

# **MARWADI UNIVERSITY**

## **Handbook Summer Internship Project (SIP)**

**(03BM0303)**



# **MARWADI UNIVERSITY**

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## 1. Introduction: Summer Internship Project

At the end of Second Semester each student shall undertake a Summer Internship Project (SIP) for 6 weeks. Summer Internship Project (SIP), is an essential part of the academic curriculum of MBA. Students are required to work with an organization for hands on experience during the semester gap of Semester II and Semester III. The students may carry their SIP training at the organization located within the geographical boundary of Gujarat/India/Foreign Country. The SIP may or may not have a Functional Focus, i.e. the student may take up a SIP in his/her intended area of specialization or in any other functional area of management. Ideally the SIP should exhibit a cross functional orientation. The student shall submit a written structured report based on work done during this period on the basis of suggested guidelines.

SIP may be a research project – based on primary/ secondary data or may be an operational assignment involving working by the student on a given task/assignment/project/ etc. in an organization / industry. It is expected that the SIP shall sensitize the students to the demands of the workplace.

## 2. Learning Objectives

- 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 data analytics.
- 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.
- Develop a solid work ethic, team behavior and professional demeanor, as well as a commitment to ethical conduct and social responsibility.

# **PART – A**

# PART – A

## NOTES ON SPECIFIC ASPECTS

### I. Choosing a Topic/Question

This is the most important part in the process of SIP. If you get it right, the task of completing the work becomes a mechanical process of gathering the information and compiling it into a fairly standard format (with some scope of variation). If you get it wrong the task ahead of you will be a stressful journey through an uncharted territory. The secret is to choose a topic or research question that could be accomplished in the given time. Better have a thorough discussion on the topic with your guide. You must have a mental picture of the final work / finished product before you start the process.

- ❖ *Is there sufficient “relevant” material written on the subject to compile a literature review and can I get hold of this material in the time available? (See “Structure” below for the type of written material required before you answer this question)*
- ❖ *Do I have a methodology which, when complete, will enable me to legitimately answer the question(s) I have set?*
- ❖ *Do I have access to the information required by the methodology I have in the mind?*

**How to Begin: You are given the topic to write about**

**Step 1: Identify concepts and terms that make up the topic statement.** For example, your guide wants to focus on the following research problem: “Is the European Union a credible security actor with the capacity to contribute to confronting global terrorism?” The main concepts in this problem are: European Union, global terrorism, credibility [**hint:** focus on identifying proper nouns, nouns or noun phrases, and action verbs in the assignment description].

**Step 2: Review related literature to help refine how you will approach examining the topic and finding a way to analyze it.** You can begin by doing any or all of the following: reading through background information from materials listed in your course syllabus; searching library to find a recent book on the topic and, if appropriate, more specialized works about the topic; conducting a preliminary review of the research literature using multidisciplinary library databases such as EBSCO & ProQuest or subject-specific databases. Use the main concept terms you developed in Step 1 and their synonyms to retrieve relevant

articles. This will help you refine and frame the scope of the research problem. Don't be surprised if you need to do this several times before you finalize how to approach writing about the topic.

**Step 3:** Since social science research papers are generally designed to get you to develop your own ideas and arguments, **look for sources that can help broaden, modify, or strengthen your initial thoughts and arguments** [for example, if you decide to argue that the European Union is ill prepared to take on responsibilities for broader global security because of the debt crisis in many EU countries, then focus on identifying sources that support as well as refute this position].

## **II. Structure**

Most projects follow a similar pattern. Some students choose to combine sections which are not sufficiently substantive to stand-alone or split chapters which become too large. This structure is legitimate because it leads the reader through the report in a logical manner with each section building on what went before. The format of the project work will differ based on types of research you conduct for the project. Follow the guidelines for structure in this handbook. You are advised to consult your faculty supervisor for the selection of format.

## **III. Title page & Certificate Pages**

First few pages of the project will comprise of the Title page, Certificate of the Guide, Acknowledgments, Contents, Abstract, List of Tables, List of Figures, List of Annexure, The Project commencing from Chapter-1 to Chapter ... ' , Bibliography and Annexure in successive order.

