

Industrial Training Guidelines

The following guidelines must be followed by the MBA students for their OJT.

1. **Duration:** The industrial training shall be for **08 weeks**, as prescribed in the MBA curriculum, normally after completion of the third semester.
2. **Purpose of Training:** The training is intended to provide students with practical exposure to management practices and help them relate classroom concepts to real organizational situations.
3. **Selection of Organization:** Students should preferably undertake training in a reputed organization, company, bank, financial institution, government/semi-government organization, NGO, or other suitable management-related institution.
4. **Permission/Approval:** Students should obtain the required permission or recommendation letter from the **Centre for Distance and Online Education, Himachal Pradesh University**, and submit it to the organization where they intend to undertake training.
5. **Training Area:** The training should preferably be related to an MBA specialization or a relevant management function, such as:
 - o Human Resource Management
 - o Marketing Management
 - o Finance
 - o Operations Management
 - o Banking and Financial Services
 - o General Management
 - o Business Analytics/IT Management
 - o Other relevant management areas
6. **Attendance:** Students are expected to maintain regular attendance throughout the eight-week training period and comply with the rules and working hours of the host organization.
7. **Faculty/University Guidance:** Students should remain in contact with the Programme coordinator during the training period and follow any instructions issued by the university.
8. **Confidentiality:** Students must maintain confidentiality regarding organizational records, customer information, financial data, business strategies, and any other information identified as confidential by the organization.
9. **Industrial Training Report:** After completion of the training, students should prepare a comprehensive report according to the format prescribed by Himachal Pradesh University.
10. **Certificate:** Students should obtain an **Industrial Training/Internship Completion Certificate** from the organization mentioning the student's name, training period, and satisfactory completion of training.
11. **Professional Conduct:** Students must maintain discipline, punctuality, professional ethics, appropriate dress, and respectful communication throughout the training.
12. **Submission:** The completed industrial-training report and other required documents should be submitted to the **Centre for Distance and Online Education, Himachal Pradesh University**, within the prescribed deadline and in the format specified by the university.

Enclosed: Authority Letter For Industrial Training of MBA.

Himachal Pradesh University
NAAC Accredited "A" Grade University
Centre for Distance and Online Education
Acad –IV, MBA

Date:-

To

Subject: Request for Industrial Training

Dear Sir/Madam,

On the behalf of Himachal Pradesh University, I wish to submit that as a part of curriculum of MBA programme, there is a provision of mandatory industrial training for a period of eight weeks at the end of the third semester. The main objective of this internship is to orient these budding professionals with the applied aspects of Management by providing them with an opportunity to work with the corporate house of the repute.

In light of the above, one of our student namely Mr./Ms.....
Roll no..... has expressed his/her interest to be a part of your prestigious organization for industrial training. Therefore, I recommend this student to your worthy self, to kindly consider and provide him/her with an opportunity to be a part of your prestigious organization as an intern for the period of 08 weeks. We shall be highly grateful if you kindly provide this opportunity to our student for undergoing the mandatory training.

Thanking you in anticipation and soliciting your kind cooperation for the cause of professionalizing management education bridging terrain practice together.


Director (CDOE)
Himachal Pradesh University
Shimla-171005