



د افغانستان د مدیریت ملی انستیتوت



Company logo

Ministry of Education  
Deputy Ministry of Technical Vocational Education and Training (TVET)  
National Institute of Management and Administration (NIMA)  
Internship Program

# Student's Final Report

Student name:

NATIONAL INSTITUTE OF MANAGEMENT AND ADMINISTRATION

Student ID:

Department:

Organization name:

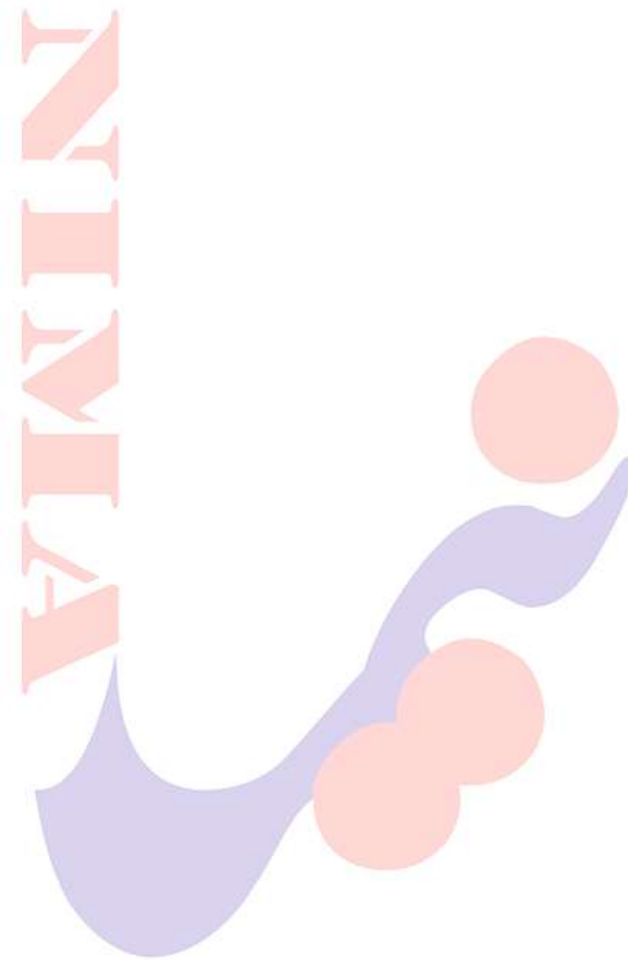
Organization mentor:

Placement officer:

Academic mentor:

Date:

## Certificate from the company



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## Declaration

I hereby declare that the work presented in this report is exclusively my own and there are no collaborator. It does not contain any work for which degree/diploma has been awarded by any other institution/University.

Dated:

Name of the student

ID No.

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## Acknowledgement

In acknowledgement student has to express thanks for those who helped in his/her internship.

### **SAMPLE**

I owe deep sense of gratitude to all those who have helped me in successful completion of my project.

It has been a great pleasure & privilege to conduct this arduous but challenging project under the aegis of Mr. A.K Himanshu, Senior officer, Corporate HRD, ISGEC JOHN THOMPSON, who have played the role of advisor in my project through effective guidance, encouragement and constructive criticism. I am indebted to Mr. Ram Sharma, Mr. Sanjeev, Mr. Anoop Gupta, Mr. Naveen Paliwal for giving me constant support and cooperation.

I am grateful to the management of ISGEC JOHN THOMPSON, Unit Saraswati Industrial Syndicate for giving me this wonderful opportunity to contribute my suggestions which might prove to be helpful. This training has definitely been a rich learning experience for me. I would like to convey thanks to Ms. Faculty, TIMT, for her ready assistance, keen interest and valuable suggestions.

Last but not the least, I am extremely grateful to my parents, the respondents and all my friends for their unconditional support and ready assistance.

**(NAME OF THE STUDENT IN CAPS LOCK)**



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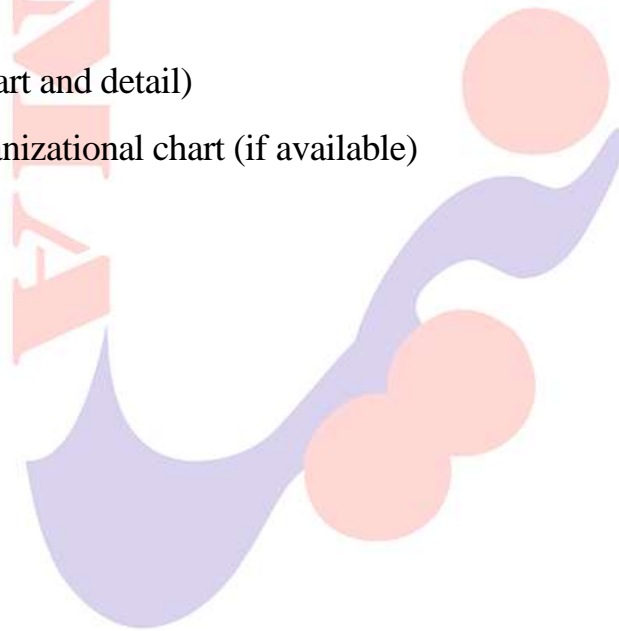
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New Roman.

## CHAPTER-1

### INTRODUCTION OF COMPANY

- Background of the Organization
- History of the organization
- Vision, Mission and Values
- Current status
- Organizational Structure (chart and detail)
- Main business activities organizational chart (if available)



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## CHAPTER-2 OVERALL INTERNSHIP EXPERIENCE

- Where were you trained (Branches, Departments, Sections)?
- Any training program prepared for you by the organization?
- What were the tasks and responsibilities that were assigned to you?
- Learning goals.
- During the internship what are your major accomplishments and learning experiences?
- Any cases you helped to solve or you suggested?
- How helpful the staff was?
- Any challenges you faced and how you overcame them?
- After internship what you think you have to improve
- Which academic courses you have taken in NIMA were the most useful in your experience and how?
- How this training is beneficial to you and do you feel any change in your working style?
- What strategies you use for understanding organization culture?

