisor is expected to assign appropriate tasks and responsibilities that are relevant to the objectives of the internship and the student's academic background. He or she shall provide orientation on organizational policies, work procedures, and workplace ethics, and ensure a supportive learning environment. The organizational supervisor shall monitor the student's attendance, performance, discipline, and professional conduct, and provide regular feedback to the student. At the completion of the internship, the organizational supervisor shall submit a confidential performance evaluation report to the Faculty of Management, Rajarshi Janak University, as required by the Attachment Project Report Guidelines.
2. **Roles and Responsibilities of the Faculty Supervisor:** The faculty supervisor, appointed by the campus, shall be responsible for providing academic guidance and ensuring that the internship meets prescribed academic standards. The faculty supervisor shall approve the internship plan and area of work, guide the student in identifying organizational problems, and advise on data collection, analysis, and report preparation. He or she shall maintain periodic contact with the student and, where feasible, with the organizational supervisor to monitor progress and resolve academic or administrative issues. The faculty supervisor shall also evaluate the Attachment Project Report and participate in the assessment of the student's internship performance in accordance with the evaluation scheme prescribed by the Faculty.
3. **Roles and Responsibilities of the Student:** The student shall be responsible for actively and sincerely participating in the internship in accordance with the objectives and guidelines of the MBA program. The student is expected to comply with the rules, regulations, working hours, and ethical standards of the host organization, and to maintain confidentiality of organizational information. The student shall complete assigned tasks diligently, maintain regular attendance, and demonstrate professional behavior throughout the internship period. Additionally, the student shall collect relevant data, maintain internship records or logs as required, and prepare the Attachment Project

Report in the prescribed format within the stipulated time. The student shall regularly communicate with both the organizational and faculty supervisors and submit all required documents and reports to the campus as per the Attachment Project Report Guidelines 2026.

Internship Activities

During the Attachment Internship, MBA students of the Faculty of Management, Rajarshi Janak University shall be engaged in a range of structured learning activities designed to achieve the academic and professional objectives of the internship. Students shall study the organizational background, including its history, mission, vision, objectives, ownership pattern, organizational structure, policies, and work culture, in order to gain a holistic understanding of the host organization.

Students shall gain practical exposure to one or more functional areas of management such as finance, marketing, human resource management, operations, strategy, or related areas, depending on the nature of the host organization and the internship assignment. They shall perform assigned managerial or operational tasks under the supervision of the organizational supervisor, which may include data collection, analysis, reporting, coordination, and participation in routine or project-based activities.

During the internship period, students shall observe and, where appropriate, participate in managerial decision-making processes to understand how organizations plan, organize, lead, and control their activities. Students are expected to identify organizational, managerial, or operational problems based on observation, interaction, and data gathered during the internship. Such problems shall be analyzed using relevant management concepts, models, and analytical tools learned during the MBA program.

Based on systematic analysis, students shall develop and suggest practical, realistic, and context-specific recommendations aimed at improving organizational performance or addressing identified issues. These activities shall collectively form the basis for learning, reflection, and preparation of the Attachment Project Report.

Attachment Project Report

Each student shall be required to submit a comprehensive Attachment Project Report to the campus upon successful completion of the internship. The report shall be prepared individually and must reflect the student's original work, learning, analysis, and findings derived from the

internship experience. All forms of academic dishonesty are strictly prohibited, and plagiarism beyond acceptable limits shall be penalized in accordance with the rules and regulations of Faculty of Management, Rajarshi Janak University.

Submission of Attachment Project Report

The Attachment Project Report shall be submitted only after the successful completion of the prescribed attachment/internship period in an approved host organization. Each student shall submit four copies of the Attachment Project Report.

- One copy shall be sent to the office of the dean along with the required fee.
- One copy shall be sent to the Central Examination and Record Centre along with summary of mark sheet.
- One copy shall be retained in the respective campus/college library after evaluation.
- One copy shall be returned to the students.

