Dnyan Kala Krida & Krishi Pratishthan's
Maharashtra Institute of Management
Approved by All India Council for Technical Education (ID) No. AICTE-1-7016606
Recognized by the Savitribai Phule Pune University (SPPU-IMMP015210) AISHE CODE : C-42040
DTE Code :MB6140, A/P-Kalamb-Walchandnagar,Tal-Indapur,Dist-Pune-413114,Ph-02118-254820,

SUMMER INTERNSHIP PROJECT (SIP)

Instructions:

Summer Internship Project: प्रत्येक विध्यार्थ्याला Summer Internship Project (SIP) करावा लागेल र जो कमीतकमी ८ आठिडयांचा असेल. (Each student shall undertake a Summer Internship Project (SIP) for a minimum of **8 Weeks (60 Days).** SIP shall have 6 Credits.) प्रत्येक विध्यार्थ्याला हा Compulsory असेल आणि विध्यार्थ्यांनी तो स्वतःच्या specialization मध्ये करणे आवश्यक आहे. SIP can be carried out in a Corporate Entity/NGO/SME/Government Undertaking/ Cooperative Sector म्हणजेच ज्या organization चा turnover ५ कोटींचा असेल आणि कमीतकमी ५० employees' काम करत असतील अशाच organization मध्ये SIP करणे आवश्यक आहे.

SIP INTERNSHIP DATE-
Start Date: 25th May 2024 to 5th June 2024

End Date: 30th July 2024 to 5th August 2024 Total

Duration- Minimum 60 days

Organization मध्ये **SIP करताना College Letter**. लागेल **जे सर्व विध्यार्थ्यांनी स्वतः कॉलेज मधून घेऊन जावीत.**

The SIP report should be well documented and supported by-

1. Institutes Certificate
2. Certificate by the Company
3. Formal Feedback from the company guide
4. Executive Summery
5. Organization Profile
6. Outline of the problem/ task undertaken
7. Research methodology & data analysis
8. Relevant activity charts, tables, graphs, diagrams, AV material, etc.
9. Learning of the student through the project
10. Contribution to the host organization.
11. References in appropriate referencing style. (APA, MLA, Harvard, Chicago Style e

म्हणजेच खाली दिलेल्या details SIP मध्ये असणे आवश्यक आहे.

Project Details:

FOR TYPING:

- Font Name- **Times New Roman**
- Font Size**- 12**   For TITLE- **14**
- Paragraph space- **1.5**
- Margin **-   left: 1.5 inch**
  - **Right, Top bottom- 1 inch (Justify all pages)**
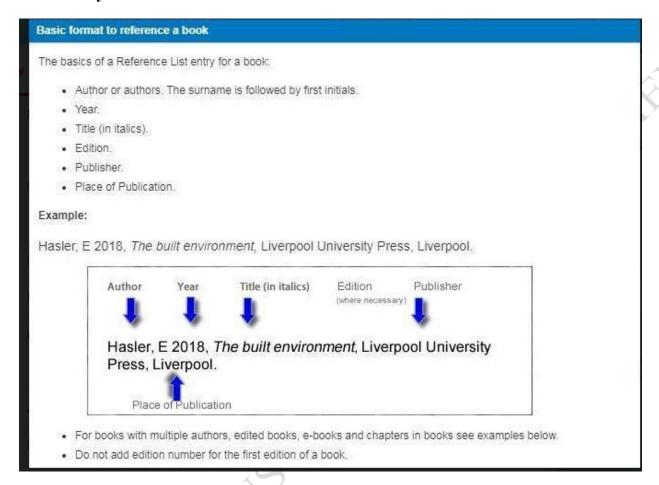
➢ **Following points to be included in SIP**

Executive Summary: [1 to 2 pages]

1. Introduction:
- Regarding theory related to the topic of project. [10 to 15 pages]

2. Company Profile: [5 to 10 pages]
- Name
- Address
- Plant Location
- Mission, Vision
- Product/ Services
- History/ Awards
- Organization Chart, etc.

