



# Sant Dnyaneshwar Institute of Management and Business Administration

Approved by AICTE, Recognized by DTE & Affiliated to Savitribai Phule Pune University; DTE:5323  
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## SUMMER INTERNSHIP PROJECT (SIP)

### Instructions:

Summer Internship Project: प्रत्येक विद्यार्थ्याला Summer Internship Project (SIP) करावा लागेल र जो कमीत कमी ८ आविडयााांचा असेल. (Each student shall undertake a Summer Internship Project (SIP) for a minimum of 8 Weeks (60 Days). SIP shall have 6 Credits.) प्रत्येक विद्यार्थ्याला हा Compulsory असेल आवि विद्यार्थ्यांनी तो स्वतः च्या specialization मध्ये करणे आवश्यक आहे. SIP can be carried out in a Corporate Entity/NGO/SME/Government Undertaking/ Cooperative Sector म्हणजेच ज्या organization चा turnover ५ कोटीचा असेल आवि कमीत कमी ५० employees' काम करत असतील अशाच organization मध्ये SIP करणे आवश्यक आहे.

## SIP INTERNSHIP DATE

**Start Date: 25th May 2024 to 5th June 2024**

**End Date: 30th July 2024 to 5th August 2024 Total**

**Duration- Minimum 60 days**

Organization मध्ये SIP करताना College Letter. लागेल त्या सर्व विद्यार्थ्यांनी स्वतःच्या कॉलेजमधून घेऊन जावे.

**The SIP report should be well documented and supported by**

1. Institutes Certificate
2. Certificate by the Company
3. Formal Feedback from the company guide
4. Executive Summary
5. Organization Profile
6. Outline of the problem/ task undertaken
7. Research methodology & data analysis
8. Relevant activity charts, tables, graphs, diagrams, AV material, etc.
9. Learning of the student through the project
10. Contribution to the host organization.
11. References in appropriate referencing style. (APA, MLA, Harvard, Chicago Style)

म्हणजेच खाली विलेल्या details SIP मध्ये असणे आश्चर्यक आहे.

**Project Details:**

**FOR TYPING:**

- Font Name- Times New Roman
- Font Size- 12 For TITLE- 14
- Paragraph space- 1.5
- Margin - left: 1.5 inch - Right, Top bottom- 1 inch (Justify all pages)

**Following points to be included in SIP**

**Executive Summary: [1 to 2 pages]**

**1. Introduction:**

\* Regarding theory related to the topic of project. [ 10 to 15 pages]

**2. Company Profile: [5 to 10 pages]**

- Name
- Address
- Plant Location
- Mission, Vision
- Product/ Services
- History/ Awards
- Organization Chart, etc.

**3. Objectives & Scope: [2 page]**

\* 4 to 5 objectives

**4. Research Methodology: [3 to 5 pages]**

- \* Primary Data
- \* Secondary Data
- \* Population
- \* Sample Size
- \* Sampling Methods

**5. Relevant Activity charts: [10 to 15 pages]**

- \* Data Analysis
- \* Tools used
- \* Pie chart
- \* Graph
- \* Excel sheet, etc.

**6. Major Findings: [1 page]**

\* 5 to 6 Major Findings

**7. SUGGESTIONS: [1 page]**

\* 5 to 6 suggestions

**8. LIMITATIONS: [1 page]**

\* 5 to 6 points

**9. CONCLUSION: [1 page]**

**10. References/ Bibliography in appropriate referencing styles. Includes 5 books and 5 Websites (APA, MLA, Harvard, Chicago Style etc.)**

**10.1 Books- Enlist 7 to 10 Books.**

**10.2 Websites- Enlist 7 to 10 Websites.**

The student shall submit a Golden Embossing Binding Copy of the SIP Report and it should be TWO hard copies & one soft copy of the project. म्हणजे एक hard copy कॉलेज मध्ये जमा करावी लागेल.

One hard copy of the SIP Report is to be returned to the student by the Institute after the EXTERNAL Viva-Voce.

The university will nominate ONE Faculty from outside the institute and one faculty member from the institute who will be examiners.

The student s is/are expected to make 15-minute presentation before the Examiners regarding the SIP Project work undertaken, which will be followed by questions by the Examiners.

There shall be an external viva-voce for the SIP for 50 marks. The external viva-voce shall be conducted after the theory exam of Semester III.

The Internal & the External viva-voce shall evaluate the SIP based on:

1. Adequacy of work undertaken by the student.
2. Application of concepts learned in Semester I and II.
3. Understanding of the organization and business environment.
4. Analytical capabilities.
5. Technical Writing & Documentation Skills.
6. Outcome of the project – sense of purpose.
7. Utility of the project to the organization.
8. Variety and relevance of learning experience.

1. विद्यार्थ्यांनी हाती घेतलेल्या कामाची योग्यता
2. सेमेस्टर I आणि II मध्ये शिकलेल्या संकल्पनांचा वापर.
3. संघटना आणि व्यवसाय वातावरणाची समाज.
4. विश्लेषणाची समाज.
5. तांत्रिक लेखन आणि दस्तऐवजीकरण कौशल्य
6. प्रकल्पाचा परिणाम हेतूची भावना.
7. संस्थेला प्रकल्पाची उपयुक्तता.
8. शिक्षणाच्या अनुभवाची विविधता आणि प्रसंगिकता

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