

# NCRD's Sterling Institute of Management Studies

Date: 25<sup>th</sup> November 2020

## Notice

### Summer Internship Project 2020 - 2021

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

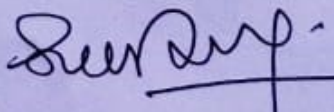
Student Roll No.	Faculty Guide
01 to 12	Dr. Arjita Jain
13 to 23 & 26	Dr. Sandeep Ponde
27 to 37	Prof. Iftiqar Mistry
38 to 49	Prof. Vikas Jadhav
50 to 56 & 58 to 62	Prof. Pradnya Girhe
63 to 74	Prof. Sonu Khetre
75 to 80 & 82 to 87	Prof. Santoshi Nagrani
88 to 99	Dr. Meera Hirapurkar
100 to 102 & 104 to 113	Prof. Renuka Morani

Final Viva Voce -14<sup>th</sup> & 15<sup>th</sup> December, 2020

Submission of Soft Copy to Guide - 04<sup>th</sup> December, 2020

Approval from Faculty Guide - 11<sup>th</sup> December, 2020

Note : For detailed guideline for the preparation of Summer Internship Project Report visit the Institute website - [www.ncrdsims.edu.in](http://www.ncrdsims.edu.in)

  
25/11/20  
Dr. Prashant Gundawar  
Director

# Summer Internship Project Report

“Complete Title”

**Submitted By**

**Name**

XYZ Specialization

Roll No. ~~XX~~

**Academic Year: 2020-2021**

**Under the Guidance of**

**Prof. XYZ**

**Faculty Guide**

**Mr./Ms. XXXXXX**

**Designation, Company**



**University of Mumbai**

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

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

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



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

Plot No. 93/93 A, Sector – 19, Nerul (East), Navi Mumbai – 400 706

### **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 year 2019-20. 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**

Place : Nerul, Navi Mumbai

Date :

## **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**

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

### **Technical Details:**

1. The report shall be printed on **A4 white bond paper**.
2. Font Size of **12 in Times New Roman, with spacing of 1.5**
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**
- **Acknowledgement by the Candidate**

- **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.)

- **Index: Prepare a separate word document.** The pages 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.
	<b>Company Certificate</b>	i
	<b>Institute Certificate</b>	ii
	<b>Acknowledgement</b>	iii
	<b>List of Tables</b>	iv
	<b>List of Graphs / Diagrams / Flowcharts</b>	v
	<b>Executive Summary</b>	vi
I	<b>Introduction</b>	1 – 6
II		
X	<b>Suggestions and Recommendations</b>	
	<b>Bibliography</b>	
	<b>Annexure</b>	

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)

### **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)

### **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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