It is a usual practice to insert page numbers (starting from 1) from Chapter-1 and onwards. Follow **Part E** for the various specimen of Title page and Certificate Pages for Summer Internship Project

## **IV. Abstract**

This is the first document to be attached in the Project immediately after the 'Table of Contents' page. It should be the last thing to write. This section should be considered as a stand-alone document which would be read by the reader / examiner instead of entire report

to get a feel of the work carried out by the student. It is a usual practice not to number this page / these pages. Consider following questions before writing Abstract.

- ❖ *What does this research set out to do and why?*
- ❖ *How did it seek to do it?*
- ❖ *What are the general findings?*
- ❖ *What do these suggest?*
- ❖ *What conclusions are reached?*
- ❖ *What are the implications of these?*

## **V. Introduction**

The introduction leads the reader from a general subject area to a particular topic of inquiry. It establishes the scope, context, and significance of the research being conducted by summarizing current understanding and background information about the topic at the world level, industry/sectorial level and company level. The idea is to understand the problem from macro to micro level so as to provide solutions at different levels.

## **VI. Literature Review**

A literature review discusses published information in a particular subject area, and sometimes information in a particular subject area within a certain time period. A literature review can be just a simple summary of the sources, but it usually has an organizational pattern and combines both summary and synthesis. A summary is a recap of the important information of the source, but a synthesis is a re-organization, or a reshuffling, of that information. It might give a new interpretation of old material or combine new with old interpretations. Or it might trace the intellectual progression of the field, including major debates. And depending on the situation, the literature review may evaluate the sources and advise the reader on the most pertinent or relevant. Refer [How to write literature review?](#)

## **VII. Research Methodology**

In this section you must convince the reader that the methodology you have chosen will yield a sufficient quantity and quality of data to answer the research question you have set for yourself. You should highlight the tools that you are going to use (with justification) to analyse the data that you propose to collect from different means and sources. To this end you should attempt to justify following points:

❖ ***Census & Population***

A **census** is a study of every unit, everyone or everything, in a **population**. It is known as a complete enumeration, which means a complete count.

❖ ***Sample***

A sample is a subset of units in a **population**, selected to represent all units in a **population** of interest

❖ ***Sample Size***

This is perhaps the most frequently asked question to the project work supervisors to have an idea of 'how large should a sample be?' Unfortunately, the most frequently provide answer is, 'it depends upon ....' In some instance it may be possible to specify with an acceptable degree of certainty require for the main findings ( of the research ) reliable and calculate a sample size is unrealistically large and justification usually becomes a matter of what can reasonably be expected under the circumstances of author's access to the data and the limited amount of time available to collect it. Whatever is the sample size, it is imperative that the research question/objectives are suitably structured to accommodate it.

❖ ***Sampling methods***

The sampling methods can be categorised in two different ways: Probabilistics and non Probabilistic sampling.

❖ ***Data collection method***

You should work from the broad to narrow. You can use two types of data collection. a) primary data collection & b) secondary data collection. If you are using a questionnaire, start by describing why this is appropriate and work down to the individual questions (or group of questions), explaining why you have included them and what the answers will provide towards achieving the objectives of research. Add a copy of the questionnaire to your appendices. Whilst it is advisable to consider various methodological options, explain why you have chosen a particular route to follow. You should not allow this discussion to become a general comparison of research methodologies and consume the entire chapter.

❖ ***Data collection Instruments***

They are the tools for data collection. They include **Questionnaire, Interview, Observation** and Reading. Essentially the researcher must ensure that the instrument chosen is valid and reliable. The validity and reliability of any research project depends to a large extent on the appropriateness of the instruments

❖ ***Hypothesis Formation***

A hypothesis in a scientific context, is a testable statement about the relationship between two or more variables or a proposed explanation for some observed phenomenon. In a scientific experiment or study, the hypothesis is a brief summation of the researcher's prediction of the study's findings, which may be supported or not by the outcome. The researcher's prediction is usually referred to as the *alternative hypothesis*, and any other outcome as the *null hypothesis* -- basically, the opposite outcome to what is predicted.

## VIII. Data Analysis & Interpretation

In this section it is usual to present the result of the research with little or no comment. **Data analysis** is the process of bringing order, structure and meaning to the mass of collected **data**. The process by which sense and meaning are made of the **data** gathered in qualitative research, and by which the emergent knowledge is applied to clients' problems. This **data** often takes the form of records of group discussions and interviews, but is not limited to this. It might be compiled into tables and graphs for ease of understanding. For final analysis, it is advisable to use SPSS, SPSS AMOS or MS- Excel or any relevant software for data coding, editing and data analysis.

