

Department of Human Resource Development
Veer Narmad South Gujarat University, Surat

Internship Instructions for Students

• **All the student should:**

- 1) Submit their title of the study to the placement cell and their respective guide.
- 2) Maintain daily diary which is to be submitted to the mentor at the time of the submission of the report. Write proceeding of your each day work. Prepare weekly synopsis of the work done.
- 3) Read topics on research design, questionnaire design, sampling and report writing from the book by Cooper & Schindler, Ranjit Kumar and Zikmund before going for the training.
- 4) Write the report in your own words. Anything copied from internet, books or any other resources, without giving due credits is plagiarism and is an offence.
- 5) Regularly meet your mentor and regularly apprise him or her about your work.
- 6) Submit your synopsis before submitting your final project report.

• **Etiquettes and Mannerism**

- 1) Strictly maintain discipline of your organization in which you are taking training.
- 2) While meeting higher officials do proper homework and meet them. Do not forget to take their prior appointment.
- 3) Do not interfere in company affairs.
- 4) Do constructive research, so organization also benefits.
- 5) Call your mentor during office hours or ask your mentor for suitable time for discussion over the phone.

ALL THE BEST.