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## CHAPTER -3

**Skills Utilization** (document 3 cases, approx 150 words each)

This Part 3 section involves documenting **real life** work situations where you demonstrated your skills.

These documentaries are called **STAR** reports.

What is a **STAR** report?

It involves telling a story at **your presentation** about a **Situation** or **Task** (problem/challenge) you faced. Describe the situation or task in 2-3 sentences. This will establish the background for your story so that it can be understood by the interviewer.

Then describe the **Actions** you took to resolve the problem. This is where you **clearly** describe the role you played and while not being boastful, take credit for the accomplishments and achievements (5-6 sentences).

Then conclude with articulating the **Results** you achieved. Discuss how this work helped the company and if possible, its impact on the bottom line for the company. If this can be measured in quantifiable/money terms do so.

Now you have your story told and this will be remembered by **your audience** long after the presentation is over rather than if you had talked in generalities. **Your task is to convince your audience** that you have the skill-set that the company is looking for and that you as a candidate will be remembered when decisions are being made.

This is where the acronym **STAR** comes from and it provides a format for the story.

A **STAR** report involves investing a significant amount of your time on **reflecting and analyzing** the experiential learning that has taken place during the placement. To aid with this process, the weekly *Reflection/Analysis* sections in your **Learning Log** is reserved to document the key learning experiences and skills involved at the end of each week. Use these sections to complete your **STAR** Reports.

The top skills that graduate recruiters will be looking for in you and discussing with you at interviews as young graduates are:

- o **interpersonal skills,**
- o **problem solving skills,**
- o **communication skills (oral and written),**
- o **presentation skills,**
- o **teamwork skills,**
- o **self-reliance skills,**
- o **ability to work under pressure.**

In addition, numeracy, English language, enterprise and commercial awareness, leadership, cultural awareness, ICT skills and building relationships (networking) in today's workplace with individuals of different backgrounds, cultures and values.

Nowadays interviews are competency (evidence) based, where skills claims made by candidates must be supported through the recall of situations where the skills were employed from student or work placement experiences. Behavioral interviews are based on the principle that past behavior is a good predictor of future behavior/performance and the interviewer will expect you to articulate specific examples of your accomplishments and achievements.

Example of a **STAR** report from a student **and it is a specimen only.**

### **S**ituation or **T**ask

As part of my work, it was necessary for me to understand how **factory trials** were undertaken, so that I could organize and supervise trials in the future for the products I was developing. **A**ction

So that I could follow the correct procedures for the factory trials, I discussed the procedures with other experienced technicians in the department (**Team working/Interpersonal skills**). I documented these procedures (**Information Handling**). Then when it was time to carry out factory trials, I calculated the amount of ingredients to be purchased (**Numeracy/Planning**), agreed a delivery date (**Communications/Planning**) and discussed the trial date with the Production and Engineering department (**Communications** and **Teamwork**) During the trial I conducted several checks on the process and the product (**Analytical skills**) to ensure that the customer specifications for the product were being attained. I would have made some process adjustments during the trials to meet product quality specifications (**Problem Solving skills**). I calculated the %yield to ascertain the losses that were incurred during the trial as this would impact on the retail price of the product (**Commercial awareness**). I organised chemical and microbiological analyses for product certification and shelf testing to determine the safe shelf life of the product (**Self-reliance and al skills**). Finally I presented the trial results to my Supervisor and other senior factory personnel (**Presentation skills**)

### **R**esult.

The factory trial was very successful. The product specifications were met and there was a very acceptable shelf life for the product. The costing for the product was very favorable. The client has now launched the product on the market and sales to-date has exceeded targets. Personally, I have obtained tremendous experience in the operation and learned of the importance of good planning, costs analysis, communications, teamwork and interpersonal skills in the successful operation of an organization.

Document 3 **STAR** report of 250 words each (1 page) from your placement experiences, where you have utilized your skills. Refer to the Learning Log for assistance with these reports and also the Personal Development section of the Log. The format of these 1 page reports should be along the following format:

### **SITUATION** or **TASK**

### **ACTION**

### **RESULT**

## CHAPTER-4

### CONCLUSION & SUGGESTIONS

- What are the skills that you acquired during your internship? And what skills would you like to develop in preparation for your career?
- How has this internship impacted your career goals?
- Impact of internship on your future career plan.
  - **Overall Assessment of my Personal Development from Work Placement** (approx 250 words)
    - This is a very important part of your report as it **summaries** for you what your work placement module concerns: **the development of a versatile young graduate with:**
      - **o Self Reliance Skills** *Self-awareness, Resourcefulness, Networking.*
      - **o People Skills** *Leadership, Team working, Interpersonal.*
      - **o General Skills** *Problem Solving, Commitment, Flexibility.*
      - **o Specialist Skills** *ICT, Technical, Business Awareness.*
    - These are the personal attributes that will enhance your **employability** and make you **stand out**

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APPENDIX (if any)

It includes questionnaire, organization documents, and brochures



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Last Page of Final Report

*Organization Mentor (Supervisor):*

Signature and Stamped ..... Date .....

*Placement Officer:*

Signature ..... Date .....

*Academic Mentor:*

Signature ..... Date .....

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Final Report Mark: .....

Presentation Mark: .....