## IX. Findings & Conclusion

### Findings:

This section is where you report the findings of your study based upon the methodology [or methodologies] you applied to gather information. This results section should state the findings of the research arranged in a logical sequence without bias or interpretation. A section describing results is particularly necessary if your paper includes data generated from your own research. Findings can only confirm or reject the hypothesis underpinning your study. However, the act of articulating the results helps you to understand the problem from within, to break it into pieces, and to view the research problem from various perspectives.

### Conclusion:

The conclusion is intended to help the reader understand why your research should matter to them after they have finished reading the paper. A conclusion is not merely a summary of the main topics covered or a re-statement of your research problem, but a synthesis of key points and, if applicable, where you recommend new areas for future research. For most essays, one well-developed paragraph is sufficient for a conclusion, although in some cases, a two or three paragraph conclusion may be required.

### ***Importance of Good Conclusion***

*A well-written conclusion provides you with important opportunities to demonstrate to the reader your understanding of the research problem. These include:*

1. ***Presenting the last word on the issues you raised in your paper.*** Just as the introduction gives a first impression to your reader, the conclusion offers a chance to leave a lasting impression. Do this, for

*example, by highlighting key findings in your analysis or result section or by noting important or unexpected implications applied to practice.*

2. **Summarizing your thoughts and conveying the larger significance of your study.** *The conclusion is an opportunity to succinctly answer [or in some cases, to re-emphasize] the "So What?" question by placing the study within the context of how your research advances past research about the topic.*
3. **Identifying how a gap in the literature has been addressed.** *The conclusion can be where you describe how a previously identified gap in the literature [described in your literature review section] has been filled by your research.*
4. **Demonstrating the importance of your ideas.** *Don't be shy. The conclusion offers you the opportunity to elaborate on the impact and significance of your findings.*
5. **Introducing possible new or expanded ways of thinking about the research problem.** *This does not refer to introducing new information [which should be avoided], but to offer new insight and creative approaches for framing or contextualizing the research problem based on the results of your study.*

## **X. Suggestions**

This is the section where you must revisit the research question/s and provide your answers to it. Your comments and arguments must be supported by the findings of the research and you should compare these with the view of the learned authors you have cited in the literature review. There is no requirement of any correlation between the opinions expressed in your literature review and your own findings. You should be prepared to offer some explanation whether these two views agree or disagree.

Beware of making unsubstantiated remarks or exaggerated comments which do not take into accounts the limitations of the work.

Some authors choose to propose scope for additional research at the end of this section.

## **XI. Limitations of the study**

The limitations of the study are those characteristics of design or methodology that impacted or influenced the interpretation of the findings from your research. They are the constraints on generalizability, applications to practice, and/or utility of findings that are the result of the ways in which you initially chose to design the study and/or the method used to establish internal and external validity

## **XII. Contribution of the Study**

The purpose of the contribution statement is to summarize the new contribution this manuscript makes to knowledge beyond the existing literature. On the face of it, the idea seems simple enough: create something new, establish a niche for oneself, further science and add some important piece to the sum of human understanding. And yet, there is little to no consensus as to what exactly this phrase means.

### **XIII. Bibliography & References**

Bibliography refers to sources of information. It is citation - reference to a published or unpublished source that you consulted and obtained information from while writing your project work. You are required to write as per APA Format. An annotated bibliography is a list of citations related to a particular topic or theme that include a brief descriptive and/or evaluative summary. The annotated bibliography can be arranged chronologically by date of publication or alphabetically by author, with citations to print and/or digital materials, such as, books, newspaper articles, journal articles, dissertations, government documents, pamphlets, web sites, etc., and multimedia sources like films and audio recordings

Sample format for APA Style:

**APA format for citing Article from Journal**

*Jameson, J. (2013). E-Leadership in higher education: The fifth "age" of educational technology research. British Journal of Educational Technology, 44(6), 889-915. DOI: 10.1111/bjet.12103*

**APA format for citing Books**

*Boorstin, D. (1992). The creators: A history of the heroes of the imagination. New York: Random House.*

**APA format for citing Encyclopedia & Dictionary**

*Bergmann, P. G. (1993). Relativity. In The new encyclopedia britannica (Vol. 26, pp. 501-508). Chicago: Encyclopedia Britannica.*

