

Summer Internship Project

GUIDELINES

Objectives of SIP

- Apply business concepts and theories to real-world decision-making
- Increase proficiency in specific business disciplines; such as human resources management, operations management, marketing, accounting, statistics, economics, finance, and business law.
- Develop and improve business skills in communication, technology, quantitative reasoning, and teamwork.
- Observe and participate in business operations and decision-making.
- Meet professional role models and potential mentors who can provide guidance, feedback, and support.
- Expand network of professional relationships and contacts.

SIP Guidelines

1. Every student has to submit their company name and project title.
2. The list of guides allotted is being displayed on sent on WhatsApp group. Based on the specialization opted by the students, internal guides are allotted to each students.
3. Every student should finalize her/his project report topic in consultation with her/his internal guide.
4. The First outline copy (hard copy) of the project report should be submitted to the respective project guide.
5. Every student will have to make 3 presentations of his/her project report as per the schedule time table that will be notified in time to time from college.
6. Every student will have to submit final project report with corrections, modification and alteration suggested by project guide as per schedule given by overall SIP coordinators time to time.
7. The project report should not be finalized without approval by the college guide.
8. Students are advised to be in touch with their guides and submit a progress report, every day, week during the project duration.
9. The project report should be printed strictly to guidelines that are being circulated herewith.

Do's during SIP

- 1. Always be in contact with your SIP Guide.
- 2. Make all clarification regarding report from SIP guide and about the internship company with TPO madam.
- 3. Behave properly with your internship company people.
- 4. Follow company norms without creating any disturbance in working environment.
- 5. Follow the college guidelines during SIP and while writing report.

Don't during SIP Period

- 1. Don't create any issue with the company people, JIMS will take strict disciplinary action on the student, if comes to the notice of JIMS.
- 2. Don't Misbehave any company employees
- 3. Don't miss any presentation, it carries internal marks.
- 4. Don't disobey your faculty guide for any instruction, JIMS will take it seriously.

Steps to be followed by each students before going for SIP:

- **Step No: 1:**

1. Prepare at least four or five probable topics and discussed it with your internal guide.
2. Every student need to be regular touch with the internal guide right from beginning to SIP completion.
3. Decide company and contacted prospective company to intern. (If possible two or three).
4. Read & understood the Project guidelines as suggested by the University.
5. Devote some time to review past projects, got tips from the faculty members and seniors and visited Research Methodology books notes several times.
6. Polished your skills on Excel and SPSS statistical analysis and reporting.

- **Step No: 2:**

1. Understand that the company guide will have their own way of getting things done.
2. Always be cooperative, getting good experience, is your requirement. Do not get demotivated if the topic of your interest is not accepted. You will be getting better topics which are more relevant to the company.
3. Before joining any Company, put lot of thoughts before giving you particular Topic. Here is also a good chance that you may get academically / work rewarding project.
4. Adaptive, cooperative, positive, polite and enthusiastic approach will improve your chances of getting good project, satisfaction in internship.
5. Work on getting as much information as you can. Have non intrusive approach with the colleagues and superiors. Always respect juniors. Whenever required do not hesitate to ask questions, clarify your doubts. Your inquisitiveness will be appreciated.
6. Give feedback at regular intervals to internal and external guides. If required prepared a schedule of feedback at different mode and intervals. Maintain Diary so that you can produce the same at the time of submission
7. Respect privacy policy of the company and obtain all necessary permissions to acquire / project or publish data.
8. During the Project work students must follow rules and regulations of that organization. Care must be taken and approval must be obtained from the concerned authority for using conveyance, canteen, photocopying and software/hardware facilities, etc.
9. While using telephone facility and email facility, proper telephone and email etiquettes must be followed along with the permission from the authorities to use these facilities.

10. The students must follow protocol of meeting the personal assistants of senior executives while they are on call. All such meetings with senior executives must be with prior appointments only. Take prior permissions for utilizing hard/soft facilities available at the company.

11. Strictly follow all protocol / procedures of the organization you are working in. Whenever you are contacting others on behalf of the organization you are working, always remember that you are the ambassador of that organization and of course Institute.

12. In case of roadblocks, refer back to your internal guide for guidance personally. Appreciate guide's time and seek clarifications only after considerable efforts from your side.

13. As you are doing the project and are at point of information source. It is expected that you know the issue best and solution should come from you. Guides will help you in choosing the best solutions.

