



Business Internship Viva

Student's Profile

Name: _____ Roll No.: _____

Major: _____ Start Date: _____ Finish Date: _____

Organization Profile

Title: _____

On Site Supervisor

Name: _____ Designation: _____

Email: _____ Cell No.: _____

Internship Report Evaluation

	80%+	70%+	60%+	50%+	<50%
Structure					
Chapter Distribution	5	4	3	2	1
Headings & Subheadings	5	4	3	2	1
Paragraph Organization	5	4	3	2	1
Page Margins & Binding	5	4	3	2	1
Data Tabulation	5	4	3	2	1
Graphical Representation of Results	5	4	3	2	1
Appendices	5	4	3	2	1
Language					
Vocabulary	5	4	3	2	1
Grammar	5	4	3	2	1
Punctuation	5	4	3	2	1
Spellings	5	4	3	2	1
Sentence Structure	5	4	3	2	1
Contents					
Dedication, Acknowledgement, Preface	5	4	3	2	1
Table of Contents, Table of Figures/Tables	5	4	3	2	1
Executive Summary	5	4	3	2	1
Organization Mission/Vision Statement	5	4	3	2	1
Complete Organization Profile, Market Share & Policies	5	4	3	2	1
Organization Size & Ionized/Unionized Culture	5	4	3	2	1
Business Processes of Organizations	5	4	3	2	1
Interns Job Description	5	4	3	2	1
Conclusion	5	4	3	2	1

Remarks: _____
