



CAREER DEVELOPMENT CENTER

PHILOSOPHY, POLICIES, AND PROCEDURES



OCTOBER 1, 2025

**Prepared by the staff of CDC
Institute of Business Management, Karachi**

1. Introduction

The Career Development Center (CDC) provides comprehensive assistance in preparing primarily (but not limited to) students for the world of work and for graduate or professional school opportunities. The staff has developed a variety of programs and services to identify and meet students' career and personal goals. The department's commitment ensures that students receive appropriate guidance to meet their career planning or graduate/professional school goals.

The role of the CDC begins the moment a new freshman class arrives on campus. It is crucial that students graduate with a focus not only on obtaining a degree but also on personal development and gaining valuable work experience that will provide a tremendous advantage when choosing a career path.

In today's global economy, experience counts. CDC's network of employers often participates in career day and performs on-campus interviews to seek out promising students for internships in order to groom them for a long-term career. It is the goal of the CDC to provide a toolbox consisting of resume preparation, professional development, business etiquette, personal presentation, and effective communication, that will cause IoBM graduates to not have the concern of when they will find job, but to equip them with priceless experience and skills that will lead them to only have to consider which job offer, of many, they wish to accept.

2. IoBM Vision Statement:

The Institute of Business Management aspires to be one of the leading institutions, nationally and internationally, for learning, research, innovation, and adding value to society.

3. CDC Mission Statement:

Recognizing that career development is a life-long process, the mission of CDC is to educate and support students, graduates (and other stakeholders) to pursue personally meaningful careers, and to recognize how their intersecting identities – their backgrounds, experiences, voices and perspectives— may inform career decision-making, work and professional development, and community impact at large.

4. Values & Philosophy

Specifically, CDC staff are committed to:

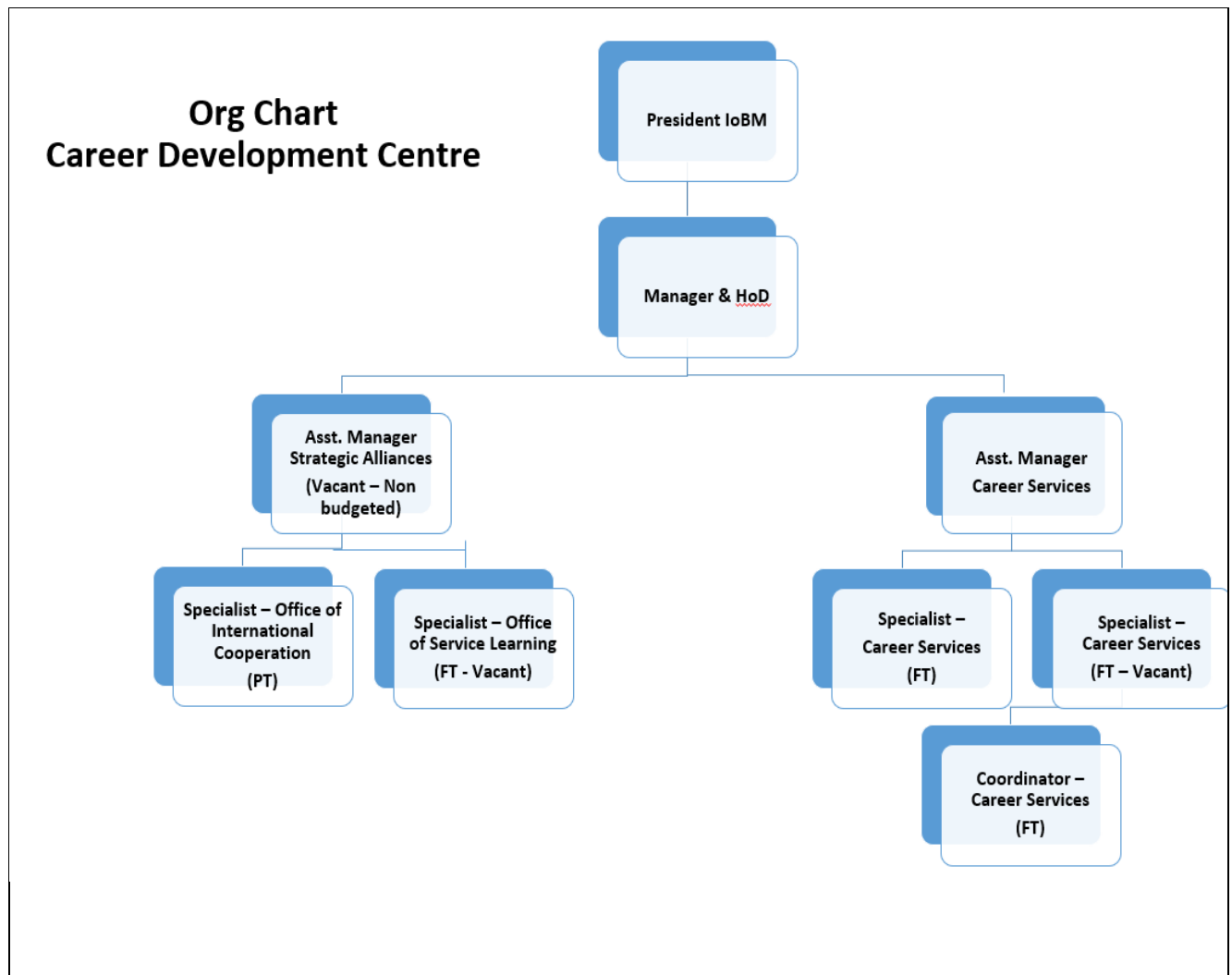
- Foster and guide students' early involvement in their career planning and development through helping them identify their skills, values, and interests and clarifying occupational fields that match these traits.
- Build industry partner, community, alumni, and campus partnerships to create a wide variety of career/internship opportunities on a state, national, and international level for students, staff & alumni
- Provide students with access and individual assistance to secure local, national, and international job/internship opportunities to meet their diverse and changing needs.
- Encourage experiential learning through extending student learning beyond the traditional classroom setting into professional work environments where students are encouraged to

expand their knowledge, learn from experts in the field, and apply and evaluate academic theory.

