



TRAINING AND PLACEMENT CELL  
DEPARTMENT OF MANAGEMENT STUDIES,  
NORTH CAMPUS, UNIVERSITY OF KASHMIR

NAAC ACCREDITED A++

T&P Officer [dms@uok.edu.in](mailto:dms@uok.edu.in)

No: F(Internship)KUNC/26/April Dated: 6-05 -2026

NOTICE

INTERNSHIP GUIDELINES

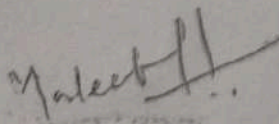
1. Internship is the main component of the IMBA programme which is focused to expose students to the real world situations so as to hone their basic and advanced managerial skills. The internship (IMBAMJIN0524) is a mandatory academic requirement of the IMBA programme.
  - It provides practical exposure to real-world business environments
  - It bridges the gap between theory and practice
  - It develops managerial, analytical, and communication skills
  - It enhances your employability and makes you placement ready

*Duration & Timing*

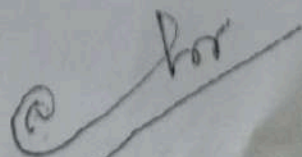
1. Minimum duration: 4-6 weeks
2. During the first four semesters

*Internship Deliverables*

1. This internship shall be completed by the students under the able guidance of the faculty during the 1st four semesters and shall be evaluated in the fifth semester.
2. The internship shall be mentored by faculty members acting as supervisors as assigned to each student. The mentorship shall include:
  - a. Approval for choice of organisation
  - b. Approval for choice of topic before internship commences
  - c. Timely updates wrt completion by the student with the supervisor

  
T&P Officer

1

  
Coordinator

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3. The internship can be done in online, offline or hybrid mode and shall be evaluated by the project viva-voce committee having weightage of 4 credits.
4. The students shall be required to make *presentation before the supervisor prior to viva-voce*. The supervisor shall co-opt one contractual faculty member to overlook the presentations. The panel of viva-voce committee shall comprise of following members: Head/ Coordinator , Department of Management Studies as Chairman; Three faculty members (Professors/Associate Professors/Assistant Professors) of the department to be nominated by the Head of the Department.
5. Internship report: Based on this internship, the students will submit a comprehensive write-up on the learning from said internship. It must be duly signed, forwarded and recommended by the supervisor.

### Choice of Organizations

Students may choose internships in the following sectors:

1. Registered companies (Private Ltd., Public Ltd)
2. Government departments / PSUs
3. Banks and financial institutions
4. Hospitality sector
5. Manufacturing units / industrial estates
6. Startups & incubated

### Area of Internship

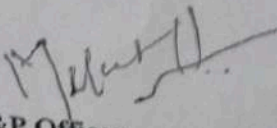
Internships must be aligned with management domains

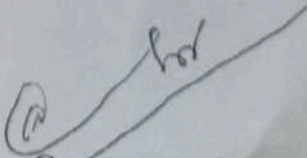
1. Marketing & Sales
2. Human Resource Management
3. Finance & Accounting
4. Operations / Supply Chain
5. Entrepreneurship / Startups
6. Digital Marketing / E-commerce
7. AI/ IT

### Approval Process

Students must obtain an Internship offer letter from the Coordinator and T&P officer. They shall only sign it if the organisation of choice is duly approved by the assigned supervisor.

Note: Internship will NOT be valid without prior approval

  
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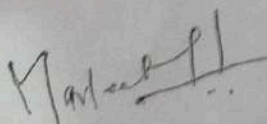
*Role of Industry Supervisor*

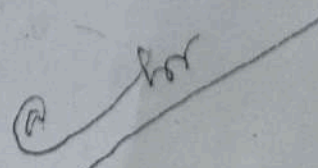
The organization must:

- Assign a mentor/supervisor
- Provide meaningful work exposure
- Evaluate student performance
- Issue:
  - Completion certificate
  - Performance appraisal

Copy to:

1. Coordinator
2. Dr Altaf Mattoo (T&P Member)
3. Notice Board & File
4. All concerned CRS

  
T&P Officer

  
Coordinator

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*List of Student Along with Allotted Supervisors*

The students of 2<sup>nd</sup> semester are required to contact their supervisors for further guidance. The internship must start in the winter break of 2027 for a duration of 4-6 weeks.

