

**Sinhgad Institute of Business Administration
and
Computer Application (SIBACA)**

LONAVALA



**GUIDELINES FOR SUMMER INTERNSHIP
PROJECT
MBA**

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INTRODUCTION

As per the requirements of the Savitribai Phule Pune University, all the students of MBA programme are required at the end of Second Semester each student shall undertake a **Summer Internship Project (SIP) for 8weeks. It is mandatory for the student to seek prior written approval in advance from the faculty guide and the Director of the Institute about the topic and organization before commencing the SIP.** The SIP may or may not have a Functional Focus, i.e. the student may take up a SIP in his/her intended area of specialization or in any other functional area of management. Ideally the SIP should exhibit a **cross-functional orientation**. The student shall submit a written structured report based on work done during this period.

This training has the following objectives:

1. To offer the opportunity for the young students to acquire on job the skills, knowledge, attitudes, and perceptions along with the experience needed to constitute a professional identity.
2. To provide means to immerse students in actual supervised professional experiences
3. To give an insight into the working of the real organizations.
4. To gain deeper understanding in specific functional areas.
5. To appreciate the linkages among different functions and departments
6. To develop perspective about business organizations in their totality
7. To help the students in exploring career opportunities in their areas of interest

The students for MBA are required to submit a project report based on the observations in the field of functional area or general business environment. The project report is to be written in a technical and scientific manner, which is not only in a presentable form but also complete in all respects. This project report is basically a kind of research project. Research is a systematic effort of identification , analysis and interpretation of the problems to find meaningful solutions.

Research Project Report should aim at:

1. To discover the answers to business problems
2. To achieve new insight in to a business phenomenon
3. To portray the features of particular business situation
4. To find the frequency of occurrence

Types of Research Project:

The research project may be from one of the following types:

1. Compressive case study covering single organization multifunctional area, problem formulation, analysis and policy recommendations.
2. Field study with empirical orientation

SIP can be carried out in:

- a) Corporate Entity
- b) NGO
- c) SME
- d) Government Undertaking
- e) Cooperative Sector

Research Project Theme/Area:

The students can take up the research project in areas such as:

1. General Management
2. Accounting and finance
3. Human Resource Management
4. Organizational Behaviour
5. Organizational Design
6. Operation Management
7. Marketing Management
8. Information System
9. Corporate Management
10. Any other (Specify)

SIP may be a research project – based on primary / secondary data or may be an operational assignment involving working by the student on a given task/assignment/project/ etc. in an organization / industry. It is expected that the SIP shall sensitize the students to the demands of

the workplace. The learning outcomes and utility to the organization must be specifically highlighted.

It should reflect the nature and quantum of work undertaken by the student. The report must reflect 8 weeks of work and justify the same.

The completion of the SIP shall be certified by the respective Faculty Guide & approved by the Director of the Institute. The external organization (Corporate / NGO/ SME/ Government Entity/ Cooperative/ etc.) shall also certify the SIP work.

The student shall submit **TWO hard copies & one soft copy (CD)** of the project report before 30th September in Sem III. One hard copy is to be returned to the student by the Institute after the External Viva-Voce.

SIP shall have a weightage of 6 credits. The Institute shall conduct an internal viva-voce for evaluation of the SIP for 50 marks. The Panel shall comprise of the Internal Faculty Guide & One additional faculty nominated by the Director.

There shall be an external viva-voce for the SIP for 50 marks. The examiner's panel for the same shall include one external faculty member nominated by the University and one internal faculty member nominated by the Director. **The external viva-voce shall be conducted for 15 minutes at least per student.**

The Internal & the External viva-voce shall evaluate the project based on:

1. Actual work undertaken by the student
2. Student's understanding of the organization and business environment
3. Outcome of the project
4. Utility of the project to the organization
5. Basic analytical capabilities

Copies of SIP report and records of evaluation shall be maintained by the Institute for a period of 3 academic years

Research Project Guidelines:

To facilitate the task of the students in formulating a research project detailed contents are given below:

The report should be well documented and supported by –

Part I: Prefatory Items -Executive Summary

Part II- Body of the Project Report

Chapter I: Introduction & Objectives of the Study

Chapter II: Company/ Organization profile (including Organization Chart).