- Provide internationalization opportunities to enable students/alumni/faculty/staff to become global professionals and community leaders.

5. Department Structure:

- a. Staff Details: See Org Chart
- b. Staff JDs: Attached in Appendix C
- c. Org Chart



6. Departmental Services:

Career Development Center offers the following **Core Services:**

- i. Internships
 - a. Short tenure-based (INT302)
 - b. Employment-Based (INT303)
- ii. Job Placements
 - a. Full-time/Part-time/Remote Job Announcements
 - b. On-campus/Virtual Recruitment Drives
 - c. Graduate directories / CV databases
 - d. Career Fairs
- iii. International Cooperation
 - a. Outbound Student Exchange Program
 - b. Inbound Student Exchange Program
 - c. Faculty/Staff Exchange
 - d. Study Tours

Career Development Center offers multiple **Value-Added Services:**

- **Career Counselling & Mentorship** (includes CV and interview preparations)
- **Testing Services:** Arrange rooms, labs, and interview spaces for organizations to conduct recruitment tests/interviews/auditions, etc.
- **Partnerships & Collaborations:** building long-term relationships with local & international institutions through MoUs.
- **Networking Events:** Host at least one Industry Networking Lunch (Summer) and at least two Corporate Advisory Board Meetings (Spring & Fall). Facilitate networking event requests from other departments.
- **Fundraising / Sponsorship Support:** Help secure sponsors and donors for student society events and other conferences
- **SPARK Summer High School Internship:** Invite students from select high schools to do a 4-week internship in various departments at IoBM.
- **Other Capacity Building Initiatives:** These include, but are not limited to, linking relevant departments with: capstone projects; final year projects; joint research;
- **Inter-departmental Data Support:** Sharing of data and information for audits (e.g., NBEAC, AACSB, PEC); for ORIC and QEC scorecards, and for the registrar's office.

Core Service i: INTERNSHIPS & EMPLOYMENT-BASED INTERNSHIPS**Policy:**

The Government of Pakistan's Higher Education Commission (HEC) has mandated that internships are compulsory for all Undergraduate and Graduate degree program students. The Placement & International Cooperation Department aims to facilitate the timely placement of IoBM students in reputable business organizations and entrepreneurial ventures. Internships provide practical business experience for a minimum duration of 6-8 consecutive weeks. Alternatively, full-time employment can be considered as meeting this requirement.

Eligibility:**- INT302**

<u>Level</u>	<u>Criteria</u>	<u>Weekday Courses Exemption</u>
Undergraduate (BBA/BS/B.E.)	-Minimum 60 CH completed -Minimum 2.40 CGPA	Min 1, max 2 allowed. Special concessions for graduating students are provided
Graduate (MBA all programs)	-Minimum 24 CH completed -Minimum 2.80 CGPA	

- INT303

<u>Level</u>	<u>Criteria</u>	<u>Weekday Courses Exemption</u>
Undergraduate (BBA/BS/B.E.)	-Minimum 60 CH completed -Minimum 2.40 CGPA	Allowed with specific documentary evidence provided by the employer
Graduate (MBA all programs)	-Minimum 24 CH completed -Minimum 2.80 CGPA	

Standard Operating Procedures:

INTERNSHIP COURSE ROADMAP- PROCESS FLOW

ELIGIBILITY OVERVIEW (Bachelors & MBA)

BBA / BS/ BE (Min CGPA: 2.4, Min credit hours: 60, Courses: 0-1) -Internship REQUIRED	MBA Regular (All sessions) & MBA Weekend/Eve after Fall 2024 (Min CGPA: 2.8, Min credit hours: 10, Courses: 0-1) -Internship REQUIRED	MBA (Before Fall 2024-1.5 years/ Weekend/ EVE) -Internship NOT REQUIRED
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INTERNSHIP PROCESS FLOW

COMMON STEPS FOR ALL STUDENTS

Step 1: ENROLL IN the Course
(INT302: Doing/Seeking Internship)
(INT303: Employed/Own Business)

Step 2: COMPLETE ONBOARDING FORM
(Fill [IOVF](#) on LMS or email to: cdc@iobm.edu.pk)

⚠ **WARNING: Update CDC by Week 8 or enrollment will be WITHDRAWN !**

**FLOW A-INT302
(Internship Track)**

- 1) CDC Reviews [IOVF](#) 📄
Student fills the IOVF, CDC Reviews.
- 2) VERIFICATION PROCESS 🔍
CDC sends a verification email to HR.
- 3) CONFIRMATION ✓
HR Verifies, Internship is approved. Deadline of report submission is sent to the student.
- 4) IEF FORM TO SUPERVISOR 📄
CDC sends IEF, supervisor submits.
- 5) REPORT SUBMISSION 📄
Student submits the report on LMS and completes all the assigned tasks.
- 6) GRADING ⬆
Faculty evaluates the report (50 marks) + IEF (50 marks)

GRADE UPLOADED 📄

**FLOW B-INT303
(Full-Time Job/Business Track)**

- 1) CDC Reviews [IOVF](#) 📄
Student fills the IOVF, CDC Reviews.
- 2) VERIFICATION PROCESS 🔍
CDC requests the student for an endorsement email from HR Head/Manager.
- 3) CONFIRMATION ✓
HR Verifies, EBI is approved. Deadline of report submission is sent to the student
- 4) REPORT SUBMISSION 📄
Student submits the report on LMS and completes all the assigned tasks.
- 5) GRADING ⬆
Faculty evaluates the report (100 marks).

GRADE UPLOADED 📄

ADDITIONAL NOTES:

- If a student is not enrolled in the internship course and the registration period has passed, the CDC team may facilitate manual enrollment after completing the required verification process.
- In case a company requests a recommendation letter, students must email cdc@iobm.edu.pk along with the payment receipt of Rs. 100 issued by the Finance Department (Mr. Najam — najam.siddiqui@iobm.edu.pk).
- Completion of the internship course is mandatory for degree awarding, as it is a compulsory requirement under HEC guidelines.