**APA format for citing Magazine & Newspaper Articles**

*Kanfer, S. (1986, July 21). Heard any good books lately? The Times of India, 113, 71-72.*

**APA format for citing Website or Webpage**

*Hilts, P. J. (1999, February 16). In forecasting their emotions, most people flunk out. New York Times. Retrieved November 21, 2000, from <http://www.nytimes.com>*

### **XIV. Appendices**

Annexure are a set of documents that provide the details of certain aspects referred to in the body of the text, as for example, (please see Annexure-1) and inappropriate to be included with the running text. It could be data, equations, set of attributes etc. Each annexure is to be numbered. Some authors prefer to call this as **APPENDIX**.

**Note:**

*The structure suggested in this document is indicative only with the objective to provide an insight into what constitutes a research document and how it is presented. Project is written in many formats after clubbing certain chapter as deemed fit. This depends upon the areas of research, research topics (experimental or theoretical) and presentation preferences. You are advised to be in touch with your guide and deviate from the suggested structure if necessary. However make sure that all the written work presented follows a logical sequence and helps the reader to understand your research work in its proper perspective.*

## **PART – B**

# **PART – B**

## **LAYOUT OF THE PROJECT WORK**

1. COVER PAGE(Specimen I)
2. TITLE PAGE(Specimen I)
3. STUDENT DECLARATION (Specimen II)
4. COMPANY CERTIFICATE
5. UNIVERSITY CERTIFICATE (Specimen III)
6. PREFACE
7. ACKNOWLEDGEMENT
8. ABSTRACT
9. TABLE OF CONTENTS(As per General Model selected)

## GENERAL MODELS FOR SUMMER INTERNSHIP PROJECT

### *I. If Summer Internship Project is research based*

SR.NO.	PARTICULARS	PAGE NO
1	PART A	
	GENERAL INFORMATION	
	<ul style="list-style-type: none"> <li>• BACKGROUND OF THE INDUSTRY/SECTOR Growth and Evolution of the Industry Key Indicators and Future Trends of the Industry                             <ul style="list-style-type: none"> <li>a. World Market Analytical Data (Facts &amp; Figures)</li> <li>b. Country Market Analytical Data (Facts &amp; Figures)</li> <li>c. State Market Analytical Data (Facts &amp; Figures)</li> <li>d. PESTEL ANALYSIS(Tabular Form)</li> </ul> </li> </ul>	
2	PART B	
	PROBLEM IDENTIFICATION	
	<ul style="list-style-type: none"> <li>• Introduction of the study</li> <li>• Rational of the study</li> <li>• Research problem/Research Questions</li> <li>• Identification of Research Gap</li> <li>• Literature Review</li> <li>• Research Objectives</li> </ul>	
	RESEARCH METHODOLOGY	
	<ul style="list-style-type: none"> <li>• Census/Population</li> <li>• Sample</li> <li>• Sampling Methods</li> <li>• Data Collection Methods</li> <li>• Data Collection Instruments</li> <li>• Data Analysis Methods</li> <li>• Hypothesis Formation</li> </ul>	
3	PART C	
	DATA ANALYSIS & INTREPRETATION	
	<ul style="list-style-type: none"> <li>• Reliability and Validity of Scale</li> <li>• Data Analysis and Interpretation(Tables &amp; Charts)</li> </ul>	
4	Results & Findings	
5	Conclusions	
6	Suggestions	
7	Limitations of the study	
8	Contribution of the study	
9	Bibliography & References	
10	Annexures	