Chapter III : Research Methodology (Statement of Problem, Hypothesis (if any),
Research Design.

Chapter IV : Data analysis, Data Interpretation & Hypothesis Testing & Relevant activity
charts, tables, graphs, diagrams, etc.

Chapter V: Suggestions & Recommendations

Chapter VI: Conclusions.

Part III: Terminal Items- References in appropriate referencing styles. (APA, MLA, Harvard,
Chicago Style etc.)

Appendix (Questionnaire, Data Sheets etc.)

Part I: Prefatory Items:

The prefatory items are as follows:

- a) Title/Cover Page
- b) Declaration
- c) Guide's Certificate
- d) Company Certificate
- e) Index Page
- f) Acknowledgement
- g) List of Tables
- h) List of figures
- i) List of Abbreviations
- j) Executive Summary of the Project

The details of these points and the samples wherever required are as under:

A) TITLE/COVERPAGE

This page has the following points:

1. Title of the project
2. Project Report Submitted To
3. By (Candidate's name & class)
4. Under the Guidance Of (Guide's name)
5. Name of the Institute
6. Academic Years

A project report on

(Title of project in capital letters)

Submitted to

Savitribai Phule Pune University

In Partial Fulfillment of the Requirements for Award of the Degree of

MASTER OF BUSINESS ADMINISTRATION

By

(Student's name & class)

Under the Guidance of

(Name of guide)



SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION

AND

COMPUTER APPLICATION, LONAVALA

(Academic Years)

DECLARATION

I, the undersigned, hereby declare that the Project Report entitled “.....” Written and submitted by me to the Savitribai Phule Pune University, Pune in partial fulfillment of the requirements for the award of degree of under the guidance of Prof..... is my original work and the conclusions drawn therein are based on the material collected by myself.

CERTIFICATE

This is to certify that the Project Report entitled “.....” which is being submitted herewith for the award of the degree of of Savitribai Phule Pune University, Pune is the result of the original research work completed by under our supervision and guidance and to the best of our knowledge and belief the work embodied in this Project Report has not formed earlier the basis for the award of any degree of similar title of this or any other University or examining body

Place: Lonavala

(Prof.....)

Date:

Research Guide

Company Certificate

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr / Ms has worked in thedepartment from to in our organization for his / her summer project. During this period, He / She successfully completed the work assigned and has been sincere, hardworking and punctual in his/ her work. I wish him/ her good and prospers carrier.

Signature
Name of the Person
Designation with Office Seal

Note : The above of the certificate is to be obtained on original letterhead of the company by the project student where he/she carried out project work

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Bibliography (References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.)	
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Sample

ACKNOWLEDGEMENT

I take this opportunity and privilege to express my deep sense of gratitude to Professor M.N.Navale, Honorable Founder President, Dr.(Mrs.) S.M.Navale, Founder Secretary, The Sinhgad Technical Education Society, Pune and Dr. Sachin Borgave , Director SIBACA. They have been a source of inspiration to me and I am indebted to them for initiating me in the field of research.

I am deeply indebted to Faculty Member, SIBACA , my research guide at Sinhgad Institute of Business Administration & Computer Application, Lonavala with out whose help completion of the project was highly impossible.

I take this opportunity and privilege to articulate my deep sense of gratefulness to the Managing Director, and the staff of the of Company for their timely help and positive encouragement.

I wish to express a special thanks to all teaching and non-teaching staff members of Sinhgad Institute of Business Administration & Computer Application, Lonavala for their continuous support. I would like to acknowledge all my family members, relatives and friends for their help and encouragement.