1. Announcement of Internship Program:

- Internship Programs are offered three times a year (Summer, Fall & Spring Programs).
- All IoBM students are informed through e-mail on the students' group email account to register for the relevant course INT302 or INT303 through myiobm portal within the eligibility criteria. (**Annexure-A**)

2. Pre-Registration Planning

- The HoD, Career Development Center (CDC) formally requests the Academics Department to:
 - Open INT302 (Internship) and INT303 (Employment-Based Internship) sections
 - At least one month prior to the registration period
- Both courses are:
 - Created on myiobm (ERP)
 - Replicated on the Learning Management System (LMS) to facilitate digital workflow

2. Registration Process

- Students register in the appropriate course based on their status:
 - INT302 – Students undertaking or seeking a regular internship
 - INT303 – Students already employed, such as MTO, full-time, etc., or running their own business
- After registration:
 - Student enrollment data is extracted from myiobm
 - Data is maintained by CDC for internal tracking, monitoring, and reporting

3. Pre-Approval (IoVF Submission)

All registered students are required to complete the Internship Onboarding and Verification Form (IoVF). **ANNEXTURE - H**

- Through IoVF, students submit:
 - Personal information
 - Organization details
 - Internship/employment details
 - Offer letter/employment email
 - Updated CV
- IoVF serves as the official onboarding and data intake mechanism for CDC.

4. Verification Process

INT302 – Internship Track

- Information submitted via IoVF is:
 - Cross-checked internally by CDC
 - Sent to the concerned organization for verification
- Verification may be obtained through:
 - Written confirmation
 - Verbal confirmation
 - In-person confirmation
- Approval is granted only after confirmation from the internship sponsor.

INT303 – Employment-Based Internship Track

- Students are required to arrange an official endorsement email sent directly by the employer to CDC.

- The endorsement must confirm:
 - Joining date
 - Job title/designation
 - Employment status

5. Approval & Communication

- Once all required documentation is:
 - Received
 - Verified
- CDC formally communicates approval status to the student via email.
- Report submission deadlines are communicated at this stage.

6. Internship Supervisor Evaluation (INT302 Only)

- The Internship Evaluation Form (IEF) is sent directly by CDC to the supervisor at the registered official email address.
- For INT302:
 - 50% of the total evaluation is conducted by the internship supervisor
 - Supervisor evaluates the internee across 10 defined skill areas
 - Both quantitative scores and qualitative feedback are collected digitally

7. Report Submission

- Students are required to submit their reports via LMS within the communicated deadline.

Submission Timelines

- INT302:
 - Internship report must be submitted within 15 days of internship completion
- INT303:
 - Students must complete a minimum probation period of three (3) months
 - Report must be submitted:
 - Within 15 days from approval, or
 - Immediately, if the student has already completed more than three months of employment
 - Report must follow Annexure G – Guidelines for Employment-Based Internship Report

8. Digital Grading & Uploading

- Students who have:
 - Submitted the internship report
 - Submitted IEF (INT302 only)
- Are logged into the Google AppSheet grading system.
- Faculty / HoD:
 - Review reports digitally
 - Enter marks directly into AppSheet
 - Marks are updated in real time
- Final grades are:
 - Uploaded by the HoD on myiobm
 - Reflected in the student's unofficial transcript
- CDC maintains parallel internal digital records for tracking and audits.

9. Records Room & Quality Assurance

- At the end of each academic year:

- Official internship documentation is shared with the Records Room for student file updates
- Employer Survey Forms for each semester are shared with the Quality Enhancement Cell (QEC)

Systems Governance Note

- IoVF – Official data intake & verification form
- LMS – Academic submissions & deadline management
- AppSheet – Digital evaluation & grading automation
- myiobm (ERP) – Official academic record system

All processes are digitally logged to ensure traceability, transparency, and accreditation compliance.

Core Service ii: JOB PLACEMENTS

- 1. Daily Jobs/Internships Announcement:** Organizations provide job and internship vacancy details to the department, which are then shared through a daily email announcement to students and alumni.
- 2. On-Campus Recruitment Drives:**
 - The date and time are scheduled with the interested organization after confirming the availability of the auditorium and other required facilities, like interview rooms or computer labs, if needed.
 - An announcement is made outlining the details and eligibility criteria for students and alumni to register. Additional reminders are sent to boost registrations. All registered students are emailed the day before to confirm their availability for the recruitment drive.
 - Registered students are also reminded of their availability for the recruitment drive via mobile SMS; the department purchases an annual SMS package through the concerned IT Official.
 - All relevant departments—Multimedia, IT, Maintenance, Housekeeping, and Security—are informed via email one day before the campus drive to ensure smooth execution.
- 3. Online Recruitment Drives:** Most leading national and multinational organizations conduct their Management/Graduate Trainee and Summer Internship Programs online. The department announces virtual recruitment drives through student and alumni group emails to raise awareness among candidates, and sends several reminder emails to boost participation among eligible IoBM students and graduates.
- 4. Student Career Counselling:** Students and graduates struggling to secure internships or jobs are encouraged to meet with the department team for assistance with CV editing, interview skills, and other career-related inquiries.