Note:

- i. *The Attachment Project Report must be submitted within one month after the end semester exam of Third Semester.*
- ii. *The campuses are required to deposit fee of Rs. 300 per student along with Attachment Project Report to the Office of the Dean, Faculty of Management.*

Evaluation of Attachment Project Report (APR)

The evaluation of the Attachment Project Report (APR) shall be carried out in two components:

1. Confidential Performance Report from Host Organization – 40%
2. APR and Seminar Presentation – 60%

The APR and the seminar presentation shall be evaluated jointly by Internal and External Examiners appointed by the Campus Chief or the Coordinator of the MBA Program or Head of Research Committee of the respective campus/college.

1. Confidential Performance Report (40 Marks)

The Host Organization shall submit a confidential evaluation report assessing the student's overall performance during the attachment period. The distribution of marks shall be as follows:

Evaluation Criteria	Marks
Punctuality, Discipline, and Professional Conduct	5 Marks
Sincerity, Initiative, and Learning Attitude	10 Marks

Quality of Work and Task Accomplishment	20 Marks
Interpersonal Skills and Teamwork	5 Marks
Total	40 Marks

2. APR and Seminar Presentation (60 Marks)

The seminar presentation shall assess the student's understanding of the organization, analytical ability, and communication skills. The marks shall be distributed as follows:

Evaluation Criteria	Internal	External
Quality of Report (Structure, Content, Findings, and Recommendations)	15 Marks	15 Marks
Understanding of Organization and Functional Areas	5 Marks	5 Marks
Analytical Ability and Application of Theoretical Concepts	5 Marks	5 Marks
Performance in Viva-Voce	5 Marks	5 Marks
Total	30 Marks	30 Marks

Structure of Attachment Project Report (APR)

Internship reports should be brief, precise, and well-structured. They are factual documents designed to present observations, data, results, and key findings from the internship experience in a clear and professional manner. Such reports typically describe and analyze the organizational context in which the internship was undertaken and conclude with practical recommendations for future improvement or action. APR typically is made up of three main sections:

- A. **Prefatory section**
- B. **Main Body of the Report**
- C. **Supplementary materials section**

A. Prefatory section: This section is organized in the following order:

1. **Title Page:** The title page shall include title of the report, name of the student, exam roll No., registration No., program and semester, name of the campus and University, name and address of the host organization, place and month and year of submission. (See appendix-I)
2. **Student's Declaration:** A declaration by the student confirming that the report is an original work; all sources used are duly acknowledged and the report has not been submitted to any other institution for any academic purpose. (See appendix-II)

3. **Recommendation Letter (from Host Organization):** A formal recommendation letter issued by the host organization certifying that the student has successfully completed the attachment/internship during the specified period. (See appendix-III)
4. **Supervisor's Certificate:** A certificate duly signed by the faculty supervisor stating that the report is an original work of the student; the attachment was completed under prescribed guidelines and the report is approved for submission. (See appendix-IV)
5. **Approval sheet** (See appendix-V)
6. **Acknowledgement:** Expression of gratitude to the host organization, supervisors, faculty members, and others who supported the successful completion of the attachment.
7. **Table of Contents:** A detailed list of chapters, sections, sub-sections, references, and appendices with page numbers. (See appendix-VI)
8. **List of Tables (if applicable)**
9. **List of Figures (if applicable)**
10. **List of Abbreviations (if applicable)**
11. **Executive Summary:** A concise summary highlighting purpose of the attachment, organization and functional areas covered, key activities performed, major learning outcomes and key findings and recommendations.

B. Main Body of the Report

Chapter 1: Introduction: This chapter presents the overall background of the Attachment Project Report (APR). It outlines the rationale, objectives, scope, and methodology of the attachment undertaken as a partial fulfillment of the academic requirements of the MBA program under the Faculty of Management, Rajarshi Janak University. The chapter provides a conceptual and practical foundation for understanding the nature of the work undertaken and the learning outcomes achieved by the student.

