

Sadhu Vaswani Institute of Management Studies for Girls
6, Koregaon Road, Pune 411001
Academic Year 2024-25 [Batch 2023-2025]

14th May 2024

Guidelines - Summer Internship Project (SIP)

Summer Internships are undertaken by the students as part of course curriculum which enables the students to get practical exposure of the industry/business practices.

- 1) Each student shall undertake Summer Internship Project (SIP) for a period of **8 weeks**.
- 2) Students are required to undertake the SIP immediately on conclusion of Second Semester
- 3) **The SIP may or may not have a Functional Focus** i.e., the student may take up a SIP in her intended area of specialization or in any other functional area of management.
- 4) SIP can be carried out in
 - Corporate Entity
 - NGO
 - SME
 - Government Undertaking
 - Cooperative Sector
- 5) The students can approach companies on their own or through the Placement Cell of the Institute. If a group of minimum 3-4 students are going to the same company, then it is mandatory for you to inform the company to sign an Memorandum of Understanding (MOU) with the Institute.
- 6) As far as possible, the internship should be with stipend. The stipend is normally routed through the Institute, so that the students' interests are protected. The Institute deposits such an amount in your Bank Account directly.
- 7) SIP may be a research project -based on Primary and Secondary data
- 8) SIP may be an operational assignment. Ideally SIP should exhibit a cross functional orientation
- 9) SIP shall sensitize students to the demands of the workplace
- 10) **It is mandatory for the student to seek advance written approval from the faculty guide and the Director of the Institute about the topic and organization before commencing the SIP.**
- 11) Each student to submit the joining report duly signed by the reporting authority in the organization she has joined within one week of joining internship.
- 12) Students are required to submit the progress report duly signed by their guide after every 15 days. The progress report can be sent by mail to the respective guide. Students should meet the guide for discussions and understanding of the work every 15 days during the project work. Students who fail to do so will lose 5 marks each time.
- 13) The learning outcome and the utility to the organizations must be specifically highlighted in the project report.
- 14) Assigned work in the project report if not completed will adversely affect scores
- 15) Downloading, cut, copy, paste of the content from internet should be strictly avoided.

- 16) Student should display good work ethics that will consequently lead to receiving the Pre-Placement Offer (PPO) from the company.
- 17) No student is allowed to extend her internship without prior written permission of the Director.

Objectives of SIP:

1. To offer students an opportunity to acquire on job, the Skills, Knowledge, Attitude and Perception 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 area.
5. To study and 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.
8. To help students get a PPO.

Credits:

SIP shall have a weightage of 4 credits. The project Report shall be assessed both internally (50 marks) and externally (50 marks). For external evaluation there will be a viva voce at the end of third semester. Such viva-voce shall be conducted by a panel of two referees appointed by the University.

Project Report Contents and Structure

Refer Chapter Scheme

Other Guidelines for the Preparation of Project Report

1. The students should submit two hard copies and one soft copy (CD) of their project report in PDF Format, hard bound (Black Cover with Golden Embossing) to the Institute on or before the prescribed date.
2. The matter should be typed on A-4 size BOND PAPER with Times New Roman font of size 12 points, with a spacing of 1.5 pts. between the lines.
3. In the interest of environmental considerations, students are encouraged to print their project reports on both sides of the paper.
4. A margin of 1.5' on left side and 1' on right side should be kept. A margin of 1.0' at the top and bottom should be kept.
5. No headers and footers should be used. No borders should be used for regular test pages.
6. The matter should be printed in black ink only. Colour ink for graphs and charts can be used
7. The report should be printed on **Executive Bond white paper**. No company stationery should be used. Logo, water marks, brands of the company etc should not be displayed in the report.
8. Each chapter should begin on a new page.
9. No Page numbers for Title Page, Acknowledgement, Declaration by the Student, Certificate from the institute, Certificate from the organization, Index, List of Tables, List of Figures, Executive summary. These have to be numbered separately (Roman Numerals).
10. Minimum number of pages for the project (excluding above) should be 60.
11. The pages should be centrally numbered at the bottom of the page.

