

JVIMS MBA Semester III

Summer Internship Training (SIP) Guidelines

1. As a part of semester III MBA students need to undertake summer internship training with a company for 6 weeks
2. Evaluation scheme for SIP is as under

Internal Marks	60
External Marks	140
Total Marks	200

At the end of summer training evaluation will be made through **viva voce**

3. Students can go for SIP **individually only**.
4. Students with exceptional performance in SIP will get a chance to present their work in various **competitions** and to get their work **published in research journals**.
5. Its compulsory for SIP project to do **research by collecting primary data** and analyzing it by applying appropriate **statistical tests** and relevant statistical software
6. Steps for SIP
 - a. Step 1: Registration
 - b. Step 2: Guide Allocation
 - c. Step 3: Research topic finalization
 - d. Step 4: Regular Reporting to internal faculty guide
 - e. Step 5: Preparation of Report
 - f. Step 6: Soft copy approval
 - g. Step 7: Hard copy submission

Step 1 Registration

- Register following details through online link given by message and for further assistance contact **Prof. Yagnesh Trivedi (Contact No. 9879870230)** or **Prof. Bhavnik Tokariya (Contact No. 9714455562)** either personally or by SMS.
 - ✓ Your Name, Enrollment number and contact number
 - ✓ Name of organization where training is to be taken
 - ✓ Name & contact of Reporting Boss (External Guide) in the Organization
 - ✓ Last date for registration is **5th June 2018**.
 - ✓ In case of failure to register before the deadline internal faculty guide will not be allocated
 - ✓ Once registered students will not be allowed to change the company

Step 2: Guide Allocation

- Internal faculty guide will be allocated to each student by the institute
- Guide will be allocated to only those students who have registered within the due date.
- Guide allocation List will be displayed on **notice board** and also uploaded on the JVIMS **website**. (www.jvimsmba.oshwaleducationtrust.org)
- Those who will fail to register their organization within the due date will be penalized accordingly and no excuse will be entertained at all
- In case if guide is not allocated to you, report to **Prof. Bhavnik Tokariya** on the of display of guide allocation list on our website.

Step 3: Research topic finalization

- Students should finalize their research topic after due consultation with internal guide in college and external guide in organization where training is to be taken

Step 4: Regular Reporting to internal faculty guide

- Once guide is allocated and topic is finalized students should regularly report to their respective faculty guide **personally or through e-mail**.
- Students who will fail to report on **regular basis** will be penalized in evaluation and may get negative remarks in certificate issued by the college

Step 5: Preparation of Report

- The report should be prepared **as per the GTU guidelines** and with the consent and timely approvals given by the internal guide of the respective student.
- Initial part of the project should be the organizational study and the later part should be the research.

Step 6: Soft copy approval

- Soft copy approval is mandatory before final print out of the project.
- The soft approval has to be taken from the respective guide of the student
- Until and unless, the guide approves the final soft copy, the student cannot print the hard copy of the project otherwise it will be disqualified for the final submission.

Step 7: Hard copy submission

- Finally, the hard copy of the project has to be submitted to the institute, taking the prior certificate from the organization and the respective internal guide of the student.
- The student has to follow the instruction given by the guide regarding binding, printing and formatting of the final copy.

Important Dates

Date	Activities
05-06-2018	Register online through given link
11-06-2018	Allocation of Guide (Display of guide allocation list on website)
12-06-2018	First reporting to faculty guide
14-06-2018	Starting of the project
18-06-2018	Finalization of Research Topic
22-06-2018	Collect information regarding company, departments, competitors, products, industry etc & approve for same from respective guide.
30-06-2018	Prepare research design and approve it from your Project Guide.
05-07-2018	Submit Collected Data
11-07-2018	Submit Data Analysis and Interpretation.
14-07-2018	Final approval of project (Soft Copy)
18-07-2018	Final Submission of report (Hard & Soft Copy)

- Above referred dates are the last dates to complete indicated activities. Students are advised to strictly adhere to the above deadlines.
- Final approval will not be given after **14th July, 2018**