1.1 Background of APR assignment

1.2 Rationale of the Attachment Program

1.3 Objectives of the Attachment

- General Objective
- Specific Objectives

1.4 Scope of the Attachment

1.5 Methodology of the Attachment

- Nature of attachment work
- Sources of information (primary/secondary)
- Tools and techniques used (observation, interaction, records review, etc.)

1.6 Limitations of the Attachment

Chapter 2: Organizational Profile: This chapter presents a comprehensive overview of the host organization.

- 2.1 Historical Background of the Organization
- 2.2 Vision, Mission, Goals, and Objectives of the organization
- 2.3 Nature of Business/Services
- 2.4 Ownership and Legal Status
- 2.5 Organizational Structure
- 2.6 Products and/or Services Offered
- 2.7 Market Position and Industry Overview
- 2.8 Work Culture and Corporate Practices
- 2.9 Performance Overview

Chapter 3: Functional Areas and Internship Activities

This chapter should explain the functional exposure and tasks performed during the attachment.

- 3.1 Overview of Functional Areas Studied (e.g., HR, Marketing, Finance, Operations, IT, Administration)
- 3.2 Detailed Description of Internship Activities
 - Assigned roles and responsibilities
 - Activities/tasks performed
 - Managerial and operational exposure
- 3.3 Learning Experience from Each Functional Area
- 3.4 Application of Theoretical Knowledge in Practice
- 3.5 Skills and Competencies Developed

Chapter 4: Problem Identification and Analysis

This chapter focuses on identifying and analyzing organizational or managerial problems.

- 4.1 Identification of Key Problems/Issues
- 4.2 Causes of the Problem

4.3 Analysis of the Problem Using Management Concepts and Tools (e.g., SWOT analysis, PESTE analysis, process analysis, financial ratios, HR metrics)

4.4 Impact of the Problem on Organizational Performance

Chapter 5: Findings, Conclusions, and Recommendations

5.1 Major Findings of the Attachment

5.2 Conclusions drawn from the Study

5.3 Practical Recommendations

5.4 Learning Outcomes and Personal Reflection

C. Supplementary materials section

1. **References:** All books, journals, reports, websites, and other sources cited in the report must be listed using an accepted academic referencing style (APA style recommended).

2. **Appendices**

General Typing and Spacing Guidelines

1. **Paper size:** The report should be typed on ISO A4-size white bond paper.

2. **Line spacing:** The line spacing should be 1.5 in all text lines.

3. **Margin:** Top, bottom and right margin should be 2.54 cm (1 inch) and left margin should be 3.18 cm (1.25 inches). The rationale behind more left margin is to allow space for binding.

4. **Type face and font:** Use Times New Roman, with 12-point font size. Typing should be done only on recto side of the paper.

5. **Alignment:** Justified

6. **Page number:** Beginning with the first page of the main body of the text, pages are numbered consecutively and run to supplementary section of the report. They are numbered with Arabic numerals (1, 2, 3, 4, ...) and put at top right corner of the page. But all pages preceding the first page of the body are counted and numbered with lower case Roman numerals (ii, iii, iv,...) and put at the center at the bottom of the pages. Note that the title page is counted but the number is not printed on the page.

7. **Reference and Citation:** For citation and referencing, use APA style

8. **Length of the Report:** Total pages for body of the report may range from 30 to 40 pages.

Appendix-I: Title page of the APR

TITLE OF ATTACHMENT PROJECT REPORT

(Bold, Capital Letters, Centered)

Submitted By:

Name of the Student

Class Roll No. :

Registration No.: _____

Exam Roll No.: _____

Program: MBA

Semester: Third

Submitted to:

Name of the Campus

Faculty of Management

Rajarshi Janak University, Janakpurdham

Internship Organization:

Name of the Host Organization

Full Address of the Organization

In partial fulfillment of the requirements for the Master's Degree in Business Administration

Place

Month and Year of Submission

Appendix-II: Student's Declaration

DECLARATION

I hereby declare that the attachment project report entitled “[Title of the Report]” submitted to Campus, Faculty of Management, Rajarshi Janak University, in partial fulfillment of the requirements for the degree of Master of Business Administration, is my original work carried out during the period of internship.