Place: SIBACA, LONAVALA

Date:

(Name of student)

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Table No.4.2		

Note: Title of the table of the corresponding chapters to be written in the above mentioned table format.

LIST OF FIGURES		
Figure No.	Title of the Figure	Page No.
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Figure No.1.2		
Figure No.2.1		
Figure No.2.2		
Figure No.3.1		
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Note: Title of the figure of the corresponding chapters to be written in the above-mentioned format.

LIST OF ABBREVIATIONS

All the abbreviations used in the research project should be listed alphabetically here. **EXECUTIVE SUMMARY OF THE PROJECT**

This page should consist of the executive summary of research project carried out by the project student/researcher.

The executive summary should contain the introduction of topic of project starting with theoretical background, followed by objectives, the methodology, statistical tools to be used and findings in brief.

Part II: BODY OF THE PROJECT REPORT:

CHAPTER – I INTRODUCTION

This is the first chapter of the project, which should cover the following points:

1.1 Basic Theoretical Concepts and Context of the Topic:

This point should cover the following

Basic concepts related to the topic

The theoretical context of the concerned discipline of the problem should be specified

1.2 Literature Review:

This point should cover the following

A brief note of overview of work already done in the area of the selected research topic

Minimum ten projects/Articles should be reviewed

Review write up should be in scientific manner covering.

- i. Name of the author whose paper is under review
- ii. Title and objectives in summary form
- iii. Methodology adopted to study the objectives
- iv. Summarizing the major findings
- v. Highlighting research gaps

Scientific style of foot note reference.

1.3 Need for the study:

This point should cover the following

Why this study (Significance)

Sources of key originating research question(s).

The selected problem in the theoretical context concerned discipline should be specified.

1.4 Statement of the Problem:

This point should cover the following:

The problem to be investigated should be presented clearly and briefly

Statement should emerge from the need for the study

It should be object oriented

It should be eye view of the project

It should be in inverted commas

1.5 Objectives of the project:

This point should cover the following:

The objectives of the project should be made in clear, specific and precise terms. The objectives of the project should be put in serial points

They should cover summary of the title of the research project They should be in minimum words.

They should indicate scope derive the research project.

They should be in minimum number.

1.6 Scope of the Study:

This point should cover the following:

Specific mention should be made of the rational scope of the research problem of the project, such as:

Geographical scope of the study.

The topic scope of the study

Analytical scope of the study

The functional scope of the study.

CHAPTER II

PROFILE OF THE ORGANIZATION

This is the second chapter of the project, which should envelop the following points:

- 2.1 Name, Address and Location of the Company
- 2.2 Vision and Mission of the Organization
- 2.3 Historical Background of the Organization
- 2.4 Different Departments of the Organization
- 2.5 Organizational Chart of the Company / Process Flow Chart
- 2.6 Different product range profile of the Organization
- 2.7 Current Status of the Company
- 2.8 Future Plans of the Organization
- 2.9 Any special awards to the organization
- 2.10 Any other relevant information of the Organization

CHAPTER III

RESEARCH DESIGN AND METHODOLOGY

A good research design ensures against wasteful expenditure of time, money and energy. Thus, this chapter should contain information on the following points:

3.1 Sampling Design

3.2 Source and methods of Data Collection

3.3 Methods of data Analysis and statistical Techniques (Types of Test)

3.4 Key concepts and Definitions

3.5 Scheme of the Study

3.6 Limitations of the Study

The detail descriptions of these points are as under:

Sampling Design:

This point should cover the following:

Define population with reference to

project Sampling unit should be specified

Sampling frame should be defined / Fitment of Sampling Test

Sample size should be defined

Sample procedure statistically/Judgment should be defined.

Know the Budgetary constraints

Understand Sampling errors.

An explanation of the determination of the size and type of sample will also be necessary

Proposals not requiring a sample selection should specify their strategy appropriately and describe the rationale.