Group: 1

*Supervisor: Dr. Viqar u Nissa.*

S No.	Roll No.	Name of Student
1	25037112025	Mujeeb Mushtaq Mir
2	25037112001	Ezhan Fayaz Pandith
3	25037112013	Zaid Rouf
4	25037112024	Huzaif showkat
5	25037112022	Ridha Jeelani

Group: 2

*Supervisor: Dr. Ambreen Khursheed*

S No.	Roll No.	Name of Student
1	25037112005	Mir Mohsin Sameer
2	25037112012	Adil Ashraf
3	25037112027	Momin Rashid
4	25037112011	Muzamil Basharat
5	25037112029	Aksa Bilal

Group: 3

*Supervisor: Dr. Maleeha Gul.*

S No.	Roll No.	Name of Student
1	25037112019	Kamran Khursheed Malik
2	25037112015	Mohammad Ussayb
3	25037112034	Fahid Bazaz
4	25037112006	Sameem Khan
5	25037112010	Azra Firdous

*Maleeha Gul*

T&P Officer

*for*

*(Signature)*

Coordinator

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Group: 4

Supervisor: Dr. Kokab Durri.

S No.	Roll No.	Name of Student
1	25037112003	Furqan Hamid Malik
2	25037112035	Abrar Javid
3	25037112028	Sabit Manzoor
4	25037112026	Sehran Javeed
5	25037112021	Falak Nisar

Group: 5

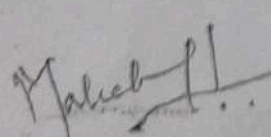
Supervisor: Dr. Ulfat Nazir.

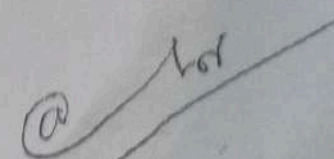
S No.	Roll No.	Name of Student
1	25037112004	Furqan Altaf Wani
2	25037112007	Qousain Ashraf Kumar
3	25037112008	Huzaif Bilal
4	25037112009	Mohammad Yaseen Bhat
5	25037112031	Sumaira Aziz

Group: 6

Supervisor: Dr. Tasleemara wani.

S No.	Roll No.	Name of Student
1	25037112016	Mohammad Taqweem
2	25037112018	Sahil Ahmad Malla
3	25037112032	Basit Nazir Wani
4	25037112033	Hakeem Saqie
5	25037112002	Musavir Hussain Chirag

  
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**PROJECT REPORT STRUCTURE**

**1. Formatting & Line Spacing Guidelines**

LINE SPACING

Main Text:

1.5 line spacing

Abstract:

Single spacing (1.0)

References:

Single spacing within each reference

1.5 spacing between references

**2. FONT STYLE & SIZE**

Font: Times New Roman

Size:

Chapter Titles 16 (Bold, UPPERCASE)

Headings 14 (Bold)

Subheadings 12 (Bold)

Body Text 12 (Normal)

**3. PARAGRAPH FORMATTING**

Alignment: Justified

First line indent: 0.5 inch (or 1.27 cm)

Spacing:

Before paragraph 0 pt

After paragraph 6 pt

**4. MARGINS**

Left: 1.5 inches (for binding)

Right: 1 inch

Top: 1 inch

Bottom: 1 inch

**5. PAGE NUMBERING**

Position: Bottom centre or bottom right

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Style:

Roman (i, ii, iii)

**6. HEADINGS FORMAT**

1. Heading (16, Bold, Uppercase)

1.1 Sub heading (14, Bold)

1.1.1 Sub- sub heading (12, Bold)

**8. TABLES & FIGURES**

Title above table

Source below table

Line spacing: Single (1.0)

**9. REFERENCES**

Format: Harvard business Review

**10. FRONT Pages**

Title Page

Certificate (Department + Company)

Declaration

Acknowledgement

Table of Contents

List of Tables & Figures

Abstract (200–300 words)

**11. CHAPTER 1: INTRODUCTION**

Industry Profile

Company Profile

Problem Statement

Objectives of Study

Scope of Study

Significance of Study

**12. CHAPTER 2: LITERATURE REVIEW**

Minimum 20–50 research papers

Theories

Models

Previous findings

Research Gap

**13. CHAPTER 3: RESEARCH METHODOLOGY**

**Must include:**

Research Design

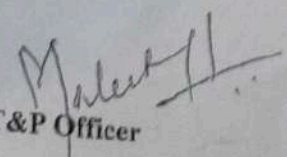
Data Collection Methods

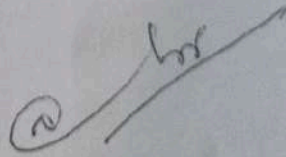
Sampling Technique

Sample Size

Tools & Techniques

Hypotheses

  
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**14. CHAPTER 4: DATA ANALYSIS & INTERPRETATION**

Tables

Graphs

Statistical analysis

**15. CHAPTER 5: FINDINGS & CONCLUSION**

Key Findings

Conclusion

Recommendations

Limitations

Future Scope

**16. END SECTION**

References

Appendix (questionnaire)