12. The index should contain the name of the chapter and the page number.

Marking Scheme:

Parameters	Description	Marks
P1	Clear and Concise Objectives	5
P2	Clear Methodology, articulated using technical terms indicating all steps and tools	5
P3	Citation of substantial current and good quality literature	5
P4	Application of concepts learned in Sem I and II	5
P5	Understanding of the organization and business environment	5
P6	Benchmarks used/Assumptions made	5
P7	Technical writing and Documentation Skills	5
P8	Interpretation of results and justification thereof and validity of the results presented	5
P9	Utility of the Project to the Organization	5
P10	Comprehensiveness and stakeholder relevance of the learning experience	5

Source: SPPU Revised Syllabus – Page 10

http://collegecirculars.unipune.ac.in/sites/documents/Syllabus2022/MBA%202019%20Pattern%20Syllabus_Revised_10112022.pdf

The report must reflect 8(Eight) weeks of work

The completion of SIP shall be certified by respective Faculty Guide and approved by the Director

Completion letter by the organization is mandatory

CHAPTER SCHEME FOR SUMMER INTERNSHIP PROJECT REPORT

Title Page

Certificate from the Institute

Certificate from the Company with name of External Supervisor and Seal

Acknowledgement

Declaration by the Student

Index

List of Tables

List of Figures

Executive summary

(1 – 2 pages, summary of the entire project work)

Chapter – I Introduction

Theoretical background of the topic with relevant models

Chapter- II: Organization Profile

History of the organization, its founders, promoters, vision, mission, quality policy, products, competitors, SWOT Analysis, important financial /statistical data (sales, turnover, market share etc), organization chart, Departments, new projects, awards won etc.

Chapter-III: Statement of Problem

(Outline of Problem/Task undertaken)

Chapter-IV: Research Methodology

(Details of Research methodology pertaining to project should be mentioned. No theory about RM should be stated)

- Objectives of Study
- Need / Significance of the Study.
- Scope of the Study
- Data Collection – Primary/Secondary and Sample Design
- Tools of Analysis
- Limitations of the Study.

Chapter-V: Analysis and Interpretation of Data

(Presentation of the data collected in tabular and graphical form, its analysis using various statistical techniques/tools and the interpretation of the data. The tables, Figures, Graphs etc. should be numbered.)

Chapter-VI: Conclusion

- Findings – related to your study

- Recommendations - General suggestions and opinions should not be made. Suggestions should be based on the analysis of the data
- Conclusion
- Learning of the student through the project
- Contribution to the host organization.

Annexure – Questionnaire, Data Sheet etc.

References in APA style

Bibliography

(Should contain the list of references used for the study, such as books, journals, magazines, newspapers, internet sites, company reports, intranet, manuals, Government publications, industry publications etc.)

1) Books

Name of the Author;(Year of publication); Name of the book; Name of the publisher; Place of publication, page no. referred. e.g. Khan P.K (2006); Management Accounting, Tata McGraw Hill; New Delhi; pp 30-39.

2) Journals /Magazines

Name of the author; Title of paper/article; Name of the journal/magazine; No. & Vol of publication; period of publication, page no. referred. e.g. Sharma J.S; HR in IT Industry in India: A empirical study; Indian Journal of Industrial Relations, No.2 Vol 23 July-October 2006; pp21-35

3) Internet sites

Students should provide the complete link of the website referred and along with the date and time when assessed. Do not just mention the address of the search engine. <http://money.howstuffworks.com/customer-service.htm> assessed on Monday 7th August 2006, 6:30 p.m.

Appendix

(Should contain various formats and forms related to the study. It should also contain a copy of the blank and filled in questionnaire and other relevant documents)

NOTE: There has to be a co-relation between the objectives, research methodology, analysis and suggestions in the report.

SADHU VASWANI INSTITUTE OF MANAGEMENT STUDIES FOR GIRLS
6, Koregaon Road, Pune 411001
Academic Year 2024-25 (Batch 2023-2025)
MBA II - Sem III ALLOTMENT OF PROJECT GUIDE - MAY 2024

This is to inform the students of MBA II that for your Summer Internship Project (SIP), Project Guides have been allotted. All the students are required to meet their project guide for necessary guidance for executing their internship and completion of project report.