14. You can prepare the basic frame work of the project starting from objectives and inform progress to the internal guide from time to time. If necessary guide will give directions and will approve the proceedings.

15. Produce your work and submit it to the company as per the format required/ prescribed by them. Later you can reshape the information/look as per the university Project Guidelines.

16. Take care that no student from same college, same specialization do same project in same organization. If it happens you will face serious problems in external project viva. Even if student from other college is doing the same project with you try and give something different in your project

- **Step No: 3: Strategy for..**
- **Topic Selection:**
 - You must choose an appropriate topic, which is clearly linked / related to your specialization.
 - You must start taking interest in the project where you are working on & start gathering necessary data / information and work towards completion of the project draft.
 - Understand that organizations are interested in their business and they are least concerned for you and your project. Bear with it, patience and persistence will give you results at the end.
 - It is important to show flexibility and complete the work as per proper topics.

- **Title:**
- Select a title which clearly describes the project you will be doing. Use simple words like, A Study of..., An analytical study of....., Comparative study of Etc.
- Do not write titles like.. 'Performance Management', 'Branding', be very specific and clear. ... Remember title generates the interest of the reader, as such meaningful and apt title is of prime importance.
- Select a project where you have some interest and understanding of the topic and there is a possibility to get sufficient data and try and give something new or different in your topic. (Research Gap)

- **C: Objectives:**

- Objectives should be in congruence with the title (& vice versa)
- There can be one or many objectives. It is not necessary to have many objectives for window dressing ... (that may land your project in trouble)
- Objectives may be divided in Primary and secondary objectives as per the need / importance / flow of the project.
- Be brief and number your objectives (this facilitates giving references whenever necessary).
- Writing many objectives to impress or give the page good look is unwarranted) Restrict yourself to those objectives for which you can achieve / get some information.
- In the course of internship you may work on many processes / functions ... all will not be the objectives of the research project & need not to be included in the project report which you submit to the University

- **Research Methodology:**

- Get your fundamentals cleared, take help of good RM Book, you can even purchase and keep one copy with you if possible.
- Choose right research tools get help from internal guide and experts from the company.
- Remember that research methodology is of vital importance in your project and carries significant weightage in project viva. Hence take it seriously.
- Literature review is very important & you need to assign considerable time to visit library & websites. Keep the visits and information records updated, they are necessary for giving references. (Strictly avoid copying literally from books).
- Hypothesis (if) , test rightfully if you choose to go ahead with it.

- **Data Collection & Analysis:**
- For each objective there has to be a supportive data collected, from either primary or secondary or in some cases from both the sources.
- List out such probable sources for each of the project objective and keep collecting and sorting data...
- Give feedback at regular intervals to internal and external guides. If required prepare a schedule of feedback mode and intervals. Maintain Diary so that you can produce the same at the time of submission.
- Represent the data / analysis clearly and easily understandable language. Use correct legends for graphs and charts as applicable and Number all tables and graphs. Prepare index and have it in the initial pages as prescribed in the university guidelines.
- Start collecting data as early as possible as doing it in speed at the end.
- Start writing the project and keep on appending it as you progress with your work, keeping it pending at the last will trouble you at the end.

- **Findings:**

1. Write findings chronologically & in order with the objectives. Give references to primary and secondary data for each finding. e.g. (refer question no. 123456).

- **Suggestions:**

2. Write suggestions, if any, again give reference for each suggestion. E.g. (refer finding no. 123) Ensure that you are not suggesting anything which is not studied in the course of project.

Ensure all the suggestions are (Specific, Measurable, Achievable, Realistic and Time bound).

- **Conclusion:**

1. Conclude the project in simple words and talk of the study in short.

- **Bibliography:**
- Refer guidelines on main sheet of this file, and start compiling bibliography as you move on with the project study. (There will be unjustified inclusion or exclusion if you prepare it for the sake of formality)
- Take extra care for the spellings of the Author and Publisher and Individuals (all proper nouns)
- Strictly follow the referencing norms as prescribed in University Guidelines.
- **Annexure:**
- Student should enclose at the last Questionnaire, Brochure, pamphlet etc. if available.

