

Notice

Summer Internship Project 2023-2024

Guide Allotment for Summer Internship Project Report/Black Book for MMS Second Year Students is as follows-


Student Roll No.	No. of Students	Specialization	Faculty Guide
1,18,21,28,41,43,47,48,60,62	10	HRM	Prof. Sonu Khetre
67,70,94,107,109,110,111,112,116	9	HRM	Dr. Arjita Jain
10,29,58,59,99,104	6	Systems	Dr. Sandeep Ponde
2,11,15,19,39,42,50,98,100,113	10	Operations	Prof. Swarupa C. Kulkarni
5,6,9,12,14,32,33,35,36,37,38	11	Marketing	Dr. Iftiqar Mistry
49,52,53,55,61,66,71,72,74,77,78	11	Marketing	Prof. Vikas Jadhav
86,89,90,91,93,96,101,102,103,108,115	11	Marketing	Dr. Deepa Bobade
4,7,8,16,17,20,23,24,25,26,27,30,31,34,40	15	Finance	Prof. Santoshi Nagrani
44,45,46,51,54,56,57,63,64,65,69,73,75,76,79	15	Finance	Dr. Meera Hirapurkar
80,81,82,83,84,85,87,88,92,97,105,106,114,117	14	Finance	Prof. Renuka Morani


Review of Project Report: 6<sup>th</sup> November 2023

Project Soft Copy Approval and Submission to Faculty Guide: 24<sup>th</sup> November 2023

Summer Internship Project Viva-Voce: 4<sup>th</sup> & 5<sup>th</sup> December 2023

**NOTE: SUBMIT 2 COPIES OF BLACK BOOKS AND 1 COLORED PHOTOCOPY OF INTERNSHIP CERTIFICATE TO PROJECT GUIDE**

  
Dr. Arjita Jain  
HOD

  
Dr. Prashant Gundawar  
Director

# Summer Internship Project Report

“Complete Title”

**Submitted By**  
**Name**

XYZ Specialization

Roll No. XX

**Academic Year: 2023-2024**

**Under the Guidance of**

**Prof. XYZ**

**Faculty Guide**

**Mr./Ms. XXXXXX**

**Designation, Company**



**University of Mumbai**

**NCRD's Sterling Institute of Management Studies**

**(NAAC Accredited A+ Grade)**

**Plot No. 93/93A, Sector 19, Near Seawoods Darave Railway Station**

**Nerul (E), Navi Mumbai-400706**



## **NCRD'S Sterling Institute of Management Studies**

**(NAAC Accredited A+ Grade)**

### **Institute Certificate**

This is to certify that **Mr. / Ms. Xx**, Roll No. xx is a bonafide student studying in MMS Program (Semester III, XYZ Specialization) of the University of Mumbai in this institute for the **Academic Year 2023-24**. As a part of the University curriculum he/she has completed a Summer Internship Project titled as “**xx**” under our guidance.

**Prof. XYZ**  
**Faculty Guide**

**Dr. Prashant Gundawar**  
**Director**

## Acknowledgement

Each student must write in his/her own words, his indebtedness, and the hierarchy to be followed is (in separate paragraphs)(do not repeat same words everywhere)

Company Guide / Senior / Department Head / HR Head / any other person – name and designation, company name (again hierarchy wise)

Director of SIMS, Faculty Guide

Others as necessary – family, friends

# **NCRD's Sterling Institute of Management Studies – Nerul**

**(NAAC Accredited A+ Grade)**

## **Guidelines for SIP – Summer Internship Project**

### **Technical Details:**

1. The report shall be printed on **A4 white bond papers**.
2. Use Font Size of **12 in Times New Roman**, with spacing of **1.5** for entire report. For Headings use Font Size of **14**.
3. **1” Margins** to be left from all sides.
4. The report shall be printed on one side of the paper only.
5. The report shall be hard bound, necessary details to be golden embossed on the cover page.
6. The total number of pages shall be about **40 – 50**.
7. Certificate will be in the standard format.
8. The report shall be signed by the Director and the respective Guide (internal faculty member).
9. The copy (not the original) of the certificate given by the organization will be attached for the institute copy.
10. Two copies (both black cover, golden embossed) shall be submitted to the institute, of which one will be given back – duly signed. The report required by the organization in the format they want, will be apart from this. If nothing is specified, a copy (third one) of this can be submitted to your organization.