**LIST OF FIGURES**

SR.NO.	PARTICULARS	PAGE NO

**LIST OF TABLES**

SR.NO.	PARTICULARS	PAGE NO

**LIST OF CHARTS**

SR.NO.	PARTICULARS	PAGE NO

**LIST OF ABBREVIATIONS & NOTATIONS**

SR.NO.	PARTICULARS	PAGE NO

## ***II.If Summer Internship Project is Industry defined study***

SR.NO.	PARTICULARS	PAGE NO
1	PART A	
	GENERAL INFORMATION	
	<ul style="list-style-type: none"> <li>• BACKGROUND OF THE INDUSTRY/SECTOR               <ul style="list-style-type: none"> <li>Growth and Evolution of the Industry</li> <li>Key Indicators and Future Trends of the Industry                   <ul style="list-style-type: none"> <li>a. World Market                       <ul style="list-style-type: none"> <li>Analytical Data (Facts &amp; Figures)</li> </ul> </li> <li>b. Country Market                       <ul style="list-style-type: none"> <li>Analytical Data (Facts &amp; Figures)</li> </ul> </li> <li>c. State Market                       <ul style="list-style-type: none"> <li>Analytical Data (Facts &amp; Figures)</li> </ul> </li> <li>d. PESTEL ANALYSIS(Tabular Form)</li> </ul> </li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• BACKGROUND OF THE COMPANY               <ul style="list-style-type: none"> <li>a. Company Details</li> <li>b. Organization Structure</li> <li>c. Company product(s)</li> <li>d. Financial Data Analysis (last 5 years)</li> <li>e. Future outlooks of the company(Projections)</li> <li>f. SWOT Analysis of the company</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Competitors' Analysis (any one)               <ul style="list-style-type: none"> <li>a. Porter's Five force model</li> <li>b. Strategic Group Mapping</li> <li>c. ADL Matrix</li> </ul> </li> </ul>	
2	PART B	
	PROBLEM IDENTIFICATION	
	<ul style="list-style-type: none"> <li>a. Introduction of the study</li> <li>b. Rational of the study</li> <li>c. Research problem/Research Questions</li> <li>d. Identification of Research Gap</li> <li>e. Literature Review</li> <li>f. Research Objectives</li> </ul>	
3	PART C	
	DIAGONISIS OF THE PROBLEM/SITUATION	
	<ul style="list-style-type: none"> <li>a. Finding Alternatives of the situation</li> <li>b. Suggestive measures to overcome the problem</li> </ul>	
4	Findings & Conclusions	
5	Suggestions	
6	Limitations of the study	
7	Contribution of the study	
8	Bibliography & References	
9	Annexures	

**LIST OF FIGURES**

<b>SR.NO.</b>	<b>PARTICULARS</b>	<b>PAGE NO</b>

**LIST OF ABBREVIATIONS & NOTATIONS**

<b>SR.NO.</b>	<b>PARTICULARS</b>	<b>PAGE NO</b>

# **PART – C**

## PART – C

### Specification for Project Report

1	Paper Size	International A4, not less than 75 gsm white paper
2	Margins	Left - 1.5" Right - 0.75" Top and Bottom - 1.0"
3	Line Spacing	10 to 12 characters per inch must be used with 1.5 line spacing.
4	Paragraph Spacing	Double Lines/Vertical space of around 12 points should be left between the section title line and the first paragraph of each section and subsections, start without any indentation, In single column format with full justification.
5	Pagination	At bottom–Center Beginning with the first page of chapter 1 (Introduction) to all pages shall be numbered consecutively using Arabic numerals (i.e. 1,2,3) From the title page to the page before the chapter 1 starting page, shall be lower case Roman numerals (e.g. i, ii, iii etc.) No Page Number on Title Page
6	Chapter(s):	New Chapter on New Page font size of 20 should begin with an additional top margin of 30 mm (total 55 mm) Capitalize the first letter all the words. Use boldface letters and numbers only
7	Sections and Subsections (left aligned)	A vertical space of around 36 point should be left between the chapter heading and the title of the first section of every chapter. For all subsequent sections/subsections, leave a vertical space of around 24 points before the section/subsection headings. For example, say the first and second sections in chapter 5 shall be numbered as 5.1 and 5.2, respectively. Likewise, the third subsections of sections 1 and 2 in a chapter 4 shall be numbered as 4.1.3 and 4.2.3, respectively. Same style as in chapter heading but with font size of 14 and 12 for section and subsections,
8	Font Type	Times New Roman
9	Font Size(FS)	For normal–12
10	Bold/Italic/Underline	Should be used for specific purposes only
11	Alignment	Page Justify

12	Tables/Graphs/Diagrams/figures Equations	All tables, figures, and equations must be numbered sequentially and chapter-wise using Arabic numerals. It must reflect the chapter number also, e.g. 2.1, 6.25 etc. e.g., Figure 2.1, Table 3.2. While a caption (figure number) should be placed below the figure, a caption (table number) should be placed above the table Images, Photographs, etc. must be scanned in resolution at least 600 dpi.
13	Figures and Illustrations	Figures, tables, etc., should be positioned according to the scientific publication conventions of the discipline.
14	Borders	NO
15	Header/Footers	Single Line (as per this page) Footer (as per this page): Left side Marwadi University, Rajkot, Right Side Pg. No <b>“No header/footer on Title page”</b>
16	Word Breaking	No word Breaking
17	Printing	Single side only
18	Report Binding	Hard Bound Cover–Brown Color Writing–Golden color only
19	Copies of the Report	<b>Hard Bound: Total 2 Copy (one for Student, one for Dept. Records)</b> <b>Soft: 01 Copy PDF.</b>