Source and Method of Data Collection:

This point should cover the following:

The different types of data that are proposed to be gathered and to be used should be specifically mentioned .Data collection methods may be as:

I) Sources of Primary Data collection:

Observations

Field Observation

Interview Schedule

Questionnaire

Discussion with some Concerned People.

II) Sources Of Secondary data collection:

Bibliography database

Abstract database

Full text database

Online database

Unpublished database

III) The sources for each types of data and the tools and techniques that will be used for collecting different type of data should be specified

Methods of Data Analysis and Statistical Techniques:

This point should cover the following:

Different types of data analysis techniques used in the research project should be specified mentioned. Such as:

1. Basic analytical tools, which include Tabular Analysis, Graphical Analysis, Percentage Analysis or Ratio Analysis etc.should, be specified.
2. Project students can use some advanced techniques in the project for data analysis, which includes Regression Analysis, Multivariate Analysis, and ANOVA etc., should be specified.

Key concepts and Definitions:

This point should cover the following:

If some special technical terms used in the research project those terms should be defined clearly.

Limitations of the Study:

This point should cover the following:

Major limitations of the study should be specified.

CHAPTER IV
DATA ANALYSIS AND INTERPRETATION
(Relevant activity charts, tables, graphs, diagrams, etc)

This chapter should contain information on the following points

- 1. Getting data ready for analysis**
- 2. Data Analysis**
- 3. Interpretation of results**
- 4. Discussion on results derived**
- 5. Research Questions Answered**

The detail descriptions of these points are as under

Getting data ready for analysis:

Editing data

Handling blank

response Coding data

Categorizing

Data Crating data

file Programming

Data Analysis:

A. Present data in tabular forms:

- i. Frequency Tables
- ii. Response tablets
- iii. Contingency tables
- iv. Univariate tables
- v. Bivariate tables
- vi. Statistical tables
- vii. Time Series Tables

B. All tables should have technical features, such as:

- ii. Table Number
- iii. Title of the table
- iv. Captions (Columns Heading)
- v. Stubs (Row Heading)
- vi. Table Body
- vii. Head Note
- viii. Foot Note

C. Feel for data

1. Use basic of statistics such as

- i. Frequencies
- ii. Mean
- iii. Standard Deviation
- iv. Coefficient of Variation
- v. Correlation

2. Get the basic findings/references

3. Use advance research tools for more meaningful

interferences. D. Goodness of Data:

- 1. Reliability
- 2. Validity

Interpretation of results:

- Feel what findings/results are
- Mean what findings are
- Read ,think and present the interference

Discussion on results derived:

- Link the objectives with results of the data Implications of findings
- Personal perspectives of the student on derived results

Research Questions Answered :

- Feel the research questions are answered
- Draw and Develop conclusions or generalizations

CHAPTER V

SUGGESTIONS & RECOMMENTION

This chapter should cover the following:

5.1 Policy Suggestions

5.2 Scope for further research

5.1 Policy Suggestions:

Policy suggestions or recommendations should flow from the findings. They should be very rational and practical

They should be specific

They should be indicative

5.2 Scope for further research

Project study should indicate scope for further research

Findings are statements of factual information based upon the data analysis

List out all the major findings of the project serially

Put the findings in sequence of the study.

CHAPTER VI

Conclusions

Concluded the project in short. What work should done in the organization. Should be write.

Part III: TERMINAL ITEMS

This point should cover the following points

1. Bibliography

2. Appendices

Questionnaires or Interviews

Schedules Complex Tables

Technical Note

3. Glossary Terms

4. Index

Bibliography:

A bibliography is the listing of the work that is relevant to the main topic of the research interest arranged in the alphabetical order of the last names of the author(s).