- **Prerequisites before taking the final print of SIP report:**
- For any query in relation to Project problem, extension of project period, be in touch with the Internal Guide for Guidance and Permissions.
- Prepare a chart as shown in Project Test Chart sheet. Reconfirm similarity from objectives to conclusion. Check that you have given all the references correctly.
- When you finish the project work, get it checked from the internal guide, prepare executive summary of the project, present it to your friends, clear their doubts regarding your project material do changes as necessary.
- Simplify. Rectify & clarify the project as applicable and ensure you do not print any logo of the company you have worked, (Except for the certificate given by the company.)
- After final approval of the draft (and successful completion of Internal Viva) get the completion certificate from internal guide and get the project printed and bounded, well in advance. Take extra care to proof read your copy and embossed title page 10 times. History shows there are some funny mistakes happening at this stage.
- Present the recorded progress report to internal guide, Get guide's signatures, put your signatures e.g. acknowledgement, Certificate etc, and submit the project copies to designated authorities at least five days before the deadline.
- No headers/footers are permitted except page numbers.

- **Things Students must do:**
- Re read the project regularly so that your memory remains fresh and you won't be getting surprises at the time of project viva. Prepare a Presentation of your project and prepare mutually agreed presentations on the projects and with the help of faculty members, contribute in improvement process.

- **Preparation before University Viva-Voce Examination:**
- Remember you know your project best. Examiner will take your project in hand for only ten to fifteen minutes; examiner will rely on you to get more information on the project. Your preparation and attitude will decide how they will understand and appreciate your project.

- **SOME GUIDELINES REGARDING THE PROJECT REPORT PREPARATION**

1. Number of Copies: The final report in 2 copies is to be submitted to the institute. Only on acceptance of draft project report, the student should make the final copies. One certified copy will be returned to the student.

2. Acceptance / Rejection of Project Report: The Institute holds the right to accept the project or suggest modifications for resubmission.

3. Format of the project report: The students must adhere strictly to the format for the submission of the project report.

4. Paper: The Report shall be typed on white executive bond paper, A-4 size for the final submission. The Report to be submitted to the University of Pune must be original (along with all original certificates) and subsequent copies may be photocopies on any paper.

5. Typing: The typing shall be of Times New Roman, font size 12, 1.5 lines spaced and on one side of the paper only, using black color only.

6. Margins: The top, right & bottom margins must be 1" with the left margin being 1.5"

7. Binding: Resin bound in black with golden embossing.

8. Front cover: The front cover should contain the following details: (Format provided on the last page)

- Top : The title in block capital of 6 mm to 15 mm letters.
- Centre: Full name of the student in block capitals of 6 mm to 10 mm letters.
- Bottom: Name of the Univ., Institute, year of submission all in block capitals of 6 mm to 10 mm letters on separate lines with proper spacing and centering.

9. Blank sheets: At the beginning and end of the report, two white, black bound papers should be provided, one for the purpose of binding and other to be left blank. After the first blank paper, a title sheet similar to the outside cover should be included.

10. Abstract/Synopsis: Every report should have an abstract following the Institute's Certificate. The abstract should not exceed 800 words.

- **Some Topics For Marketing:**
- Market segmentation, Target Marketing, PLC, New product development, marketing planning, classification of markets, market competition, promotional mix, Distribution channels, services marketing, sales promotion schemes, supply chain management, customer relationship management, Business ethics, consumer behavior, law of demand & supply, AIDA model etc.

- **Some topics For Finance:**
- Ratio analysis, risk management, legal aspects, funds flow statements, country risks analysis, investment decisions, capital budgeting, cost analysis, analysis of financial position of company, TDS, International finance, balance sheet, Portfolio management, import –export procedures and tax implications etc.

- **Some topics For HR:**
- Training & development, Recruitment & selection process, performance appraisal system, motivational tools, manpower planning, labour laws, grievance handling procedures, Interview techniques, etc.

- **Some topics For Operations Management:**
- Productivity efficiency, Learning curve, Supply Chain Management, Material Management, Inventory Management (Material Requirement Planning), Material handling, Quality Management, Production Planning and Control, Project Management (PERT, CPM), Scheduling, Layout, Plant Location, etc.

- ***Instruction for Numbering:***
- Preliminary pages should be numbered as i, ii, iii, iv, etc.
- The Chapters shall be numbered in *Arabic numerals* (1,2,3,...) etc.
- Section and subsections of any chapters shall be in *decimal notation*. (1, 1.1, 1.1.1., etc).
- All chapters shall be on a new page.
- The title for the chapters shall be properly centered at the top of the page.
- Page numbers (1,2,3) should be given from the first chapter of the Project till the last page of the report i.e. last page of last annexure, (including separators used if any).
- Annexure must carry *Roman numbers* (I, II, III, etc.)