### References & Bibliography

All references must be cited in the text by the reference number using superscripts. No links between superscripts in the text and actual references in the Reference Sections may be used. Notes may be used to cite manuscripts in preparation,

Unpublished observations and personal communications. References cited should follow the style given below example:

#### **PAPERS**

1. Thiel WJ and Nguyen LT, “Fluidized bed film coating of an ordered powder mixture to produce micro encapsulated ordered units.” *J. Pharm. Pharmacol.* **1984**, *36*, 145-152.
2. Isyumov N, “Criteria for acceptance of wind induced motions of tall buildings”, International Conference on Tall buildings, Rio De Janeiro, CTBUH, 2003.

### **WEB SITE**

1. Boggs, D, “Acceleration and Drift due to Gust forces”, accessed on 10 July 2009, [www.cppwind.com/papers/structural/PEAKvsRMS.pdf](http://www.cppwind.com/papers/structural/PEAKvsRMS.pdf)

### **BOOKS**

1. Pelzar MJ., Chan ECS., and Krieg NR. In Microbiology; 5th Edn; Tata McGraw Hill Publishing Company Limited, New Delhi, 1993, pp 536.

### **DISSERTATIONS/PROJECTS**

1. Vaishnav D.K, PhD Thesis, “.....” Marwadi University, July 2012.
2. Pathak VK. Ph.D. Thesis, “.....” Gujarat University, 1979.

# **PART – D**

## PART – D

### EXAMINATION AND ASSESSMENT

On satisfactory completion of the prescribed component of the course, students will normally proceed to project report. This should be a substantial piece of research work, which both reinforces the skills learned in the prescribed component of the course and provides a genuine opportunity to undertake valuable research.

#### A. Evaluation Scheme

Summer Internship Project consists of 100 marks which carries 6 credits. It shall be evaluated on two components i) Internal Assessment & ii) Viva.

Particular	Weightage (%)	Conducted By
Internal Assessment (CEC)	40%	Supervisor/ Guide
Viva Voce	60%	Viva Panel

- I. **Internal Assessment** shall consist of 40 marks, which will be carried out by supervisor/guide.
- II. **Viva Voce** shall carry 60 marks and will be conducted by a Panel of two examiners. One External Examiner will give marks out of 40 & One Internal Examiner will give marks out of 20.

#### B. Other Guidelines

- The student has to undertake project individually. No Joint Projects are allowed in any case.
- All the students working in same organization must prepare a report on different topics.
- During SIP process, Students will be working under the mentorship of a mentor from the concerned organization and also with a faculty member of the university. The student is expected to be in continuous communication with both the mentors and get the necessary guidance wherever required.
- The university demands always original work and strictly follow the plagiarism policy. **Plagiarism of SIP report should be less than 30%.**
- Internal assessment by supervisor will be as per below mentioned schedule:

Evaluator	Marks	Time
Supervisor	40	A1 – 15 days from start of SIP. (10 Marks)

(Guide)		A2 – 30 days from start of SIP (10 Marks)
		A3 – 45 days from start of SIP. (20 Marks)

- **Viva Panel will consist of 2 Members**
  - **External Examiner:** Senior academician from reputed Management Institute or senior executive from Industries.
  - **Internal Examiner:** Senior faculty member designated by university.
- **No. of students in one Panel:** Maximum 45 students will be allocated to one panel for viva as per the university rules.
- **Schedule of Viva:** Viva schedule will be communicated to students minimum one week before viva.
- Viva will be scheduled after minimum 15 days of report submission, This may depend on availability of external examiner and academic calendar. If schedule doesn't permit then viva may be conducted within one week of final examination.
- **Mock Viva:** Mock viva may be conducted before final viva. Purpose of mock viva will be to prepare students for the final viva and also to provide them valuable feedback and suggestions.

