

Format for Summer Internship (SIP) Project

Each student should strictly follow the format given below for his/her SIP project.

Content Specifications

1. Front Page
2. Student's Declaration
3. Certificate of completion (College)
4. Certificate of completion (Company)
5. Plagiarism Report
6. Preface
7. Acknowledgement
8. Table of Contents
9. List of Tables
10. List of Charts
11. Executive summary
12. Industry Overview
 - Basic overview of industry
 - Major Players
13. Company Overview
 - History
 - Mission, visions etc.
 - Management
 - Products
 - Overview of different departments etc.
14. Review of Literature
15. Introduction to topic

16. Research methodology

- Introduction
- Rational for the study
- Statement of problem
- Significance of the Problem
- Research Objectives
- Scope of the study
- Research hypothesis (If any)
- Research design (Research Type)
- Data sources (Primary and secondary sources)
- Data Collection Instrument (for e.g. Questionnaire)
- Sampling Design
 - Sample Size
 - Sampling Method
 - Sampling Unit
- Outline of analysis (a brief outline of tools and techniques to be used for analysis, statistical tools and tests to be used)
- Limitations of the Project

17. Data Analysis and Interpretation

- Tabular representation of data
- Charts
- Statistical tests
- Analysis and Interpretation

18. Findings & Suggestions

19. Conclusion

20. Annexure

- Annexure - Questionnaire
- Annexure – Any other document

21. Bibliography

22. Glossary of terms

Formatting Specifications

- The page for project should be A4 size paper.
- Font Type – Times New Roman.
- Font size
 - For the Main heading: 16 (Bold Font, Capitalize Each Word)
 - For the Sub heading: 14 (Bold Italics Font (Capitalize Each Word))
 - For the text of project: 12(Un bolded, non-italics)
- Line spacing should be 1.5
- Margin: 1.5 inch to Left and 1 inch to all other sides
- Alignment: Justified
- Each page should have a Page number.
- Printing of Report : Both the sides of paper
- All tables, charts, graphs, big equations should be numbered properly
- Below each table the source of data must be mentioned
- Content on each page should be justified and left aligned
- Report should be hardbound with black color, with Front Page Title as per the format.
- The front title page should be on the cover page.
- The student should ensure that there are no grammatical and spelling errors in the report.
- 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.

- Follow American Psychological Association (APA) Guidelines for preparation of manuscript references. The format of the same is asunder,
 - **For books**
 1. Name of author, last name first.
 2. Title indicated in italics.
 - Place, publisher, and date of publication.

Example

Kothari, C.R., *Quantitative Techniques*, New Delhi, Vikas Publishing House Pvt. Ltd. 1978

Chandra Prassana, *Financial Management: Theory and Practice*, New Delhi, Tata McGraw-Hill, 7th Edition, 2008

- **For magazines, journals and newspapers**
 1. Name of the author, last name first.
 2. Title of article, in quotation marks.
 3. Name of periodical indicated in italics.
 4. The date of the issue.

5. The pagination (Page number

Example

Robert V. Roosa, “Coping with Short-term International Money Flows”, *The Banker*, London, September, 1971, p. 995.

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

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

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