### **Report Contents:**

The report will have the following:

- **Cover Page**
- **Company Certificate**
- **Institute Certificate**
- **Acknowledgement**

- **Executive Summary:** This should cover in short, the title, need, objectives, concepts used, hypothesis, methodology, findings, analysis, results, conclusions / recommendations – in three to four paragraphs on a single page only.)

It is the gist of your entire project.

- **Index:** Prepare a separate word document.

The page numbers for the above shall be in **Roman Lower Case**, and thereafter normal numbering shall be used. (Index page will be like this-)

### INDEX

Chapter No.	Particulars	Page No.
	Company Certificate	i
	Institute Certificate	ii
	Acknowledgement	iii
	List of Tables	iv
	List of Graphs / Diagrams / Flowcharts	v
	Executive Summary	vi
I	Introduction	1 – 6
II		
X	Suggestions and Recommendations	
	Bibliography	
	Annexure	

The following scheme of chapters is recommended-

**1. Introduction:**

This should contain the background of the topic in brief (3 – 5 pages)

**2. Profile of the Organization:**

(Company / Firm) Title of this chapter will be: XYZ Ltd: An Overview

Here the purpose is to describe the organization in brief to create / form the frame of reference and the scope of the project. It should cover the overview of the origin/formation/history, the industry in general, the - structure, milestones, strengths, weaknesses, opportunities, threats, products/services, competitors,

suppliers, recent major happenings/events etc related to that company. This shall be in the student's own words rather than a verbatim of the brochure of the company. This need not contain pictures unless really essential. (6 – 10 pages)

### **3. Literature Review:**

The student shall review what has already been written/researched/reported about this topic in brief, with references of the articles / journals / books / reports etc. Only the main points shall be discussed. (2 – 3 pages).(As Applicable)

### **4. Objectives of the Study:**

Mention the objectives of your study / Project, justifying why you have chosen this particular topic, its need / significance may be considered (1 - 2 Pages)

**DO NOT WRITE** the objectives / goals of the organization where you have done your project.

### **5. Conceptual Framework:**

Correlate and explain the relevant theory / principle etc in the field of management which is used. (2 – 5 Pages)

### **6. Hypothesis:**

The relevant hypothesis to be tested, is to be discussed. (1 - 2 Pages)

OR

The specific work carried out during the SIP. Make suitable title of the chapter accordingly.

**Note:** If research is qualitative in nature, not including any diagnostic study, omit this chapter.

### **7. Research Methodology: (As Applicable)**

The points to be covered are:

- Research Design
- Population, Sample, Primary Data, Secondary Data
- Data collection
- The sample chosen, sampling method

- Use of Statistical Techniques for the analysis of the data
- General points related to the methodology

(8 – 12 pages)

**Note:** If research is qualitative in nature, not including any diagnostic study, omit this chapter.

### **8. Data Analysis and Interpretation:**

The details of the techniques used. The related tables, graphs, charts etc. Explanation of any special packages used, along with the input & output files etc. This should normally/logically lead to the inference / conclusion. (4 – 5 Pages)

**Note:** If research is qualitative in nature, not including any diagnostic study, omit this chapter.

### **9. Conclusions:**

The conclusions must correlate with the hypothesis / problems, and should be relevant to the objectives. (1 - 3 Pages)

### **10. Suggestions and Recommendations:**

These should be linked to the problems, and be the outcome of the analysis. These should be clearly stated, must be practical / feasible within the framework / context / constraints prevailing in the situation. (2 - 3 Pages)

### **Bibliography**

The pattern to be followed:

Author(s) Name(s), Year of Publication, Name of the Article, *Name of the Journal or Book*, Place of Publication for Book, Vol No. NN Issue No. NN Page Nos. NN-NN for Articles.

### **Annexure:**

This includes Organizational Charts, Data Formats, Questionnaire (blank format), Supporting Sheets of Analysis etc, as applicable

**Note:** Bibliography and Annexure are integral part of every project report, but these are not the part of chapter scheme.

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