



# SRI RAMACHANDRA

INSTITUTE OF HIGHER EDUCATION AND RESEARCH

(Category - I Deemed to be University) Porur, Chennai

Accredited by NAAC with A++ Grade & Graded by UGC as Category I University

NEP 2020 recommends industry internships for up skill the student to become a eligible industry ready degree holder.

Sri Ramachandra Institute of Higher Education and Research offers summer internships and winter internships for experiential learning

<b>Programme</b>	<b>Programme (offered from)</b>	<b>Course codes for internships</b>
E01: B.Tech. Computer Science Engineering (Artificial Intelligence and Machine Learning)	2023	AIM23IN101 AIM23IN201 AIM23IN301
E02: B.Tech. Computer Science Engineering (Cyber Security and Internet of Things)	2023	CYB23IN101 CYB23IN201 CYB23IN301
E03: B.Tech. Computer Science Engineering (Artificial Intelligence and Data Analytics)	2023	ADA23IN101 ADA23IN201 ADA23IN301
E05: B.Tech. Computer Science and Medical Engineering (Artificial Intelligence and Data Analytics)	2023	MED23IN101 MED23IN201 MED23IN301
G03: BCOM (Hons)	2023	MCM23IN301
G01: BBA	2023	MHC24IN301 MIB24IN301 MDM24IN301
H01: M.P.H. (Occupational and Environmental Health)	2023	JEE23IN701

**SUMMER INTERSHIP reporting learning objective and guidelines format  
(Sample)**

Third Year - Semester V							
C.No.	Course Code	Course Title	L	T	P	C	Total Hours
		Summer Internship	-	-	7	7	45 days

**Learning Outcomes**

- Apply business concepts and theories to real-world decision-making
- Observe and participate in business operations and decision-making
- Increase proficiency in specific business discipline

**SUMMER INTERNSHIP FORMAT  
FOR REPORT SUBMISSION**

1. Title Page
2. Acknowledgements
3. List of Contents
4. Company Profile:
  - a. Brief history (Evolution)
  - b. Vision, Mission and Quality Policy (Objectives & Functions)
  - c. Departments
  - d. Organization Structure/Organization Chart
  - e. Number of employees
  - f. Products / Services
5. Functions of the Department
  - a. Major Function
  - b. Support to other Departments
6. Roles & Responsibilities of the employees
7. Findings, Recommendations & Conclusions
8. References & Sources used
9. Annexure

**Note:** The report should be 1.5 space typed in Times New Roman with 12 font size on A4 size, with bold headings & sub-headings, with margins set as top, bottom & right 1 inch whereas left 1.5 inch. These typed pages should be hard board binding in black color consisting of not less than 30 pages.

## DEPARTMENTAL SUMMARY

### RECORD OF ACTIVITIES

Department		
Start Date		<b>Total No Hours</b>
End Date		
Name and designation of persons contacted		
Major Functions of the Department		
No .of employees in the departments		
No of employees assigned With specific functional responsibilities		
Major management concepts and principles under which study is made.		

### **Major headings under which observations have to be made and reported in the sections and departments which have to be compulsorily covered**

(Note: This list is only indicative. Depending upon the realities; students may identify additional areas and record their study Outcome)

#### **1. Core values**

Identify the objectives and core values of the departments through discussions with administrator or superintendents or departmental heads and to understand how the structure, system, skills, staffing are interlinked to achieve the stated objectives. The view points of departmental head as also of other employees may be collected.

#### **2. Location and Work Place Layout**

Location, general upkeep of the department should be noted. Make a study of the workplace layout and the viewpoints of the employees and identify the scope for improvement. Discuss your findings with the authorities concerned and make an independent analysis of the situation.

#### **3. Work Method**

Existing policies and procedures

#### **4. Reporting Structure of the Department**

(To be depicted in the form of the organizational chart)

You may identify the strengths and shortcomings of this structure (as per the employee)

Based on the inputs you have received and suggest improvements.

#### **5. Flow chart of activities and their relations within a given function.**

- Identify the various activities and functions and draw a flow chart of the same. You are required to detail the activities, working, methods, criticality of the functions, general functioning and related aspects.
- Identify opportunities for improvements and how improvements can be brought about.
- Issues of concern from employees' viewpoint (to be brought out through discussion with employees)
- Issues of concern from managements' viewpoint (to be brought out through discussion with management/HODs, Administrator/Doctors etc).

## 6. Administrative and functional Aspects( in continuation with previous point)

Identify administrative and functional aspects of the working of the departments or section and record your observation from the view point of system, processes and improvements (if any)

## 7. Internal and External Customers

List the various activities and their importance in delivering services to both internal (internal to the organization like medical staff, billing, paramedical staff, etc) and external (patients, their care takers employee of patients if applicable, insurance companies etc) customers.

## 8. Linkages with other functional Aspects

Identify the working linkage between the department / function under study with the various other departments or function in the hospital. Analysis may include strengths, shortcomings and opportunities for improvements.

## 9. Equipments List

Classify and list the various equipments, tools, protective gears and other aids used in various work stations .Identify the investments, operating expenses (if available ) purpose of use; care to be taken in using ,maintenance and calibration procedure for recording results of investigation related medical records managements ,use of information technology, disposal of consumables and waste.

## 10. Work place safety and capacity building

Identify various procedures followed for ensuring safety of personnel as also of the environment. Make an inventory of training needs of employees training given in the past and options available to the management for capacity building of employees.

## 11. Listing of the terminologies used and their meanings

## 12. Observations and analysis against management principles and concepts

- Major concepts/Major principles
- Actual practice
- Analysis with respect to concept/management principle

### Evaluation Format

Register Number	Name of the Student	Summer Internship Report (Maximum Marks – 50)		Viva voce (Maximum Marks – 50)			Total Marks (Maximum – 100)
		Attendance (10 Marks)	Report (40 Marks)	Content (30 Marks)	Presentation (10 Marks)	Answering Ability (10 Marks)	

### **16.1.5. Assessment of Summer Internship**

All candidates registered to undergo the B.B.A programme shall submit a Summer Internship report during the 5<sup>th</sup> semester only. Each candidate will be assigned an internal faculty guide. Student shall submit a report reflecting their learning during the summer internship. The report shall be assessed at the department level for 100 marks. The component of assessment shall be 50% for report content and presentation and 50% for a comprehensive viva about the report. The attendance report shall be obtained from the posting area.