- Internal guide will be a **joint examiner** for final viva so student has to follow the guidelines laid down by his project guide.
- Student has to obtain:
 - ✓ **Certificate from Institute** approving the report and duly signed by project guide and Director.
 - ✓ **Certificate from the Organization** for successful completion of 45 days Summer Internship and duly signed by HOD / Manager / Proprietor of the Organization.
- Title (front) Page and list of contents should in the recommended format. A sample is provided to students.
- **Attendance** of reporting to the guide will be noted and non-completion of above referred activities in time will be noted by the guide.
- Student is free to make extra visits to project guide over and above referred dates.
- All the Students have to send their **status report** to his/her guide, weekly through SMS and E-mail will have to follow the guidelines laid down by his/her guide about the completion of above activities in time.
- Each student will have to prepare one copy of report.
- Each report should be **Black Hard Bound** with front page title as per the format given in annexure.

Asst. Prof. Yagnesh Trivedi
(SIP Project Coordinator)

Prof.(Dr.) Ajay Shah
(Director-JVIMS)

Annexure

FORMAT FOR REPORT SUBMISSION

< First Page/Title Page >
Summer Internship Project Report
On
'<Title of Project>'
At
<Name of Company / Organization>

Submitted to
Institute Code: 123
Institute Name: (In Full)

Under the Guidance of
Name of Faculty
(Designation)

In partial Fulfilment of the Requirement of the award of the degree of
Master of Business Administration (MBA)
Offered By
Gujarat Technological University
Ahmedabad

Prepared by:
<Name of Student>
< Enrolment No.>
MBA (Semester - III)
Month & Year:

<Second Page>

Student's Declaration

(On separate page)

I hereby declare that the **Summer Internship Project Report** titled
“ _____ in (Name of
the Company / Organization) is a result of my own work and my indebtedness to
other work publications, references, if any, have been duly acknowledged. If I am
found guilty of copying from any other report or published information and
showing as my original work, or extending plagiarism limit, I understand that I
shall be liable and punishable by the university, which may include ‘Fail’ in
examination or any other punishment that university may decide.

Enrollment no.	Name	Signature

Place:

Date:

<Third Page>

Date: __/__/__

Institute Certificate <on Institute's Letterhead>

[Please attach signed copy of this certificate in the report]

“This is to Certify that this **Summer Internship Project Report** Titled
“.....” is
the bonafide work of <**Name of Student (Enrolment No.)**>, who has carried out
his / her project under my supervision. I also certify further, that to the best of
my knowledge the work reported herein does not form part of any other project
report or dissertation on the basis of which a degree or award was conferred on
an earlier occasion on this or any other candidate. **I have also checked the
plagiarism extent of this report which is % and it is below the prescribed
limit of 30%. The separate plagiarism report in the form of html /pdf file is
enclosed with this.**

Rating of Project Report [A/B/C/D/E]: _____

(A=Excellent; B=Good; C=Average; D=Poor; E=Worst)

(By Faculty Guide)

Signature of the Faculty Guide/s

(Name and Designation of Guide/s)

Signature of Principal/Director with Stamp of Institute

(Name of Principal / Director)

**< Fourth Page> Date: __/__/____ Company / Organization Certificate
<on Company's Letterhead >**

To whomsoever it may concern

This is to certify that <Name of Student (Enrolment No.)> of <Name of Institute (Institute Code) > has successfully completed Summer Internship Project Report titled " " at <Name of Company with location > during <From to..... >.

<Fifth Page>

Plagiarism Report (Digital Receipt & Similarity Percentage Page)

PREFACE (SEPARATE PAGE)

ACKNOWLEDGEMENT (SEPARATE PAGE)

SUBJECT INDEX (SEPARATE PAGE)

FULL REPORT

Annexure II

FORMATTING SPECIFICATIONS FOR REPORTS:

- Word format
- Font size: 12 for Regular text, 14 for Subtitles and 16 for titles
- Font Type: Times New Roman
- Line Spacing: 1.5
- Margin: 1.5 inch to Left and 1 inch to all other sides
- Page Type: A4
- Alignment: Justified
- Column Specification: One
- Printing of Report: Both sides of paper
- Number of hard Copies: One hard copy (Student has to bring one hard copy at the time of External SIP viva. Student has to take back the hard copy of report, once the viva-voce is over.)
- The WORD file may be converted to pdf format for online submission.