Each of these style specifies with examples, how books, journals newspaper, dissertations and other documentation materials are to be referenced in the manuscript. Since the APA format is followed for referencing by many journals in the management area, the monograph will highlight the distinctions in how books, journals, newspaper, dissertations and other documentation materials are referenced using APA format as specimen referencing format below:

Features of Good Report Write –up:

The research report written in scientific manner use to have the following fifteen principle characteristic features:

1. Consistency
2. Connectivity
3. Indentation
4. Continuity
5. Highlighting
6. Openness
7. Clarity
8. Asserting
9. Compatibility
10. Ordering
11. Compatibility
12. Jargon
13. Elaboration/Brevity
14. Enrichment
15. Synthesis-analysis-synthesis

Guidelines for Reviewing Draft:

The draft of the research report should be reviewed for an appropriate number of times so that the errors are completely avoided. While reviewing the draft, certain guidelines are to be followed, as indicated below:

1. The text of the report should be free from ambiguity
2. The text must convey the intended messages
3. The text must cover the scope of the research work
4. The report should be organized in hierarchical form
5. There should be continuity
6. Avoid using lengthy sentence
7. The length of the report may be may be about 70 to 85 doubled typed pages

Typing Instructions:

After thoroughly checking the draft of the research report, it should be given for final typing.

While typing the report, typist should take care of the following:

1. **Font:** The entire report of the text body should be typed in the font style of Times New Roman. Prefatory items of the report may be printed according to the choices of the students.
2. **Size:** The size of font for the text body of report should be 12. Font size for prefatory items of the reports may be of choices of the student.
3. **Line spacing:** The entire report should be typed with doubled spacing except intended paragraph, tables and footnotes. The tables and footnotes are to be typed with single spacing.
4. **Paragraph spacing:** The entire report should be typed with six (06) points before and after paragraph spacing.
5. **Indentations:** The first line of the paragraph should be typed with 0.5" indentations.
6. **Margins:** The entire report should be typed with Left margin 1.5", Right margin 1", Top margin 1" and Bottom margin 1".
7. **Alignment:** The entire report should be typed with appropriate alignment except tables. The tables are to be typed with centre alignment.
8. **Tables and Graphs:** Tables and graphs should be placed as near possible to the text. Possibly do not break the tables in to pages.
9. **Headings/Titles:** Headings and title of the text paragraph and text material should be in same page.
10. **Quotations:** Quotations should be quoted in inverted comma.
11. **Citing Reference Number:** While citing the reference number in the text supervision number style should be used.
12. **Pagination:** The main part of the text body should be numbered continuously in Arabic numbers. Page number may be inserted in the header right most top or at center of bottom in the footer. Prefatory materials should be numbered continuously in roman numbers.

Proofreading of the Manuscript:

It is process of a word search misspelling, mispunctuation, grammar errors and typing errors. All the errors should be corrected before the final print. Proofreading should also ensure three aspects of language check, methodology sequence check and whether the research questions are answered or not.

Printing the Final Report:

After careful proofreading, all the errors should be corrected before the final print. Check the page break-ups. Feel the project is complete in all respects and sense. Then get it approved by the guide for the final print. While taking the final print of the projects, the following points are to be considered:

1. Paper Type:

- a) **Paper:** EXECUTIVE BOND papers
- b) **Size:**A4
- c) **Paper colour:** White
- d) **Variety:** Plain Finish
- e) **Length:**29.7 Cms
- f) **Width:**21.0 Cms
- g) **GSM:**75 OR 85

2. Ink Colour: Black colour for the text and may be multicolour ink for diagrams and charts.

3. Only one side of the sheet of the paper should be printed.

Binding the Report: After the final print of the four copies of the reports ,candidate is supposed to check and confirm the sequence of pagination .Then project report is to be given for binding .In the process of binding following things are to be carefully monitored:

1. Give the cover page for Golden Embossing
2. Do carefully proofreading of the cover page.
3. Clearly indicate the colour for the front page, normally Navy Blue or Black.
4. Give proper instructions to the binder regarding insert of extra blank butter or plastic pages.