3. Objectives & Scope: [2 page]
- 4 to 5 objectives

4. Research Methodology: [3 to 5 pages]
- Primary Data
- Secondary Data
- Population
- Sample Size
- Sampling Methods

5. Relevant Activity charts: [10 to 15 pages]
- Data Analysis
- Tools used
- Pie chart
- Graph
- Excel sheet, etc.

6. Major Findings: [1 page]

- 5 to 6 Major Findings

7. SUGGESTIONS: [1 page]

- 5 to 6 suggestions

8. LIMITATIONS: [1 page]

- 5 to 6 points

9. CONCLUSION: [1 page]

10. References/ Bibliography in appropriate referencing styles. Includes 5 books and 5 websites (APA, MLA, Harvard, Chicago Style etc.)

10.1 Books- Enlist 7 to 10 Books.

10.2 Websites- Enlist 7 to 10 Websites.

Harvard Style to refer a Book:

Basic format to reference a book

The basics of a Reference List entry for a book:

- Author or authors. The surname is followed by first initials.
- Year.
- Title (in italics).
- Edition.
- Publisher.
- Place of Publication.

Example:

Hasler, E 2018, *The built environment*, Liverpool University Press, Liverpool.

Author	Year	Title (in italics)	Edition (where necessary)	Publisher

Hasler, E 2018, *The built environment*, Liverpool University Press, Liverpool.

Place of Publication

- For books with multiple authors, edited books, e-books and chapters in books see examples below.
- Do not add edition number for the first edition of a book.

Example: -

1. Hasler, E 2018, *The built environment,* Liverpool University Press, Liverpo

Harvard Style to refer a Website:

> **Basic format to reference material from the web**
>
> The basics of a Reference List entry for a Web page or Web document:
>
> - Author or authors. The surname is followed by first initials.
> - Year.
> - Title (in italics).
> - Publisher. Where there is a corporate author, the publisher and author may be the same.
> - Date viewed.
> - Web address <in angled brackets>.
>
> Example:
>
> Cancer Council 2017, *Causes of cancer*, Cancer Council, viewed 21 May 2018, <https://www.cancer.org.au/about-cancer/causes-of-cancer/>.
>
> | Author | Year | Title | Publisher | Date viewed | URL |
> |---|---|---|---|---|---|
>
> Cancer Council 2017, *Causes of cancer*, Cancer Council, viewed 21 May 2018, <https://www.cancer.org.au/about-cancer/causes-of-cancer/>.
>
> - Include author(s) name(s) for internet/website references where possible (an author may be a corporate body or organisation responsible for creating, producing or publishing a webpage or website.
> - Where there is no identifiable author or authoring body, use the title of the webpage or website
> - The year is the time of the last update of the web page or document.

Example:-

1. Cancer Council 2017, *Causes of Cancer,* Cancer Council, viewed 21 May 2018, < https://www.cancer.org.au/about-cancer/causes-of-cancer/>.

- **OVER ALL IMPORTANCE OF TOPIC**

***

The student shall submit a **Golden Embossing Binding Copy** of the SIP Report and it should be **TWO hard copies & one soft copy of the project.** म्हणजेच एक **hard copy** कॉलेजमध्ये जमा करावी लागेल.

One hard copy of the SIP Report is to be returned to the student by the Institute after the **EXTERNAL Viva-Voce.**

The university will nominate **ONE Faculty from outside the institute** and one faculty member from the institute who will be examiners.

The student s is/are expected to make **15-minute presentation** before the Examiners regardingthe SIP Project work undertaken, which will be followed by **questions by the Examiners**.

There shall be an external viva-voce for the SIP for 50 marks. The external viva-voce shall be conducted after the theory exam of Semester III.

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

1. Adequacy of work undertaken by the student.

2. Application of concepts learned in Semester I and II.

3. Understanding of the organization and business environment.

4. Analytical capabilities.

5. Technical Writing & Documentation Skills.

6. Outcome of the project – sense of purpose.

7. Utility of the project to the organization.

8. Variety and relevance of learning experience.

1. विध्यर्थ्यानी हाती घेतलेल्या कामाची योग्यता

2. सेमिस्टर I आणि II मध्ये शिकलेल्या संकल्पनांचा वापर.

3. संघटना आणि व्यवसाय वातावरणाची समाज.

4. विश्लेषणाची समाज.

5. तांत्रिक लेखन आणि दस्तऐवजीकरण कौशल्य.

6. प्रकल्पाचा परिणाम –हेतूची भावना.

7. संस्थेला प्रकल्पाची उपयुक्तता.

8. शिकण्याच्या अनुभवाची विविधता आणि प्रासंगिकता

****