APPLICATION PROCEDURE

<u>APPLY IF</u>	<u>DON'T APPLY IF</u>
<ul style="list-style-type: none"> - You have a <u>current</u> CGPA of 3.2 (Both Undergrad & Masters programs) - You are currently in semester 2 – 6 (Undergrad) or 1 – 2 (Masters) - You can self-finance visa, travel and living costs in another country - You have a passport with at least 1 year validity; or you will have it made/renewed with 2 weeks of SEP announcement - You have participated in <u>Extracurricular Activities</u>. - You are up for an adventure and willing to challenge yourself 	<ul style="list-style-type: none"> - You are a first semester student of any undergraduate or Master's program - You are a final semester student of any undergraduate or masters program - You have already been on semester exchange at IoBM - You are unsure about your ability to travel from August 2024 – January 2025. Withdrawal from SEP after acceptance will result in a firm penalty (one grade down in Fall 2024 courses; being called to D/C; or both). - You can't afford the travel and living costs for 5-6 months in another country - You are currently on Need Based Scholarship - You are risk averse and not open to new challenges

Only those students meeting the above criteria should apply at <https://forms.gle/zH1L6o8aRZvmfasE9> latest by Thursday, April 4, 2024 with:

1. Unofficial Transcript from SMARTZ
2. Clear image of 1st Page of International Passport/Passport Token in case of Passport Renewal (later, also send us the image of your renewed passport when issued to you via email)
3. Updated CV

Important Stages of SEP

Nominations for Fall 2024 Semester from IoBM (External Mobility)

International Cooperation international.cooperation@iobm.edu.pk

Date Partner: _____

Coverage from the Institute of Business Management. I hope you are doing well!

Under our Memorandum of Understanding (MoU) for Academic Collaboration, we have selected the following student who will study the Fall 2024 Semester at your University:

Name	Student ID (Aug 2023-2024)	Email Address - IoBM	Email Address - Personal	Phone Number	Passport Number	Program	Current Semester	CGPA	Gender
Muhammad Farhan	2023102368	mfarhan@iobm.edu.pk	mfarhan2023@iobm.edu.pk	0334 4720151	400035502	BBA	4th	3.68	Female

Please let us know the way forward.

Regards,

Office of International Cooperation
Institute of Business Management (IoBM)
Plot # 66, Khasp Creek, Karachi, 75100, Pakistan
Phone: (+92-21) 111-002-004 Ext: 412
Email: international.cooperation@iobm.edu.pk
iobm@iobm.edu.pk

VISA RECOMMENDATION LETTER

This is to certify that **Mr. Muhammad Hamad Ihsan** (CNIC #: 42101-7150551-5, Passport #: AE62755123) is a bona fide student of the Institute of Business Management (IoBM). He has been nominated to study the Fall 2024 Semester at Izmir University of Economics, [Turkey](https://www.izmiruniversity.edu.tr/) under our Academic Cooperation Agreement.

It is requested that the above student may please be allowed Visa for 6 months.

Yours sincerely,

Mr. Javeria Baig
Head of International Office
Institute of Business Management, Karachi
Tel: (+92-21) 111-002-004, Ext: 412 (Fridays and Sundays are off days).
Email: javeria.baig@iobm.edu.pk

Student Exchange Program
Course Transfer Form
Institute of Business Management (IoBM)

Name: Sania ID: 20192 Program: BS - ACP
Host University: Yasar University, Turkey Semester: Spring Year: 2023

Please note: As per policy, maximum 4 courses can be transferred in which you have obtained B and above grades as per the grading scale of the host university and whose course outlines will be approved as similar to IoBM curriculum by the subject specialist at IoBM. The credits of the approved courses will be included in the completed credit, whereas the course grades will neither be shown on the transcript nor be included in the CGPA calculation.

Transfer: please mention a maximum of 4 courses only in which you have acquired B and above grades in the below table

To be filled by student			For Office Use only	
S. No.	Courses taken at Host University	IoBM Equivalent Courses along with Course Codes	Approved/Not Approved	Subject Specialist's Name
1.	BUSN3471 Strategic Management	MAN4021 Strategic Management		Dr. Usman Ghous

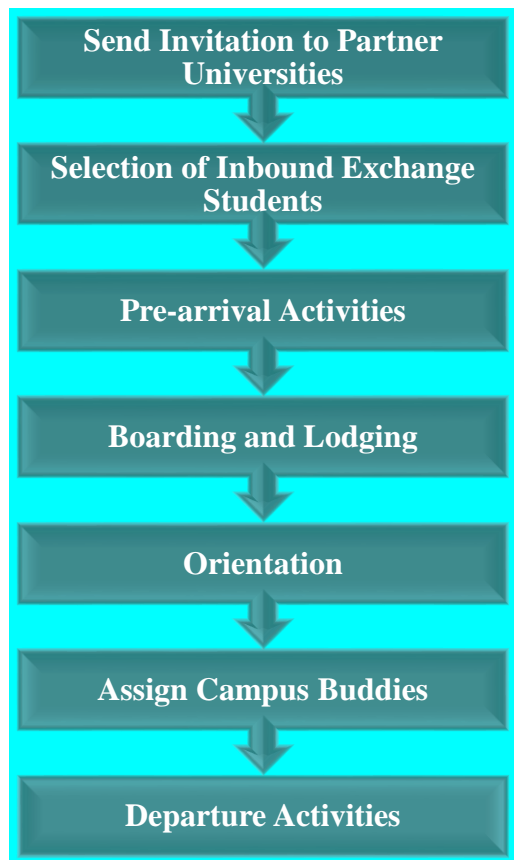
Attachments:

- Copy of Transcript received from Host University.
- Proof of transfer approval from relevant authorities (HoD/Dean/Recttor etc)

The HoD

The President

Inbound Student Exchange: Standard Operating Procedures:



Institute of Business Management (IoBM)
Application Form for Incoming Exchange Students

Semester: _____ Year: _____

Personal Information

First Name: _____ Last Name: _____

Father's Name: _____ Mother's Name: _____

Date of Birth: Day _____ Month _____ Year _____ Gender: ☐ Male ☐ Female

Place of Birth: _____ Nationality: _____

Passport Number: _____ Issuing Country: _____ Validity: _____

Permanent Address: _____

Postal Code: _____ City: _____ Country: _____

Cell Phone No: _____ Home No: _____ Email: _____

Person to Contact in Emergency: _____

Address: _____ Contact No: _____

Recent Passport
Size Picture

Student's Home University Information

Home University: _____

Faculty/School: _____ Department: _____

University Address: _____

ANNEXURE -A





SAMPLE ANNOUNCEMENT FOR STUDENTS

For All Eligible Bachelors & MBA Students

Dear Students,

As per HEC requirements, a **6–8 week internship** is mandatory for graduation from Bachelor's and MBA degree programs, based on specific eligibility criteria.