I affirm that this report has been prepared by me independently and that all sources of information, data, materials, and references used in the preparation of this report have been duly acknowledged and properly cited. I further declare that this report has not been previously submitted, either in whole or in part, to this or any other institution or university for the award of any academic degree, diploma, or other qualification.

I take full responsibility for the authenticity and originality of the work presented in this report.

.....

Student's Full Name

Exam Roll No.:

Registration No.:

Program: Master of Business Administration

Date:

Appendix-III: Recommendation Letter

[On Official Letterhead of the Host Organization]

Date:

TO WHOM IT MAY CONCERN

This is to certify that **Mr./Ms. (Student's Full Name)**, bearing Exam Roll No. and Registration No., a student of Master of Business Administration, **Campus**, Faculty of Management, Rajarshi Janak University, has successfully completed his/her internship attachment from (Start Date) to (End Date).

During the internship period, he/she was assigned to the **(Department Name)** and was actively involved in tasks such as (briefly mention key responsibilities).

Throughout the attachment period, he/she demonstrated sincerity, professionalism, discipline, and a strong willingness to learn. His/Her performance was found to be satisfactory and commendable. He/She maintained good working relationships with colleagues and supervisors and adhered to the rules and regulations of the organization.

We found him/her to be hardworking, responsible, and capable of performing assigned duties efficiently. We are confident that the knowledge and practical exposure gained during this internship will contribute significantly to his/her academic and professional growth.

We wish him/her every success in future academic and professional endeavors.

.....

Name of Authorized Signatory

Designation

Appendix-IV: Supervisor's Certificate

[On Official Letterhead of the Campus]

SUPERVISOR'S CERTIFICATE

This is to certify that the attachment project report entitled “**(Title of the Report)**” submitted by **Mr./Ms. [Student's Full Name]**, Exam Roll No., Registration No., a student of Master of Business Administration, Faculty of Management, Rajarshi Janak University, is a genuine and original work carried out by the student under my supervision and guidance.

The student has successfully completed the internship in accordance with the prescribed guidelines, rules, and academic requirements of the Faculty of Management, Rajarshi Janak University. The report reflects the work undertaken during the specified period of attachment and has been prepared as per the format and standards approved by the Office of the Dean, Faculty of Management.

To the best of my knowledge, this report has not been previously submitted to this or any other university for the award of any degree or academic qualification. I hereby recommend the report for evaluation and approve it for submission to the Faculty of Management, Rajarshi Janak University, in partial fulfillment of the requirements for the completion of the concerned academic program.

.....

Name of Supervisor

Designation

Date:

Appendix-V: Approval Sheet

[On Official Letterhead of the Campus]

Approval Sheet

We have examined the Attachment Project Report entitled “.....**TITLE**.....”
Submitted by**Name of Student**..... in partial fulfillment for the degree of
Master of Business Administration. This project report has been found to be satisfactory in
scope, content, and presentation. We hereby certify that this report is acceptable for the award of
the degree of Master of Business Administration.

.....

Dr. / Mr. / Mrs.

Supervisor

.....

Dr. / Mr. / Mrs.

External Examiner

.....

Dr. / Mr. / Mrs.