14.Mai.24

Roll No.	Name	Specialisation	Project Guide
23101	Pooja Ravindra Shelke	Finance	Dr. Divya Lakhani
23102	Rajpal Tanisha Satish	HR	Dr. Niji Shajan
23103	Arpita Vicky Valecha	HR	Dr. Ashish Jaswal
23104	Simran Deepak Shahari	Finance	Dr. Vaishali Patil
23105	Sharma Vidhi Navin	BA	Dr. Rajesh Kashyap
23106	Dhadwe Purva Purushottam	Finance	Dr. Divya Lakhani
23107	Mansi Tiwari	Finance	Dr. Vaishali Patil
23108	Komaldevi Phulchand Yadav	Finance	Dr. Divya Lakhani
23109	Preeti Santosh Dhamdhare	HR	Dr. Niji Shajan
23110	Priyanka Ashok Kumar Patel	HR	Dr. Ashish Jaswal
23111	Samtani Lesha Prem	HR	Dr. Niji Shajan
23112	Kartiki Shailendra Navale	HR	Dr. Ashish Jaswal
23113	Smita Sham Patil	Finance	Dr. Vaishali Patil
23114	Sneha Machindra Arne	BA	Dr. Rajesh Kashyap
23115	Snehal Chavan	HR	Dr. Niji Shajan
23116	Sharma Ritu Rameshwar	HR	Dr. Ashish Jaswal
23117	Anjali Singh	Finance	Dr. Divya Lakhani
23118	Wanve Madhuri Lalaso	Finance	Dr. Vaishali Patil
23119	Shevanti Deepak Ahuja	Finance	Dr. Divya Lakhani
23120	Sharma Komal Mahesh	Finance	Dr. Vaishali Patil
23121	Chavan Tanisha Jaychand	Finance	Dr. Divya Lakhani
23122	Barnat Sakshi Prashant	HR	Dr. Niji Shajan
23123	Daulatabad Rashi Satish	Finance	Dr. Vaishali Patil
23124	Dhadve Rutuja Rajesh	Finance	Dr. Divya Lakhani
23125	Dengra Anisha Nareshkumar	HR	Dr. Ashish Jaswal
23126	Sachita Tale	Finance	Dr. Vaishali Patil
23127	Hanisha Ashok Harpalani	BA	Dr. Rajesh Kashyap
23128	Patil Vijaya Shankar	HR	Dr. Niji Shajan
23129	Radhika Arvind Nalawade	HR	Dr. Ashish Jaswal
23130	Bafna Manali Rajkumar	HR	Dr. Niji Shajan
23131	Jagtap Akanksha Sham	HR	Dr. Ashish Jaswal
23132	Janvi Manoj Ganwani	Finance	Dr. Divya Lakhani

Roll No.	Name	Specialisation	Project Guide
23133	Bhattula Anjali Tirupatayya	HR	Dr. Niji Shajan
23134	Gave Pranali Gajanan	Finance	Dr. Vaishali Patil
23135	James Valentina Richard	HR	Dr. Ashish Jaswal
23136	Juhi Anilkumar Chhabadiya	HR	Dr. Niji Shajan
23137	Dhanashree Sanjay Metkari	Finance	Dr. Divya Lakhani
23138	Prachi Martand Aiwale	Finance	Dr. Vaishali Patil
23139	Jofy Wilson	Finance	Dr. Divya Lakhani
23140	Km Hemlata	Finance	Dr. Vaishali Patil
23141	Geetu Johnychan	Finance	Dr. Divya Lakhani
23142	Khanuja Jasneet Kaur Inderjit Singh	HR	Dr. Ashish Jaswal
23143	Mamata Santosh Tathed	Finance	Dr. Vaishali Patil
23144	Monisha Gabriel Dass	Finance	Dr. Divya Lakhani
23145	Harpalani Aparna Sanjay	Finance	Dr. Vaishali Patil
23146	Dimple Jotwani	Finance	Dr. Divya Lakhani
23147	Salve Sakshi Anil	HR	Dr. Niji Shajan
23148	Disha Manoj Pande	Finance	Dr. Vaishali Patil
23149	Sanskruti S Shelhalkar	Finance	Dr. Divya Lakhani
23150	Aliza Farooq Shaikh	Finance	Dr. Vaishali Patil
23151	Salunkhe Tejaswini Prashant	HR	Dr. Ashish Jaswal
23152	Meenakshi Rao	Finance	Dr. Divya Lakhani
23153	Prachi Patil	HR	Dr. Niji Shajan
23154	Sanskruti Nanekar	Finance	Dr. Vaishali Patil
23155	Mistry Mahima	Finance	Dr. Divya Lakhani
23156	Ananya Bose	HR	Dr. Ashish Jaswal
23158	Megha Ravi Masalmani	HR	Dr. Niji Shajan
23159	Shruti Rambhau Kharat	Finance	Dr. Vaishali Patil
23160	Aastha Harishkumar Nagwani	Finance	Dr. Divya Lakhani
23161	Anjali Karamchandani	HR	Dr. Ashish Jaswal
23163	Sharma Pranjal dutta Shivdutt	HR	Dr. Niji Shajan
23164	Karnam Akansha Shriniwas	Finance	Dr. Vaishali Patil

Dr. B H Nanwani
Director

Row Labels	Count of Project Guide
Dr. Divya Lakhani	17
Dr. Rajesh Kashyap	3
Dr. Vaishali Patil	17
Dr. Niji Shajan	13
Dr. Ashish Jaswal	12
Grand Total	62

Row Labels

Count of Project Guide