In order to ensure that the students work seriously on the Project Work, a progressive evaluation method is evolved which may be adhered to as detailed below:

### **Reporting Schedule**

<b>Review Date</b>	<b>Particular</b>	<b>Marks</b>
On or before 18/6/2018	First interaction with Guide and registration of company with Guide	00
30/06/2018	Review – I Part – A (Page No. 15 or 17 of SIP Handbook)	10
13/07/2018	Review – II Part – B (Page No. 15 or 17 of SIP Handbook)	10
28/07/2018	Review – III Part – C (Page No. 15 or 17 of SIP Handbook)	20
11/08/2018 (Tentative)	Mock Viva	00
18/08/2018 (Tentative)	Hard Copy Submission	00
25/08/2018	Final Viva	60

# **PART E**

# PART E

## CERTIFICATES & DECLARATIONS FORMATS

<b>Sr. No.</b>	<b>Particulars</b>	<b>Remark</b>
Specimen I	Cover Page & Title Page	The Cover page and title page for the binding Project work
Specimen II	Student Declaration	To be signed by the student on authentication of the Project work
Specimen III	Certificate	To be signed by faculty supervisor and Dean

## Specimen – I:

**[SAMPLE TITLE PAGE]**

[SIP Title]

*(5 blank lines)*

By

*(single line)*

[Your name as found in official MU records - your enrollment number]

*(two lines)*

[Guide name]

*(3 blank lines)*

A Thesis Submitted to

Marwadi University in Partial Fulfillment of the Requirements for the MBA in Faculty of  
Business Management

*(3 blank lines)*

Month and Year



**MARWADI UNIVERSITY**

Rajkot-Morbi Road, At & Po. Gauridad,  
Rajkot-360003, Gujarat, India.

## **Specimen - II**

### **STUDENT DECLARATION**

I, ....., ( Enrollment No) hereby, declare that the Summer Internship Project Work entitled “.....” , submitted in partial fulfillment of the requirements for the award of the degree of **Master of Business Administration (MBA)** of Marwadi University, Rajkot, India is my ideas in my own words and where others' ideas or words have been included, I have adequately cited and referenced the original sources. I also declare that I have adhered to all principles of academic honesty and integrity and have not misrepresented or fabricated or falsified any idea/data/fact/source in my submission.

This authentic work has been carried out by me under the supervision of Dr./Prof ..... I also declare that the content of this project report does not form a basis for the award of any previous degree to any one else.

I understand that any violation of the above will be cause for disciplinary action by the university and can also evoke penal action from the sources which have thus not been properly cited or from whom proper permission has not been taken when needed.

**Date: DD/MM/YYYY**

**Place: Rajkot**

**Signature of the Student**

**[Name of Student]**

**[Enrollment No.]**

## **Specimen - III:**

### **UNIVERSITY CERTIFICATE**

This is to certify that Summer Internship Project work embodied in this dissertation titled "" was carried out by **(Student Name)** at **(Institute Name)** for partial fulfillment of **MBA in Faculty of Business Management** to be awarded by Marwadi University. This research/project work has been carried out under my guidance and supervision and it is up to my satisfaction.

**[MU Logo Watermark]**

Date:

Place:

**Signature &  
Name of Guide**

**Signature &  
Name of Head of Dept.**

**Signature &  
Name of Principal/Dean**

### FREQUENTLY ASKED QUESTIONS(FAQS):

Sr. No.	Frequently Asked Questions	Answers of FA Qs
1	Duration of SIP?	The duration of SIP is 45 -50 days. Those students who cannot fulfill this criteria will not be eligible for viva. The students have to take training in next summer and prepare a new project and have to appear as a remedial student in SIP Viva.
2	No. of students in One Project?	No, Joint project is not allowed in SIP. If students are taking training in same companies, they need to prepare different topics.
3	What are the credits and marks of SIP?	SIP carries 6 credits and of 100 marks
4	Is it required to attach Company Certificate in the project report?	Yes, it is compulsory for all the students to attach company certificate in the project report. The company certificate must consist the duration for which the student has taken training in the organization. (starting date and ending date)
5	How much plagiarism/ Similarity is allowed in the SIP report?	Upto 30% plagiarism is allowed in the SIP reports.
6	Is it compulsory to Attach Plagiarism report?	Yes, it is compulsory for all the students to attach plagiarism report in the SIP report.
7	What is the passing criteria in SIP?	The passing criteria of SIP is same like other subjects of MBA course.