5. Ask only for Hardbound copies of the projects,(Plastic/Spiral bound not allowed).
6. Binding should be neat and attractive.
7. Clearly indicate the time and date to complete the binding task.
8. Get fully dried project from the binder.

Submission of the Report:

The student shall submit **TWO hard copies & one soft copy (CD)** of the project report before 30th September in SEM III. One hard copy is to be returned to the student by the Institute after the External Viva-Voce.

If company, where you carried work, demands the project, submit a copy of the project to the organization.

Benefits from Good Research Project:

1. Nature of work of the project may help in getting final placement
2. Some time company may offer placement due to project work.
3. Due to project work, self-esteem status of the candidate may be high
4. Due to successful project work, the candidate's level of confidence will be a very high
5. It will boost the skills level of the candidate.

Tips for Viva-Voce:

The research project student has to attend the viva-voce examination. There will be set experts who will be asking clarifications from the project students. The research student is expected explain and defend his/her research report in the viva-voce. To make this more effective, research student adopt the following tips:

1. Know the date and time of viva-voce
2. Prepare thoroughly for viva-voce
3. Guess Questions and try to answers
4. Viva-voce may be for 20-30 minutes.
5. Remain present at place scheduled for viva-voce at least before twenty minutes.
6. Come in formal institute dress code.
7. Be neat, cool and in presentable form.
8. Carry your personal copy of the research project.
9. Have separate copy of executive summary of the research project for quick reference.
10. Seek permission, great the examiners.
11. Answer the question asked only, don't talk unnecessary and argue with examiners
12. Choose good presentable words to answer the questions
13. Listen and take note of the suggestions of the examiners
14. After completion of viva-voce, say thanks before living the chair.

Summer Project Guideline References:

1. Business Research Methods (second Edition) - Alan Bryman Emma Bell
2. Research Methodology Methods Techniques(second Edition)- C.R.Kothari
3. Research Methods for Graduate Business and Social Science Students- Adams, Khan.
4. Business Reasearch Methods (8th Edition)-Cooper Schindler.

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CHAPTER V: Findings & Conclusion (Learning of the student through the project)
CHAPTER VI: Suggestions & Recommendation (Contribution to the host organization)
Bibliography (References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.)
Annexure

*Detailed Format is sent on mail

Date of Submission of SIP : _____

_____	_____
Librarian	Director

Sinhgad Technical Education Society's
**SINHGAD INSTITUTE OF BUSINESS ADMINISTRATION &
COMPUTER APPLICATION**
Kusgaon (Bk.), Lonavala, Pune 410401

SUMMER INTERNSHIP PROJECT REPORT

PROGRESS CARD

Academic Year 2017-19



Sinhgad Institutes



Name of Student: _____

Class: MBA Sem- III Specialization: _____

Contact No: _____

Email Id. _____

COMPANY DETAILS -

Name of Company: _____

Address of the Organization: _____

Company Guide Name: _____

Contact No: _____

Email.id: _____

Website: _____

	Name	Signature with Date
Project Guide		
SIP Coordinator	Prof. Sachin Hadpad	

PROJECT DETAILS

Title of Project: _____

Objective of Project:

SIP SCHEDULE

Sr.No.	Activity	Deadline
1	Finalizing of Company, Title and Objectives	15-05-2018
3	Joining the company for Summer Training	15-05-2018
4	Progress –I (To internal Guide)	30-05-2018
5	Progress- II	20-06-2018
6	Progress- III	10-07-2018
7	SIP Presentation	30-07-2018
8	Final Presentations	27-08-2018
9	Submitting First Draft	03-09-2018
10	Finalizing SIP Report	14-09-2018
11	Submitting the Final SIP	24-09.2018

SUMMER INTERNSHIP PROGRESS TRACK

Visit Number	Date	Progress Remark	Signature of Internal Guide
1			
2			
3			
4			
5			
6			
7			
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