

# **SUMMER INTERNSHIP PROGRAM**

**at**

**Octavus Consulting**



**From 1/05/24 to 15/07/24**

**A REPORT BY**

**Priya Nandi**

**Master of Business Administration**

**(Pharmaceutical Management)**

**2023-25**

**under the Mentorship of**

**Dr. Himadri Sinha**

**(Professor and Dean SDS)**





**Date: 12/07/2024**

**INTERNSHIP COMPLETION CERTIFICATE**

This is to certify that, **Ms. Priya Nandi**, student of IIHMR Jaipur has completed her internship at '**Octavus Consulting**, located in **B-66, Sector 63 Rd, B Block, Sector 63, Noida, Uttar Pradesh 201301** from **1<sup>st</sup> May 2024** to **15<sup>th</sup> July 2024**. Her guide/mentor during the project was **Mr. Saurabh Kumar Chaubey, Senior Content Writer at Octavus Consulting and Managing Editor at PharmaShots**.

The overall performance shown by her during the period was good. This certificate is being issued to meet the requirements of the IIHMR University.

We wish her all the best for future endeavours.

**For Octavus Consulting**

**Mr. Saurabh Kumar Chaubey**  
**Senior Content Writer**

## IIHMR University Faculty Mentor Approval

This is to certify that **Ms. PRIYA NANDI** of the academic year 2023-25 of **SCHOOL OF PHARMACEUTICAL MANAGEMENT** has prepared a poster with respect to her summer internship held during May-June 2024.

She has carried out her work as per the guidelines. Her poster is approved for presentation.

Date: July 23, 2024

A handwritten signature in blue ink, appearing to be 'Dr. Himadri Sinha', written over a horizontal line.

Dr. Himadri Sinha

Dean & Professor

## OCTAVUS CONSULTING

Octavus is a boutique consulting company, engaged in comprehensive business research, market intelligence, market research and data analytics by providing support and outsourcing solutions to bio-pharma, medtech, diagnostics, digital health companies and healthcare start-ups.

### Services Offered :

- Competitive intelligence
- Business intelligence
- Conference coverage
- Market assessments
- Business development analysis.



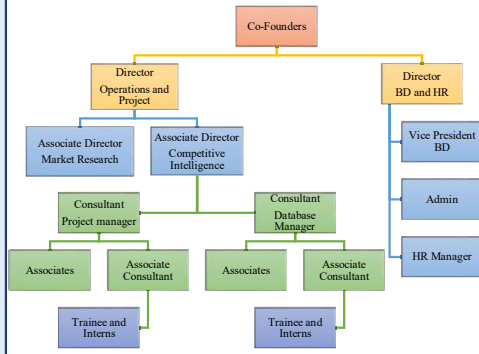
## MISSION

Our mission is to cater business needs with the right sources at the right time to enable our clients' take strategic decisions. Redefining intelligence reinforced with dynamic data, knowledge and technology.

## VISION

- To be a valued partner to our clients and an asset to our communities
- To undertake and deliver every project, with the same enthusiasm & zeal
- To provide a differentiated offering resulting in the value-for-value return

## ORGANOGRAM



## STRENGTH

1. Expertise and experience
2. Customer centric/ Customized approach
3. Diverse Service Portfolio

## WEAKNESS

1. Limited global presence
2. Limited Size & Scale

## SWOT Analysis

## OPPORTUNITIES

1. Expansion into new markets.
2. Industry specific expertise
3. Strategic Partnership

## THREATS

1. Intense Competition
2. Changing Industry Trends
3. Economic Volatility

## PROJECT DESCRIPTION

- **Competitive Intelligence** involves the systematic and strategic gathering, analysis, and dissemination of business-relevant information to maintain a competitive edge.
- According to WHO globally 420 million suffered, T1DM's market is influenced by rising prevalence, technological advancements, and new therapies.
- My project entailed data collection, filtering and evaluation, company pipeline assessment, data compilation, and the creation of a comprehensive PowerPoint presentation for T1DM

### Type 1 Diabetes Mellitus Landscape

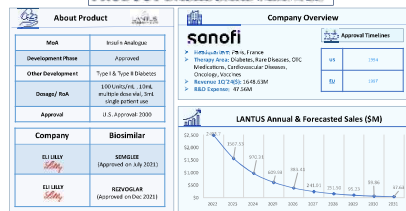


### Type 1 Diabetes Mellitus Landscape



\*These two slides illustrate the diverse drug molecules under investigation for T1DM, categorized by their respective clinical trial phases and products that are marketed.

### PRODUCT DASHBOARD :: LANTUS



\*This slide highlights LANTUS by Sanofi, showcasing a detailed product dashboard with key details like expected sales, approved countries, its biosimilars and indications, and more.

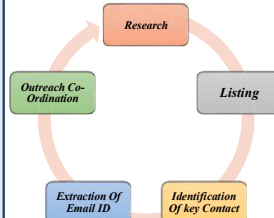
## PROJECT DESCRIPTION

### Email Extraction and Outreach Coordination for Collaboration and Partnerships -

- It involves identifying and obtaining email addresses of relevant PR agencies or media contacts and then reaching out to them to establish collaboration and partnership opportunities.

### My Project entailed following:

- Gathering details of life sciences conferences for the current year.
- Compiling a list of identified conferences.
- Researching each conference's press releases and official websites.
- Finding reliable email addresses for PR agencies or media contacts.
- Gathering the identified contacts information.
- Reaching out to contacts via email for collaboration and media partnerships.



## LEARNING OBJECTIVE

- Gained expertise in conducting secondary research and analyzing press releases for valuable pharmaceutical industry insights.
- Gained a thorough understanding of competitive landscape analysis.
- Enhanced skills in creating professional and engaging content tailored for social media platforms, particularly LinkedIn.
- Developed proficiency in email extraction, lead generation, and outreach coordination by collecting and organizing key personnel contact information.

## CHALLENGES

- Ensuring data accuracy and quality.
- Navigating the complexities of competitive landscape analysis.
- Handling incomplete information with precision.
- Managing prolonged search times for lead generation data.

## SUGGESTION

- Multiple online tools can be used to automate email sending, saving time and ensuring efficient outreach.
- Standardized documentation and guidelines for key topics can be created to build a knowledge base and avoid confusion among employees.

## DIFFERENCE BETWEEN Theoretical Vs Practical Exposure

- Theoretical exposure provided me with essential conceptual understanding, while practical exposure enhanced my skills, critical thinking, and problem-solving abilities necessary for navigating competitive intelligence.
- Practical experience allowed me to tackle real challenges, make data-driven decisions, and develop critical thinking to address client needs. It also offered insights into the fundamental corporate skills required in the professional environment.

## PROJECT REFERENCE



# Summer Internship Program (SIP)

## Weekly Report

**Name of the Organization:** Octavus Consulting

**Department of Summer Internship Programme (SIP):** Business Development

**Name of the Student:** Priya Nandi

**Roll Number:** 0550

**Stream:** MBA Pharmaceutical Management

**Week Number:** 01

**From:** 01/05/2024 – 03/05/2024

|                                                                          |                                                                                                                                         |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Done</b>                                                     | 1) Documentation<br>2) Induction<br>3) MS Excel Training<br>4) Deals Training<br>5) MS Excel Practice<br>6) Overview of Lead Generation |
| <b>Linking Theory (Classroom Learning) with practice at organization</b> | As per the first week I didn't observed any link between the classroom learning and practice at organization.                           |
| <b>Gaps Identified on the working area</b>                               | No gaps identified till now.                                                                                                            |
| <b>Suggestions for Improvement</b>                                       | NA                                                                                                                                      |
| <b>Plan for the next week</b>                                            | Training and Practice of Lead Generation.<br>Working on Lead Generation                                                                 |

**Signature of Student:**



**Approved by the IIMR University's Mentor**

# Summer Internship Program (SIP)

## Weekly Report

**Name of the Organization:** Octavus Consulting

**Department of Summer Internship Programme (SIP):** Business Development

**Name of the Student:** Priya Nandi

**Roll Number:** 0550

**Stream:** MBA Pharmaceutical Management

**Week Number:** 02

**From:** 06/05/2024 – 10/05/2024

|                                                                          |                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Done</b>                                                     | 1) Lead Generation<br>2) Email Marketing<br>3) MS Excel Training<br>4) How to Build Infographics<br>5) How to write content for different diseases<br>6) Competitive landscape building training<br>7) How to company write their magazine related to their sector<br>8) Global Top 30 pharmaceutical Company profiling |
| <b>Linking Theory (Classroom Learning) with practice at organization</b> | As per the 2nd week I observed learning from digital marketing classes and pharmaceutical marketing classes.                                                                                                                                                                                                            |
| <b>Gaps Identified on the working area</b>                               | Training period should be little long and diverge related to every topic                                                                                                                                                                                                                                                |
| <b>Suggestions for Improvement</b>                                       | Everyone should receive training from the same person to avoid confusion related to the same work.                                                                                                                                                                                                                      |
| <b>Plan for the next week</b>                                            | To completely learn how to make landscape for clients and pharma-shots content writing.                                                                                                                                                                                                                                 |

**Signature of Student:**



**Approved by the IHHMR University's Mentor**

# Summer Internship Program (SIP)

## Weekly Report

**Name of the Organization:** Octavus Consulting

**Department of Summer Internship Programme (SIP):** Business Development

**Name of the Student:** Priya Nandi

**Roll Number:** 0550

**Stream:** MBA Pharmaceutical Management

**Week Number:** 03

**From:** 13/05/2024 – 18/05/2024

|                                                                          |                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Done</b>                                                     | 1) Lead Generation<br>2) Email Marketing<br>3) MS Excel Training<br>4) How to write content for different diseases<br>5) Competitive landscape building training<br>6) How to company write their magazine related to their sector<br>7) Global Top 30 nutraceuticals Company profiling<br>8) Types Of Deals learning |
| <b>Linking Theory (Classroom Learning) with practice at organization</b> | There is a link between Pharmaceutical Marketing class and my work regarding the listing of Top20 pharma companies and nutraceuticals companies as taught in the class.                                                                                                                                               |
| <b>Gaps Identified on the working area</b>                               | Work assigned for the day is not in sequence and training period is irregular.                                                                                                                                                                                                                                        |
| <b>Suggestions for Improvement</b>                                       | They should expand their presence across more digital platforms to reach a larger audience and increase their visibility.                                                                                                                                                                                             |
| <b>Plan for the next week</b>                                            | To complete and sum-up all the assigned work.                                                                                                                                                                                                                                                                         |

**Signature of Student:**



**Approved by the IHHMR University's Mentor**

# Summer Internship Program (SIP)

## Weekly Report

**Name of the Organization:** Octavus Consulting

**Department of Summer Internship Programme (SIP):** Business Development

**Name of the Student:** Priya Nandi

**Roll Number:** 0550

**Stream:** MBA Pharmaceutical Management

**Week Number:** 04

**From:** 20/05/2024 – 25/05/2024

|                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Done</b>                                                     | <ol style="list-style-type: none"><li>1) Lead Generation</li><li>2) Email Marketing</li><li>3) MS Excel Training</li><li>4) How to write content for different diseases</li><li>5) Competitive landscape building training</li><li>6) How to company write their magazine related to their sector</li><li>7) Global Top 30 Diagnostic Company profiling</li><li>8) Investor Call training</li><li>9) Regulatory updates in medical devices</li></ol> |
| <b>Linking Theory (Classroom Learning) with practice at organization</b> | This week, there was no direct link between the work assigned to me and my practical learning.                                                                                                                                                                                                                                                                                                                                                       |
| <b>Gaps Identified on the working area</b>                               | Training period should be little long and diverge related to every topic.                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Suggestions for Improvement</b>                                       | Everyone should receive training from the same person to avoid confusion related to the same work.                                                                                                                                                                                                                                                                                                                                                   |
| <b>Plan for the next week</b>                                            | To understand and learn how to do transcript analysis and how to write them being a analyst for the clients.                                                                                                                                                                                                                                                                                                                                         |

**Signature of Student:**



**Approved by the IIHMR University's Mentor**

# Summer Internship Program (SIP)

## Weekly Report

**Name of the Organization:** Octavus Consulting

**Department of Summer Internship Programme (SIP):** Business Development

**Name of the Student:** Priya Nandi

**Roll Number:** 0550

**Stream:** MBA Pharmaceutical Management

**Week Number:** 05

**From:** 27/05/2024 – 31/05/2024

|                                                                          |                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Done</b>                                                     | 1) Lead Generation<br>2) Email Marketing<br>3) MS Excel Training<br>4) How to write content for different diseases<br>5) Competitive landscape building training<br>6) How to company write their magazine related to their sector<br>7) Global Top 30 digital health Company profiling<br>8) Regulatory updates in Digital health |
| <b>Linking Theory (Classroom Learning) with practice at organization</b> | This week, there was no direct link between the work assigned to me and my practical learning.                                                                                                                                                                                                                                     |
| <b>Gaps Identified on the working area</b>                               | Regular training should be given to everyone who is working in any particular project.                                                                                                                                                                                                                                             |
| <b>Suggestions for Improvement</b>                                       | Everyone should be open to new ideas and meeting should be conducted every second Friday for new ideas.                                                                                                                                                                                                                            |
| <b>Plan for the next week</b>                                            | To understand and learn how to do transcript analysis and how to write them being a analyst for the clients.<br>Competitive landscape for type 1 diabetes                                                                                                                                                                          |

**Signature of Student:**



**Approved by the IIHMR University's Mentor**

# Summer Internship Program (SIP)

## Weekly Report

**Name of the Organization:** Octavus Consulting

**Department of Summer Internship Programme (SIP):** Business Development

**Name of the Student:** Priya Nandi

**Roll Number:** 0550

**Stream:** MBA Pharmaceutical Management

**Week Number:** 06

**From:** 03/06/2024 – 07/06/2024

|                                                                          |                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Done</b>                                                     | 1) Lead Generation<br>2) Email Marketing<br>3) MS Excel Training<br>4) How to write content for different diseases<br>5) Competitive landscape building training<br>6) How to company write their magazine related to their sector |
| <b>Linking Theory (Classroom Learning) with practice at organization</b> | This week Research analytics topics such as critical thinking, problem solving classes were helpful during the work assigned to me                                                                                                 |
| <b>Gaps Identified on the working area</b>                               | There is often confusion within project groups regarding similar concepts.                                                                                                                                                         |
| <b>Suggestions for Improvement</b>                                       | Variety of work should be assigned to the intern                                                                                                                                                                                   |
| <b>Plan for the next week</b>                                            | Competitive Analysis deck                                                                                                                                                                                                          |

**Signature of Student:**



**Approved by the IIHMR University's Mentor**

# Summer Internship Program (SIP)

## Weekly Report

**Name of the Organization:** Octavus Consulting

**Department of Summer Internship Programme (SIP):** Business Development

**Name of the Student:** Priya Nandi

**Roll Number:** 0550

**Stream:** MBA Pharmaceutical Management

**Week Number:** 07

**From:** 10/06/2024 – 14/06/2024

|                                                                          |                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Done</b>                                                     | 1) Lead Generation<br>2) Email Marketing<br>3) MS Excel Training<br>4) How to write content for different diseases<br>5) Competitive landscape<br>6) How to company write their magazine related to their sector |
| <b>Linking Theory (Classroom Learning) with practice at organization</b> | This week Research analytics topics such as critical thinking, problem solving classes were helpful during the work assigned to me                                                                               |
| <b>Gaps Identified on the working area</b>                               | There is often confusion within project groups regarding similar concepts.                                                                                                                                       |
| <b>Suggestions for Improvement</b>                                       | Variety of work should be assigned to the intern                                                                                                                                                                 |
| <b>Plan for the next week</b>                                            | Competitive Analysis deck                                                                                                                                                                                        |

**Signature of Student:**



**Approved by the IIHMR University's Mentor**

# Summer Internship Program (SIP)

## Weekly Report

**Name of the Organization:** Octavus Consulting

**Department of Summer Internship Programme (SIP):** Business Development

**Name of the Student:** Priya Nandi

**Roll Number:** 0550

**Stream:** MBA Pharmaceutical Management

**Week Number:** 08

**From:** 17/06/2024 – 21/06/2024

|                                                                          |                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Done</b>                                                     | 1) Lead Generation<br>2) Email Marketing<br>3) Competitive landscape building<br>4) Outreach Co-ordination<br>5) Investor Call Screening                                                                                   |
| <b>Linking Theory (Classroom Learning) with practice at organization</b> | Concepts from organization behaviour classes were very useful.                                                                                                                                                             |
| <b>Gaps Identified on the working area</b>                               | There is often confusion within project groups regarding similar concepts.                                                                                                                                                 |
| <b>Suggestions for Improvement</b>                                       | <ul style="list-style-type: none"><li>• Variety of work should be assigned to the intern</li><li>• Group discussion should be done in regular basis to solve problems between team members and to get new ideas.</li></ul> |
| <b>Plan for the next week</b>                                            | Competitive Analysis deck completion and product dashboard completion.                                                                                                                                                     |

**Signature of Student:**



**Approved by the IHHMR University's Mentor**

# Summer Internship Program (SIP)

## Weekly Report

**Name of the Organization:** Octavus Consulting

**Department of Summer Internship Programme (SIP):** Business Development

**Name of the Student:** Priya Nandi

**Roll Number:** 0550

**Stream:** MBA Pharmaceutical Management

**Week Number:** 09

**From:** 24/06/2024 – 28/06/2024

|                                                                          |                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Done</b>                                                     | 1) Lead Generation<br>2) Email Marketing<br>3) Competitive landscape building<br>4) Outreach Co-ordination<br>5) Investor Call Screening<br>6) Product Dashboard building                                                  |
| <b>Linking Theory (Classroom Learning) with practice at organization</b> | Concepts from organization behaviour classes were very useful throughout the internship.                                                                                                                                   |
| <b>Gaps Identified on the working area</b>                               | There is often confusion within project groups regarding similar concepts.                                                                                                                                                 |
| <b>Suggestions for Improvement</b>                                       | <ul style="list-style-type: none"><li>• Variety of work should be assigned to the intern</li><li>• Group discussion should be done in regular basis to solve problems between team members and to get new ideas.</li></ul> |
| <b>Plan for the next week</b>                                            | Competitive Analysis deck completion and product dashboard completion.                                                                                                                                                     |

**Signature of Student:**



**Approved by the IIHMR University's Mentor**

# Compiled Reporting Format

**Name of the Organization:** Octavus Consulting

**Area/ Department/ Project of Summer**

**Internship Program:** Business Development

Intern

**Name of the Student:** Priya Nandi

**Roll no:** 0550

**Stream:** MBA in Pharmaceutical Management

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Activity Done</b> | <ol style="list-style-type: none"><li>1) Top 20 Companies Research and analysis<ul style="list-style-type: none"><li>• Conducted thorough analysis and research to gather detailed data on top Nutraceutical companies, Diagnostic companies, Digital therapeutic companies</li><li>• Collected key information including company name, founding year, number of employees, headquarters location, total revenue, and stock exchange listings.</li></ul></li><li>2) Content Creation for LinkedIn Posts<ul style="list-style-type: none"><li>• Pharmashots shares lifescience-related items on LinkedIn every day. I was tasked with creating a couple pieces of content for their term of the week, interesting facts and did you know facts.</li></ul></li><li>3) Email Extraction, Outreach Co-ordination, &amp; Communication<ul style="list-style-type: none"><li>• Identified and gathered PR agencies contact information from worldwide life sciences conferences.</li><li>• Extracted relevant email addresses for outreach and coordination.</li><li>• Drafted and sent emails to potential partners, fostering connections and collaboration opportunities.</li></ul></li></ol> |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                               | <p>4) Investor Call Screening</p> <p>5) Competitive Landscape of T1DM</p> <ul style="list-style-type: none"> <li>• In-depth Secondary Research: Utilized Boolean search techniques, ClinicalTrials.gov, and FDA site research to gather comprehensive data on Type 1 Diabetes Mellitus (T1DM).</li> <li>• Clinical Trial Analysis: Prepared a detailed deck outlining the current clinical trials for T1DM, including their phases and progress.</li> <li>• Emerging Therapies Evaluation: Identified and analysed upcoming drugs and new therapies for T1DM to assess competition and future market trends.</li> </ul>                                                                                                                                        |
| <b>Linking theory (Classroom learning) with practice at your organization</b> | <ul style="list-style-type: none"> <li>• My Pharmaco-epidemiology coursework was particularly valuable during my competitive landscape project, as it provided me with a clearer and more concise understanding of diabetes and its various aspects.</li> <li>• Courses such as Principles of Management, Business Environment, and Organizational Behavior were instrumental in helping me grasp market trends, organizational culture, and appropriate professional conduct within a corporate setting.</li> <li>• The Digital and Social Media Marketing classes were highly beneficial when I was tasked with creating content for Pharmashots' LinkedIn posts, enhancing my ability to effectively engage with a professional audience online.</li> </ul> |
| <b>Gaps identified on the working area.</b>                                   | <ul style="list-style-type: none"> <li>• During my time at the organization, I observed that whenever I had questions or doubts, each person had their own explanation and concept, leading to a lack of clear and consistent understanding on certain topics.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                        | <ul style="list-style-type: none"> <li>• Additionally, I found that training sessions for employees and interns should be more regular and timely, given the multiple tasks assigned to interns. This would ensure better preparation and clarity, enhancing overall productivity and learning.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"> <li>• <b>Suggestions for improvement</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Standardize Information and Concepts:</b> Develop and implement standardized documentation and guidelines for key topics to ensure consistency. This could include creating a knowledge base or reference materials that employees and interns can easily access.</li> <li>• <b>Regular and Structured Training Sessions:</b> Schedule regular and structured training sessions for both employees and interns. These sessions should be timely and cover essential topics comprehensively, helping new team members to get up to speed quickly and efficiently.</li> <li>• <b>Mentorship and Support System:</b> Establish a mentorship program where experienced employees are assigned to guide and support interns. This would provide interns with reliable points of contact for their questions and facilitate smoother integration into the organization.</li> <li>• <b>Feedback Mechanism:</b> Implement a feedback mechanism where interns and employees can provide input on the clarity and effectiveness of training sessions and information provided. This would help in continuously improving the training process and ensuring it meets the needs of the team.</li> </ul> |

**Signature of the Student**



**Approved by the IIHMR University's Mentor**