Quick Eligibility Overview

Student Type	Internship Required	Min CGPA	Min Credits	No. of weekdays courses allowed with internship
BBA / BS / BE (All Bachelor's Programs)	 Yes	2.4	60	0 – 1 course
MBA (Fall 2024 & onward – All Types)	 Yes	2.8	10	0 – 1 course
MBA (Before Fall 2024 – Regular)	 Yes	2.8	10	0 – 1 course
MBA (Before Fall 2024 – 1.5 Yrs / Weekend / Eve)	 No	—	—	—

What You Need to Do

Step 1: Enroll in the Appropriate Course

- **INT302** – If you're currently doing or seeking an internship (enrol even if you are *still looking for an internship*)
- **INT303** – If you're employed full-time (not on probation)

Step 2: Complete the Onboarding Form

Fill out Internship Onboarding & Verification Form (email CDC@iobm.edu.pk if not accessible on LMS)

Step 3 (If needed): To get a recommendation letter, email cdc@iobm.edu.pk with:

- Payment proof of **Rs. 100** (Contact: najam.siddiqui@iobm.edu.pk) with your **Student ID** and **Program Name**

If you do not update CDC by **Week 8**, your internship enrollment will be **automatically withdrawn**.

Frequently Asked Questions (FAQs)

(See attached or enclosed FAQ document for detailed answers)

For queries, email: cdc@iobm.edu.pk

ANNEXURE -B

GUIDELINES FOR INTERNSHIP REPORT

- All internees are required to submit a report after the completion of their internship.
- There are two options for Internship report available to the internee, you are advised to select any one of the format for both options given below.
- Use New Times Roman (Type Style) with 12 font size for normal text, 14 font size for size for sub heading and 16 (Bold) font size for size for heading.
- Attach the first page of turnitin report for plagiarism check at the end of report.
- Spell check before submitting the report.
- Use only A4 Size white paper – with spiral binding.
- Do not use extra pages to serve as dividers.
- Do not give photos of the work place or those who work there.
- No Credit will be given for unnecessary / irrelevant information.
- Only reports which strictly conform the guidelines along with your observation and recommendation made during Internship for improvement will be accepted for grading.
- The numbering, sequence & headings should be followed.
- Write your recommendations at the end of report for improvement if any in the said Organization.
- If any deviation from professional business practices are noted in the Organization which you learnt in theoretical course (s), make a note of them in your report.
- Internship report should be submitted within 15 days after completing the internship period. Late submissions will not be accepted.

Guidelines for Internship Report

1. PAGE 1 (APPLIES TO ALL REPORTS)

Name _____ ID No. _____ Semester _____ Major Field _____

1.1. Organization where internship was served _____

Duration: From _____ to _____

1.2. Report based on (Tick) Option 1 _____ Option 2 _____

1.3. Due date of the report _____ (2 weeks after the successful completion of internship)

1.4. Report submitted on _____

1.5. Delayed by _____ days (if applicable)

1.6. Reasons for delay _____ (If applicable)

2. PAGE 2 TABLE OF CONTENTS (Applies to All Reports)

3. PAGE 3 INTRODUCTION OF THE COMPANY (Applies to All Reports)

4. DEPARTMENT (S) TO WHICH YOU WERE ATTACHED (APPLIES TO ALL INTERNS)

Name department (s) in which you worked, giving duration in each, stating the supervisor's name and designation according to the following format:

Department _____

Supervisor's Name _____

Designation _____

Duration _____

4.1. State in detail what are the functions of the department (s) and how they are related to their corporate objectives. (For this you should discuss with the department head and also refer to a text book, for refreshing the concept) Guidelines for Internship Report

4.2. Work performed by Internee

Explain the work you performed during the internship.

(ALL DEPARTMENTS YOU WORKED IN SHOULD BE COVERED)

5. OPTION 1: THEORIES LEARNED IN ACADEMICS AND THEIR APPLICATION

The format should approximately be as follows:

5.1. Which theories / concepts you learnt at IoBM that you saw being applied in the organization?
(Quote the name of the course in which you learned them)

5.2. Have you learnt any new theories / concepts?

These questions should be dealt with in a fairly detailed manner.

Do not just write a sentence or two. What we are trying to establish is whether you understood and remember the various theories and concepts taught in class, and whether you now know their relevance to a work situation.

To prepare a proper report you are urged to refer to your class room notes / text books if necessary. Help can be obtained from a faculty member and further guidance can also be sought from the HoD concerned.

The following points are emphasized:

The report should cover all the departments you were attached to.

Do not confine your observations to your major fields or electives only. You may offer comments about what you have learned in any course.

6. RECOMMENDATIONS.

7. PLAGIARISM CHECK (Similarity Index should be less than 25%)

Check the similarity index by uploading Report on LMS. Guidelines for Internship Report

5. OPTION 2: CASE STUDY

5.1. State the Problem:

The problem should be stated in a concise manner, it could be a current problem, or a previous one, and need not be confined to the department (s) to which you were attached. It could relate to the company / industry / Organization as a whole; and it should be major problem which is affecting or has affected the business e.g. inappropriate manufacture of substandard drugs, import of lower priced substitutes, unfavorable import duties on raw materials / machinery etc.

Or you can discuss a new product launch or a brand extension and the factors which necessitated it e.g. was it done to combat competition or to develop a niche market?

Do not just say that there was inadequate seating space in the department or too few PCs!

5.2. Scope of Inquiry:

Which source (s) of information were tapped to get the relevant facts e.g. departmental managers, other senior company managers (giving names), published materials (give reference), competitors, government officials, (name the person interviewed), market visits, if any questionnaire was used, include a copy as an annexure.

5.3. Data Presentation / Analysis:

Present the data in a concise manner and if any numbers are quoted they should be presented in a reader friendly format.

5.4. Conclusion:

Present your conclusions on the basis of data analysis and give your recommendations; if the problem has already been solved, state your views.

6. PLAGIARISM CHECK (Similarity Index should be less than 25%)

Check the similarity index by uploading Report on LMS.

ANNEXURE -C**ANNEXTURE -D****ANNEXURE - C****Institute of Business Management**

Department of Internship, Placement & International Office

Sat Jul 15 2024

To: **Mr. Midhat Nadeem**
Subject: **Internship Reports**

We are enclosing herewith the report of under-mentioned students for your evaluation and grading who worked as intern during **Summer 2024** session.

S.No	ID No.	Student Name	Company Name
1	24907	Hasnain Abbas	LOADe Technology
2	30876	Manahil Aftab	Ecom Souq
3	28098	Uroob Sohail	Ismail Industries Limited
4	28088	Zunaira Junaid	Skin care Pakistan
	30884	Maham nadeem	Paragon Developer Pvt

You are requested to kindly grade the above-mentioned student on the prescribed form attached to report and return it to this department **latest by Sat Jul 23 2024**.

Kindly acknowledge this email upon receiving the report. Your cooperation will be highly appreciated.



Ms. Juveria Baig
Head of Internship, Placement & International Office
Institute of Business Management (IoBM), Karachi
Tel: 111-002-004, Ext: 412
Email: juveria.baig@iobm.edu.pk

EVALUATION OF INTERNSHIP REPORT

Dear Evaluator:

You are requested to grade the student Internship report based on following criteria mentioned and return it with Report to Internship Department.

Name of Student: _____ ID: _____

S. No.	Content	Total Marks	Obtained Marks
1	Introduction Of The Company	5	
2	Functions Of The Department (S)	5	
3	Work Done By Internee	10	
4	Option 1: Theories Learned in Academics and Their Application. OR Option 2: Case Study	10	
5	Recommendation	5	
6	Grammar and Sentence Structure	5	
7	Formatting	5	
8	Overall Evaluation	5	
Grand Total		50	
		Grade (as per given format)	

Evaluated by:	Signature

COMMENT (if any)

Grade:

A+	48-50
A	45.5-47.5
A-	43.5-45
B+	42-43
B	39.5-41.5
B-	37-39
C+	34-36.5
C	32.5-33.5
C-	31-32
D	30-30.5
F	<30

ANNEXURE -E

EVALUATION

*

Please describe intern's traits by rating on a scale as below:

5- Excellent

4- Good

3- Fair

2- Below average

	5	4	3	2
Adaptability & Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical & Able to Solve Complex Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software & Digital Tool Proficiency (Excel, Canva etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Takes Initiative / Self Starter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resilient / Able to Handle Stress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Time Management & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication & Persuasive Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Player / Collaborates with Others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Solves Problems Independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What are the intern's Strengths: *

Your answer

What are the intern's Weaknesses: *

Your answer

Prospects for a management career: *

Excellent

Good

Fair

Poor

→

☐
☐
☐
☐

ANNEXTURE -F

Employer Survey					
(To be filled by Employer – after the completion of each academic year)					
The purpose of this survey is to obtain employers' input on the quality of education provided by Institute of Business Management to assess the quality of the academic program. The survey is with regards to Institute of Business Management graduates employed at your organization. We seek your help in completing this survey.					
Evaluation Criteria					
A: Excellent	B: Very good	C: Good	D: Fair	E: Poor	
I. Knowledge.					
1. Technical know how of the subject area	(A)	(B)	(C)	(D)	(E)
2. Problem formulation and solving skills	(A)	(B)	(C)	(D)	(E)
3. Collecting and analyzing appropriate data	(A)	(B)	(C)	(D)	(E)
4. Ability to apply theory on job practice	(A)	(B)	(C)	(D)	(E)
5. Ability to design a system component or a process	(A)	(B)	(C)	(D)	(E)
6. Computer Literacy	(A)	(B)	(C)	(D)	(E)
II. Communication Skills.					
1. Verbal & Written Communication	(A)	(B)	(C)	(D)	(E)
2. Report Writing	(A)	(B)	(C)	(D)	(E)
3. Presentation Skills	(A)	(B)	(C)	(D)	(E)
III. Interpersonal Skills					
1. Ability to work in teams	(A)	(B)	(C)	(D)	(E)
2. Leadership and ability to drive	(A)	(B)	(C)	(D)	(E)
3. Independent thinking & Reliability	(A)	(B)	(C)	(D)	(E)
4. Motivation	(A)	(B)	(C)	(D)	(E)
5. Being a self starter	(A)	(B)	(C)	(D)	(E)
6. Appreciation of Ethical & Moral values	(A)	(B)	(C)	(D)	(E)
IV. Professional Skills.					
1. Time management	(A)	(B)	(C)	(D)	(E)
2. Sense of Responsibility & Ownership	(A)	(B)	(C)	(D)	(E)
3. Work Discipline & Accuracy	(A)	(B)	(C)	(D)	(E)

1 | Page

ANNEXTURE - G

CONTENTS OF EMPLOYMENT BASED INTERNSHIP REPORT

First page of the Report should contain the following inf.:

Name of student	1.4. Corporate Strategy, Marketing Strategy, Financial Strategy, HR Strategy
Student's ID No.	1.5. Key Success Factors of the Business
Organization Name	1.6. Strengths and Weaknesses of the Business
Job Title	1.7. Future Operating Plan for next 5 years (Optional)
Appointment date	2. Your Job, Responsibilities and Professional Contribution
Table of Content	3. What specific Concepts, Knowledge and Operating Tools you learnt at IoBM have you applied in your Job.
1. Corporate Information:	4. Plagiarism Check (Similarity Index should be less than 25%)
1.1. Organizational information (when established, sponsorers, line of business, annual sales, annual profit, no. of employees, main competitors)	Note: Check the similarity index by uploading Report on LMS
1.2. Corporate Vision & Mission	
1.3. Organizational Structure	

ANNEXTURE - H

Internship Onboarding & Verification Form

Important Instructions – Document Submission Form

You may use **any Google ID** or STD ID to fill out the form.

Incomplete or incorrectly submitted forms may delay processing. **Filling out the form is essential** to ensure your name is recorded in our system.

Required Documents for Submission:

1. Offer Letter / Offer Email (PDF upload)
2. Unofficial Transcript (PDF Upload)
3. Updated CV (PDF Upload)
4. LinkedIn Profile URL
5. Company Profile URL
6. HR Contact Details
7. Supervisor's Contact Details

[Frequently Asked Questions \(FAQs\) – Internship Enrollment & Policy](#)

🚩 Having trouble uploading files?

If you're unable to upload documents, please upload a **screenshot of the error**, then **email the files to cdc@iobm.edu.pk**.

If you have any questions or need assistance, feel free to reach out to us at cdc@iobm.edu.pk.

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

* Indicates required question

Type of Internship *

Internship Options – INT302 & INT303

As part of the graduation requirement, all Bachelor's and Master's students must complete a **minimum of 8 weeks internship**. There are two available options based on your current status:

1. **INT302 – Regular Internship**
 - For students who **are not currently employed full-time**.
 - This is a standard internship conducted during the degree program, usually in a company or organization related to your field of study or interest.
2. **INT303 – Employment-Based Internship (EBI)**
 - For students who are **already working full-time** and are **not on probation**.
 - This is **not an internship that leads to a job**, but rather an internship equivalent for those who already have a valid **job offer or appointment letter** from their employer.
 - As per **HEC guidelines**, such employment is recognized as fulfilling the internship requirement.

Choose the option that best matches your current situation. For further clarification, contact the Career Development Center (CDC).

- ☐ Internship (INT302)
- ☐ Employment Based Internship - EBI (INT303)

Date Effective: **June 2023**

JOB DESCRIPTION	
2. DESIGNATION Officer – Internship Office	3. POSITION STATUS PERMANENT
4. DEFINITION AND PURPOSE OF POSITION: The Internship Officer position develop, coordinates, and manages complex and varied administrative tasks in order to ensure smooth operational flow of short and long-term student placement. The position also uses KPIs and other data indicators to analyze operational efficiency	
5. NATURE AND SCOPE	
5.1 Reports to: <ul style="list-style-type: none"> Asst. Manager, Internships, Placements, Internship Office 	
5.2 Supervises: Interns placed in department (short-term attachments)	
6. KEY INTERACTIONS	
6.1 External: <ul style="list-style-type: none"> HR/Industry professionals; other sourcing & background verification bodies 6.2 Internal: <ul style="list-style-type: none"> Students, Academic HoDs; IT; Registrar’s Office; Admission’s Office 	

7. FUNCTIONS OF THE POSITION

7.1 Principal Functions:

- Circulate relevant information about students seeking internships to prospective business organizations
- Maintain up-to-date internship records and status updates of Internship enrolled students.
- Maintain up-to-date internship opportunities and share them with the students registered for the internship in the ongoing semester.
- Organize Recruitment Drives of business organizations and facilitate the interviews of students with organizations looking for talent.
- Analyze data to see year-on-year trends on important metrics
- Assist in planning and conducting internship workshops and information programs for students
- Maintain effective Public Relations with corporate HR decision-makers.
- Assist in planning and execution of Career Fair
- Provide counselling and direction in the areas of individual assessment, career-planning and development and employment strategies for students.
- Conducting Verification for the Tentative Graduates every year.

7.2 Routine Functions:

- Regularly send Reminders to students for activity completion.
- Issuing Recommendation Letter.
- Sending the Internship Reports for checking to relevant HoDs and Keeping record of it.
- Calculating the Internship Report Grades and processing it further.
- Discarding of reports and sending the first two pages with evaluation forms of each report to records report.
- Sharing Employer survey with QEC.
- Processing Internship approval requests and setting up deadlines in LMS.

8. SPECIFICATION

8.1 Academic Professional Qualification:

Undergraduate/Graduate in any discipline. Background in HR is preferable

8.2 Experience & Training:

1-2 years in client facing, business development and/or HR role

9. COMPETENCIES

9.1 Personal Competencies:

- Excellent Communication and Client Dealing Skills
- Excellent data management and critical analysis abilities
- Intermediate to Expert level Microsoft Excel Skills
- Knowledge of LMS and ERP

10. PREPARED BY NAME SIGNATURE:	11. REVIEWED & APPROVED BY H.O.D/Manager NAME: SIGNATURE:	12. ACCEPTED BY NAME: SIGNATURE _____
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Reviewed by HR ☐ Yes or ☐ No Name/Initial _____

JOB DESCRIPTION		
1. DEPARTMENT Internship, Placement & International Office	2. DESIGNATION Assistant Manager II	3. POSITION STATUS <input checked="" type="checkbox"/> * Permanent Employees * Contract Employees <input type="checkbox"/>
4. DEFINITION AND PURPOSE OF POSITION		

To counsel, guide and facilitate career advancement opportunities for IoBM students and alumni locally and internationally.

5. NATURE AND SCOPE

5.1 Reports to: HoD Internship, Placement & International Office

5.2 Supervises: Internship Officer, International Cooperation Officer & Intern(s)

6. KEY INTERACTIONS

6.1 External and Internal:

External: Senior & junior HR leadership; Recruitment agencies; Event Management vendors, etc

Internal: Students, Alumni, All IoBM Departments

7. KEY OBJECTIVES

- Building Relationships

- Student Engagement

- Process Improvement

- Special Initiatives

8. FUNCTIONS OF THE POSITION

8.1 Principal Functions:

- Maintaining effective networking in the corporate HR community. HR decision makers and functional leaders.
- Create new placement partners for placements and internships.
- Play pivotal role in organization of Annual Career Fair, the department's flagship event.
- Work with key stakeholders including Alumni, Faculty, Administration, Admissions other teams to achieve both IP&IC and larger institutional objectives.
- Assist HoD in development and implementation of new initiatives, policies and procedures for Placement.
- Create career counselling support systems for students and alumni
- Responsible for issuance and distribution of Graduate Directory.
- Provide internship confirmation to Registrar Office for change of program of students to MBA/Master's programs.

8.2 Routine Functions:

- Responsible for daily job and internship announcements among alumni and students via email and/or job portal
- Track analytics of departmental activities and
- Identify internship and job opportunities for students and alumni
- Organize on campus recruitment drives of leading local, multinational & international organizations.
- Organize online recruitment drives of leading national & MNC organizations.
- Provide career counseling to students.
- Arrange corporate engagement activities like Guest Lectures, Student Trainings, Workshops etc.
- Produce and circulate, to prospective business organizations, relevant info. on Graduates/Students seeking Jobs/Internship.
- Provide internship clearance to graduating students on Smartz/IoBM ERP for degree issuance in Convocation.
- Facilitates and acts as point-of-contact for corporate HR Officials for job/internship announcements, recruitment drives and related matters.
- Supervise and train subordinate(s)/intern(s).
- Carry out any other responsibility(s) assigned by the HoD.

9. SPECIFICATION

9.1 Academic Professional Qualification: Master of Business Administration (MBA)

9.2 Experience & Training:

6-8 years' experience in client servicing/public dealing and consulting/counselling

10. COMPETENCIES

- Team Management Skills with ability to lead and manage people
- Networking, Administrative, Marketing & Negotiation Skills
- MS Office Applications & hands-on experience on ERP systems
- Problem Solving & Analytical, Skills
- Writing & Communication Skills
- Career Counseling Skills
- Event Management Skills



<p>10. PREPARED BY</p> <p>NAME ABDUL KHALIQ</p> <p>SIGNATURE</p> <p>_____</p>	<p>11. REVIEWED BY</p> <p>NAME: JUVERIA BAIG</p> <p>SIGNATURE</p> <p>_____</p>	<p>12. APPROVED BY</p> <p>NAME:</p> <p>SIGNATURE</p> <p>_____</p>
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Reviewed by HR ☐ Yes or ☐ No Name/Initial _____

JOB DESCRIPTION		
<p>3. DEPARTMENT</p> <p>Internship, Placement & International Office</p>	<p>4. DESIGNATION:</p> <p>Manager</p>	<p>3. POSITION STATUS</p> <p>* Permanent Employees <input checked="" type="checkbox"/></p> <p>* Contract Employees <input type="checkbox"/></p>

4. DEFINITION AND PURPOSE OF POSITION

Develop innovative array of programs and services that sustain and continually improve a career development model that can be implemented for all learners, with a special focus on engaging students in developing a career development action plan.

5. NATURE AND SCOPE

5.1 Reports to: President IoBM

5.2 Supervises: Asst. Manager CDC, Officer International Cooperation, Career Development Specialist, Internship Officer, International Cooperation Officer & Intern(s)

6. KEY INTERACTIONS

6.1 External and Internal:

External: Senior HR leadership; Recruitment agencies; Event Management vendors, Strategic influencers, Consulates etc

Internal: Students, Alumni, All IoBM Departments

7. KEY OBJECTIVES

- | | | | |
|--------------------------|----------------------|-----------------------|-----------------------|
| • Building Relationships | • Talent Development | • Process Improvement | • Special Initiatives |
|--------------------------|----------------------|-----------------------|-----------------------|

8. FUNCTIONS OF THE POSITION

8.1 Principal Functions:

- Maintain effective networking in the corporate HR community. HR decision makers and functional leaders.
- Cultivate new partnerships and opportunities for student development and careers
- Mentor students, engage faculty and staff in collaborative and supportive efforts related to career development for students
- Create and implement programs, services and online resources to facilitate and enhance student/alumni career development on and off campus and, through effective use of the internet and inter-university collaborations both local and around the world.

- Stay current on national and international trends, and ensure that national and international opportunities for internships and employment are promoted, educating students, faculty and staff on industry and market trends as necessary.
- Consult with academic deans and faculty colleagues to ensure that programs and services address student needs
- Solicit faculty involvement in identifying opportunities to bridge the skills development that takes place in the classroom, lab and studio environments with co-curricular efforts to assist students in demonstrating skills that will help them secure internships and employment.
- Consults and work closely with colleagues in a variety of campus offices to coordinate outreach efforts and to enhance skills development opportunities in student leadership and employment activities.
- Spearhead the planning & execution of the Annual Career Fair, the department's flagship event.
- Work with key stakeholders including Alumni, Faculty, Administration, Admissions other teams to achieve both IP&IC and larger institutional objectives.

8.2 Routine Functions:

- Regularly review departmental activities for quality and consistency
- Conduct graduate placement surveys, employer satisfaction surveys etc and review analytics reports submitted by AM CDC
- Initiate special projects aimed at student development
- Represent IoBM on external networking and engagement forums
- Identify internship and job opportunities for students and alumni
- Provide career counseling to students.
- Arrange corporate engagement activities like Guest Lectures, Student Trainings, Workshops etc.
- Produce and circulate, to prospective business organizations, relevant info. on Graduates/Students seeking Jobs/Internship.
- Supervise and train subordinate(s)/intern(s).
- Carry out any other responsibility(s) assigned by the President IoBM.

9. SPECIFICATION

9.1 Academic Professional Qualification: Master of Business Administration (MBA)

9.2 Experience & Training:

6-8 years' experience in client servicing/public dealing and consulting/counselling

10. COMPETENCIES

Personal Competencies:

- Team Management Skills with ability to lead and manage people
- Familiarity with global hiring trends, especially in Asia, and a proven record of multicultural and global competence
- Networking, Administrative, Marketing & Negotiation Skills
- MS Office Applications & hands-on experience on ERP systems
- Problem Solving & Analytical, Skills
- Writing & Communication Skills
- Career Counseling Skills
- Event Management Skills

<p>10. PREPARED BY</p> <p>NAME JUVERIA BAIG</p> <p>SIGNATURE</p> <p>_____</p>	<p>11. REVIEWED BY</p> <p>NAME:</p> <p>SIGNATURE</p> <p>_____</p>	<p>12. APPROVED BY</p> <p>NAME:</p> <p>SIGNATURE</p> <p>_____</p>
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Reviewed by HR ☐ Yes or ☐ No Name/Initial _____