Campus Chief / Coordinator / Head of Research Committee

Date:

Appendix-VI: Table of Contents

TABLE OF CONTENTS

CONTENTS	PAGE
<i>Title Page</i>	<i>i</i>
<i>Student's Declaration</i>	<i>ii</i>
<i>Recommendation letter</i>	<i>iii</i>
<i>Supervisor's Certificate</i>	<i>iv</i>
<i>Approval Sheet</i>	<i>v</i>
<i>Acknowledgements</i>	<i>vi</i>
<i>Table of Contents</i>	<i>vii</i>
<i>List of Tables</i>	<i>viii</i>
<i>List of Figures</i>	<i>ix</i>
<i>Abbreviations</i>	<i>x</i>
<i>Executive Summary</i>	<i>xi</i>
Chapter 1: Introduction	1
1.1 Background of APR assignment	1
1.2 Rationale of the Attachment Program	2
1.3 Objectives of the Attachment	2
1.4 Scope of the Attachment	3
1.5 Methodology of the Attachment	4
1.6 Limitations of the Attachment	5
Chapter 2: Organizational Profile	6
2.1 Historical Background of the Organization	6
2.2 Vision, Mission, Goals, and Objectives of the organization	6
2.3 Nature of Business/Services	7
2.4 Ownership and Legal Status	7
2.5 Organizational Structure	8
2.6 Products and/or Services Offered	9
2.7 Market Position and Industry Overview	10
2.8 Work Culture and Corporate Practices	11
2.9 Performance Overview	12

Chapter 3: Functional Areas and Internship Activities	13
3.1 Overview of Functional Areas Studied	13
3.2 Detailed Description of Internship Activities	14
3.3 Learning Experience from Each Functional Area	15
3.4 Application of Theoretical Knowledge in Practice	16
3.5 Skills and Competencies Developed	18
Chapter 4: Problem Identification and Analysis	19
4.1 Identification of Key Problems/Issues	19
4.2 Causes of the Problem	21
4.3 Analysis of the Problem Using Management Concepts and Tools	23
4.4 Impact of the Problem on Organizational Performance	24
Chapter 5: Findings, Conclusions, and Recommendations	25
5.1 Major Findings of the Attachment	25
5.2 Conclusions drawn from the Study	26
5.3 Practical Recommendations	28
5.4 Learning Outcomes and Personal Reflection	29
References	
Appendices	

Appendix-VII: Host Organization Evaluation Report

[On Official Letterhead of the Host Organization]

Evaluation Report of Internee

Name of the Student:

Name of the College:

Roll No.:

Registration No.:

Symbol No.:

Program: Master of Business Administration

Internship Commencement date:

Internship Completion date:

Name of the organization Supervisor:

Position the organization Supervisor:

Marks Sheet

Evaluation Criteria	Assigned Marks	Marks Obtained
Punctuality, Discipline, and Professional Conduct	5.0	
Sincerity, Initiative, and Learning Attitude	10.0	
Quality of Work and Task Accomplishment	20.0	
Interpersonal Skills and Teamwork	5.0	
Total	40.0	

Signature:

Name:

Position

Appendix-VIII: External Evaluation Report

[On Official Letterhead of the Campus]

Attachment Project Report External Evaluation

Name of the Student:

Roll No.:

Registration No.:

Exam Roll No.:

Title:
.....

Mark Sheet

Evaluation Criteria	Assigned Marks	Marks Obtained
Quality of Report (Structure, Content, Findings, and Recommendations)	15.0	
Understanding of Organization and Functional Areas	5.0	
Analytical Ability and Application of Theoretical Concepts	5.0	
Performance in Viva – Voce	5.0	
Total	30.0	

.....

Name:

External Evaluator

Date:

.....

Name:

Head of Research Committee

Date:

Appendix-VIII: Internal Evaluation Report

[On Official Letterhead of the Campus]

Attachment Project Report Internal Evaluation

Name of the Student:

Roll No.:

Registration No.:

Exam Roll No.:

Title:
.....

Mark Sheet

Evaluation Criteria	Assigned Marks	Marks Obtained
Quality of Report (Structure, Content, Findings, and Recommendations)	15.0	
Understanding of Organization and Functional Areas	5.0	
Analytical Ability and Application of Theoretical Concepts	5.0	
Performance in Viva – Voce	5.0	
Total	30.0	

.....

Name:

Internal Evaluator

Date:

.....

Name:

Head of Research Committee

Date: