SIP DIARY -2022-23

Index

STUDENT PROFILE DETAILS

Student Name_____

Specialization

_____

Contact Details_____

E-mail ID_____

Batch-2021-23

Project Guide (Internal Guide)_____

Project Title

_____

Company Guide Name (External Guide)

_____

Designation_____

_

Company Guide Contact Details

_____

Mobile No

_____

E-Mail

_____

SIP Policy

After Every Semester as a part of compulsory exam each student shall assume a Summer Internship Project (SIP) for a at least of 8 weeks. For SIP, 1 credit is equal to minimum 40-45 hours of actual effort. SIP shall have 6 credits. It is compulsory for the student to seek progress written consent from the faculty guide and the Director of the Institute about the topic and organization before commencing the SIP.

The SIP may or may not have a Practical Application, i.e. the student may take up a SIP in his/her planned zone of specialization or in any other practical area of management. Preferably the SIP should exhibit a cross-functional angle.

SIP can be carried out in a Corporate Entity / NGO / SME / Government Undertaking / Cooperative Sector. 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.

Objective

1. To generate cognizance amongst students about the two months Summer Internship Project.

2. To familiarize MBA students with applied industrial familiarity that aims bonds the gap between bookish fact learned in class room to real corporate world.

3. To support the students in getting S.I.P that are genuine and aids in reaching ultimate placements in blue chip companies.

4. To make students assume research projects. Process The S.I.P process is a two months (60 days) action assumed to make students alert about the applied consequences of research methodology & it delivers an advantage to study applied visions about the working of corporates.

5.To prepare plagiarism free SIP report from Students, with 15 % plagiarism check & verify by College Guide using updated plagcheck software at a time of Final submission.

At the Institute level

1.The S.I.P training starts with firstly informing students about the S.I.P process via a presentation by the S.I.P coordinator and the TPO. This is done to inspire students to start projects in a blue chip Company.

2.Parallel to this, a committee including of qualified academician on behalf of distinct specializations is formed so as to evaluate the authenticity of Job Description generated through TPO

3.All the interested students' must register themselves for S.I.P as and when the vacancy is informed.

4.Each student shall be provided with an opportunity to be a part of only one S.I.P.

At the Industry Level

1. Naturally, the process of S.I.P at Industry Level starts with selecting candidates (students') based on their resumes of the students.

2. This may vary from company to company and may comprise Group Discussion and Personal Interview.

Policy for Self Source SIP

1.Formal Request of Students through mail/Hand written application (Both)along with Job Description should be submitted to institute coordinator well in advance.

2.Institute coordinator get it verify from S.I.P Approval Committee.

3 Approval committee verify the company details.

4.final decision on approval/Rejected by approval committee convey to respective students.

Role of the S.I.P Approval Committee:

The role of S.I.P Approval Committee is vital in assortment of the students in companies of repute. The Committee shall be provided details of Job Description (JD's) and accordingly shall accept the companies for students'.

The details of the same are as follows:

Sr.No	Responsible Committee Faculty
1	Placement Coordinator-(TPO)
2	Program Coordinator
3	Director/HOD
4	SIP Coordinator

Only after sanction from the committee regarding the company, the placement Manager shall forward the essential detail to the respective specialization students.

Role of Training & Placement Officer

The Training & Placement Officer shall start a rigorous task of support the Institute in providing S.I.P through reputed companies.

1. In order to achieve this, the Training & Placement Officer shall undertake a screening process of approval of various Job Description for students by the S.I.P approval committee.

2. After the approval from the committee, the students of respective specialization are learned about the vacancy and the details of job description and companies as such.

3. The Training & Placement Officer is required to maintain the data of students details and the respective S.I.P placed in the form of a tracker that needs to be updated frequently.

4. Students preferences to undertake S.I.P's shall be considered

5. It is also important to note that students shall be provided with necessary stipend during S.I. P's and due consideration shall be given to students' devotion and inclinations.

Role of S.I.P Coordinator

The S.I.P coordinator role is instrumental as a l Contact person between students of respective specialization, internal guides and the External Guide at the corporate level in short he is overall guide for student in this overall process.

1. The SIP coordinator is required to create awareness about the process of S.I. P's.

2. The S.I.P coordinator should keep track record of students getting internship and the Job Description approvals pertaining to respective industry requirement. The coordinator is required to work in line with the placement manager for the same.

3. Allot project guide to students based on their S.I.P interest area and specialization.

4. Communicate with allotted internal project guide regarding students' performance & attendance.

5. Collecting & Monitoring of weekly progress report.

6. Scheduling of internal & external viva voce.

Role of Internal Project Guide:

1.Internal project guide need to deliver direction to students about the topic of research project and maintain communication with allotted students on a regular basis.

2.The internal project guide are compulsory to collect progress report from students on various parameters in required stipulated time & forward the same to S.I.P coordinator.

3. The internal guide may undertake the S.I.P visit.

Role of students' in S.I.P

Every student is expected to undertake the two months S.I.P with sincerity and dedication

1. As per the T&P policy of the Zeal Group of Management Institutes, preference for attaining S.I.P shall be given to firstly those students whose attendance is above **75%** followed by remaining students'.

2. Institute will undertake the process of searching S.I.P. However, in the interest of overall student's community, the Institute shall be deemed to provide one S.I.P per student. In this regard, it is to be noted that student shall be compulsory to be entirely prepared for the various round of selection and be well competent with conceptual knowledge. Every student is required to join the process of campus subject to the need of the company.

Evaluation of SIP:

The Summer Internship Project shall be strictly evaluated on the grounds of its authenticity based on following schema of reference by SPPU;

Course Type	Credits	Nature	Comprehensive Concurrent Evaluation (CCE)	End Semester Evaluation (ESE) Marks	Total Marks
SIP	**06**	Project (Compulsory	**50**	**50**	**100**

The Comprehensive Concurrent Evaluation (CCE) that is compulsory to be commenced at Institute level will include the following parameters:

Sr.no	Proposal Submission	Fortnightly Report Evaluation(5 marks for each of the 4 reports)	Final Report	Internal Project Viva
1	**05**	**20**	**10**	**15**

Every student is required to be evaluated on the basis of project assumed with the company. This is done by measuring a student on a continuous basis by internal project guide & company guide through Comprehensive Concurrent Evaluation (CCE) followed by the final viva voce through End Semester Evaluation (ESE). The learning outcomes of the SIP and utility of the SIP to the host organization must be exactly highlighted in the formal evaluation by the company guide. The SIP evaluation sheet duly signed and stamped by the industry guide shall be included in the final SIP report.

Structure of the S.I.P report

The SIP report must reflect 8 weeks of work and justify the same. The SIP report should be well documented and supported by –

1. Institute's 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 (in case of research projects only)

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 styles

The conclusion of the SIP shall be certified by the respective Faculty Guide & approved by the Director of the Institute. The external organization (Corporate Organization) shall also verify the SIP work. The students shall submit a spiral bound copy of the SIP report by the date prescribed by the university.

The Institute shall conduct an internal viva-voce for evaluation of the SIP for 50 marks between the dates as prescribed by the University.

The Panel shall comprise of two evaluators appointed by the Director of the Institute / Head of Department (for MBA departments under engineering college). Institutes are fortified to involve senior alumni, industry experts, recruiters to conduct the internal viva voce.

SIP OBJECTIVES.

1. To generate cognizance amongst students about the two months Summer Internship Project.

2. To familiarize MBA students with applied industrial familiarity that aims bonds the gap between bookish fact learned in class room to real corporate world.

3. To support the students in getting S.I.P that are genuine and aids in reaching ultimate placements in blue chip companies.

4. To make students assume research projects. Process The S.I.P process is a two months (60 days) action assumed to make students alert about the applied consequences of research methodology & it delivers an advantage to study applied visions about the working of corporates.

5. To prepare plagiarism free SIP report from Students, with 10% plagiarism check & verify by College Guide using updated plagcheck software at a time of Final submission.

SIP COURSE OUTCOMES

1.Generic and Domain Knowledge - Ability to articulate, illustrate, analyse, synthesize and apply the knowledge of principles and frameworks of management and allied domains to the solutions of real-world complex business issues

2. Problem Solving & Innovation - Ability to Identify, formulate and provide innovative solution frameworks to real world complex business and social problems by systematically applying modern quantitative and qualitative problem solving tools and techniques.

3. Critical Thinking - Ability to conduct investigation of multidimensional business problems using research based knowledge and research methods to arrive at data driven decisions.

4.Leadership and Team Work - Ability to collaborate in an organizational context and across organizational boundaries and lead themselves and others in the achievement of organizational goals and optimize outcomes for all stakeholders.

5. Global Orientation and Cross-Cultural Appreciation: Ability to approach any relevant business issues from a global perspective and exhibit an appreciation of Cross Cultural aspects of business and management.

6. Lifelong Learning – Ability to operate independently in new environment, acquire new knowledge and skills and assimilate them into the internalized knowledge and skills.

7.Environment and Sustainability - Ability to demonstrate knowledge of and need for sustainable development and assess the impact of managerial decisions and business priorities on the societal, economic and environmental aspects.

SIP Process

Stage 1

- Prospective S.I.P's are searched for students through Placement Department

- Students are informed the vacancy & J.D of S.I.P offering company

- Student appears for Interview and final selection takes place

Stage 2

- Formal in detail guide line given by Institute.

- SIP Joining letter provided by Institute

- After finalization of S.I.P, each student will be given ONE internal guide & ONE external guide

- Each student need to select one topic for S.I.P while considering GD, after discussion with project guide.

Stage 3

- Every student is required to submit a research proposal within the first week of S.I.P

- Each Student is required to submit 4 fortnightly **report physically in College (every 15 days)** based on the research work & practical learning.

- **Regular Online meeting of Internal-weekly** and external guide regarding student progress and learning.

- Company visit by Internal Guide.

- Issue SIP Diary from Institute/Department.

Stage 4

- Feedback Sharing with internal & External guide.

- Rough Draft of Project and Internal viva based on report-**Spiral binding** (**with external guide, industry expert, alumni**)

- Collection of Company and Institute certificate

- Submit SIP Diary after completion of **SIP work within stipulated time.**

Stage 5

- After correction from internal guide final **Black Bound Hard** Copy (3 copies)

- Research paper writing based on SIP, to be publish in reputed, approved journal

Stage 6

- SPPU external Viva Voce

(You are requested to use header as per Institute)

First Fortnight Progress Report on SIP

Name: Enrollment No:
Class: Div:
Mobile No: E-mail Id:
Title of the Project:

1. **Work done during the last 2 weeks** (Kindly provide the brief in 200 words or 5-6 bullet points):
   Week one –Date   /   /2022

   _____
   _____
   _____
   _____
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   Week Two- Date   /   /2022

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   _____
   _____
   _____
   _____

Signature   Signature

Name of the Student   Name of Company Guide

(You are requested to use header as per Institute)

Second Fortnight Progress Report on SIP

Name: Enrollment No:
Class: Div:
Mobile No: E-mail Id:
Title of the Project:

1. **Work done during the last 2 weeks** (Kindly provide the brief in 200 words or 5-6 bulletpoints):_

Week Three - Date   /   /2022

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Weeks Four - Date   /   /2022

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_____

Signature   Signature

Name of the Student   Name of Company Guide

Third Fortnight Progress Report on SIP

Name: Enrollment No:
Class: Div:
Mobile No: E-mail Id:
Title of the Project:

1. **Work done during the last 2 weeks** (Kindly provide the brief in 200 words or 5-6 bullet points):

Week Five

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Week Six

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_____
_____

Signature   Signature

Name of the Student   Name of Company Guide

(You are requested to use header as per Institute)

Fourth Progress Report on SIP

Name: Enrollment No:
Class: Div:
Mobile No: E-mail Id:
Title of the Project:

1. **Work done during the last 2 weeks** (Kindly provide the brief in 200 words or 5-6 bullet points):
   Week Seven

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   _____
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   Week Eight

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   _____
   _____
   _____
   _____
   _____
   _____
   _____

Signature   Signature

Name of the Student   Name of Company Guide

Minutes of Meeting with External Guide   **Date-**

First Fortnight

Sr N.	Topic/ Point discussed	Direction Given	Work Done

Signature of Student   **Signature of External Guide**

Minutes of Meeting with Internal Guide

Sr N.	Topic/ Point discussed	Direction Given	Work Done

Signature of Student   **Signature of Internal Guide**

Minutes of Meeting with External Guide   **Date-**

Second Fortnight

Sr N.		Topic/ Point discussed	Direction Given	Work Done

Signature of Student   **Signature of External Guide**

Minutes of Meeting with Internal Guide

Sr N.	Topic/ Point discussed	Direction Given	Work Done

Signature of Student   **Signature of Internal Guide**

Minutes of Meeting with External Guide   **Date-**

Third Fortnight

Sr N.	Topic/ Point discussed	Direction Given	Work Done

Signature of Student   **Signature of External Guide**

Minutes of Meeting with Internal Guide

Sr N.	Topic/ Point discussed	Direction Given	Work Done

Signature of Student   **Signature of Internal Guide**

Minutes of Meeting with External Guide   **Date-**

Fourth Fortnight

Sr No.	Topic/ Point discussed	Direction Given	Work Done

Signature of Student   **Signature of External Guide**

Minutes of Meeting with Internal Guide

Sr N.	Topic/ Point discussed	Direction Given	Work Done

Signature of Student   **Signature of Internal Guide**

Minutes of Meeting with Alumni   **Date-**

Sr N.	Topic/ Point discussed	Direction Given	Work Done

Signature of Student   **Signature of Alumni**

                                                      Name-

                                                      Batch-

Minutes of Meeting with Industry Expert   **Date-**

Sr N.	Topic/ Point discussed	Direction Given	Work Done

Signature of Student   **Signature of Industry Expert**

                                                      Name

                                                      Company name with Designation

RESEARCH PROPOSAL

(Use Header & Footer according to Institute Name)

A study of (Project Topic) at

NAME OF THE COMPANY

By

Student Name

Under the Guidance of

Faculty Name

1.0   Preamble/Company Profile:

- Mention in brief about company profile

2.0   Study Objectives:

- Mention the objectives of study precisely

3.0   Scope of Work:

- Mention the scope of work (Sampling frame-who are the respondents)

4.0   **Proposed Research Methodology:**

- Type of Research
- Data Collection
  Sampling
- Sampling Unit
- Sampling Method
- Sample Size
- Research Instrument

5.0   **Tentative Data Analysis & Interpretation**

6.0   **Report Writing and Presentation**

Name of the student   **Name of faculty guide**

CHAPTER WISE CONTENT IN SIP REPORT

Respective Institute logo HERE

<u>Structure of the S.I.P report</u>

The SIP report must reflect 8 weeks of work and justify the same. The SIP report should be well documented and supported by –

1. Front Page (Colour page of specimen A attached below)
2. Institute's Certificate (1 page)
3. Certificate by the Company (1 page)
4. Acknowledgement
5. Declaration
6. Formal feedback from the company guide (1 page)
7. INDEX
8. Executive Summary (3-5 pages)
9. Introduction
10. Industry profile (5 pages)
11. Organization profile (5 pages)
12. Objectives
13. Outline of the problem/task undertaken (1-2 pages)
14. Theoretical Background
15. Research methodology Type of Research (3-4 pages)
    - Research Objective
    - Type of research
    - Data Collection
      Sampling
    - Sampling Population
    - Sampling Unit
    - Sampling Method
    - Sample Size
    - Research Instrument-Questionnaire/Schedule (In case of Primary research only)

16. Data analysis (in case of research projects only)
    - Statement of questionnaire
    - Table
    - Graph
    - Interpretation

    (Use Relevant activity charts, tables, graphs, diagrams, AV material, etc. wherever required with specific Table No & Title to figures)

17. Findings
18. Limitation of study
19. Conclusion

20. Suggestion

21. Learning of the student through the project

22. Contribution to the host organization

23. References in appropriate referencing styles (APA,MLA)
    - Bibliography (Cite appropriate reference books etc from syllabus copy and not local publication)
    - Webliography (Cite appropriate websites, research papers through ebsco database
24. Annexures (questionnaire, interview schedule used)

Please use Times New Roman Font- 12 throughout except for headings.

The final project report shall be presented in accordance with the following specifications:

a) Paper used for printing shall be A4 size.

b) Printing shall be in standardised form on both sides of the paper and in 1.5 line spacing.

c) A margin of 1.5 inches shall be left hand size

d) The title of the project, name of the candidate, degree, name of the internal faculty guide, place of research (Pune) and month & year of submission shall be printed on the title page and the front cover.

e) The hard bound cover of the project shall be of black colour. Spine of the binding (side cover) should mention ' Project' on the top, name of the candidate and month and year. The specification in shown in APPENDIX-A

f) Use font-Times New Roman, Font size-12.

g) For Headings use font-Times New Roman, Font size-14 with bold.

h) Footer: Insert page numbers.

i) Ensure writing the project in third person singular

Example: 1

Wrong Sentence:

I learnt to communicate professionally with the clients.

Correct Sentence:

Professional communication with the clients was learnt.

Example: 2

Wrong Sentence:

I visited 20 companies from IT sector.

Correct Sentence:

20 companies from IT sector were visited by the researcher.

APPENDIX-A: Cover page for Project Report

"Write here title of the thesis in all upper case (capital letters) with a centre alignment. Place this title on the upper central part of the cover with sufficient margin from top of both sides. Use font size suitable to the length of the title"

A PROJECT ON
'TITLE"

AT
COMPANY NAME

SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY

IN PARTIAL FULFILLMENT OF
MASTER IN BUSINESS ADMINISTRATION

SUBMITTED BY
STUDENT NAME
(2021-22)

UNDER THE GUIDANCE OF
FACULTY GUIDE NAME

INSTITUTE LOGO

INSTITUTE NAME
....
....

WRITE HERE MONTH & YEAR OF SUBMISSION

Tools Used in Research Methodology

Tabula

Tableau is a platform for data visualization. It consists of several local and cloud-based tools such as Tableau Online, Tableau Desktop, Tableau Prep Builder, and Tableau Public, all of which are used at MCPHS.

It is more than just a chart builder. Tableau allows people to quickly and easily create intuitive user interfaces for uncovering insights from data. These user interfaces are called dashboards and contain several related data visualizations in one view to aid strategic decision making.

Those who view and interact with dashboards do not have to be trained data analysts. Typically, they are in leadership roles. Tableau developers – those who build dashboards – tend to be people in analyst roles.

Diagramming tools

Diagramming software allows users to create detailed diagrams—such as flow charts and floor plans—out of data and images. Diagramming tools often include templates for building diagrams in addition to enabling users to create diagrams from scratch.

SPSS

SPSS (Statistical Package for the Social Sciences), also known as IBM SPSS Statistics, is a software package used for the analysis of statistical data.

Although the name of SPSS reflects its original use in the field of social sciences, its use has since expanded into other data markets. SPSS is commonly used in healthcare, marketing and education research.

Grammerly

It is a cloud -based] typing assistant that reviews spelling, grammar, punctuation, clarity, engagement, and delivery mistakes .It uses artificial intelligence to identify and search for an appropriate replacement for the error it locates. It also allows users to customize their style, tone, and context-specific language

FEEDBACK FORM FROM INTERNAL & EXTERNAL GUIDE

Minutes of Meeting for Company Guide and SIP Guide

Meeting title:			
Date	Time	Location Address:	
Name of Attendees (Contact No. & Email address)	Name	Contact No.	Email address
	1.		
	2.		
Discussion points	1.		
	2.		
	3.		
	4.		
Conclusions	1.		
	2.		
	3.		
	4.		
Actions to be taken	Person Responsible		Deadline
1. 2. 3.			

Minutes of Meeting for Company Guide and SIP Guide

(Company Guide)   (SIP Guide)

Feedback form for Internal & External Guide

- Student Name: _____

- Enrollment No.: _____

- SIP Project Title: _____

- Internship start date:(dd/mm/yy) _____ End date: (dd/mm/yy) _____

1.

2. Please give a list of the work / responsibilities undertaken by the student during SIP

   _____

   _____

   _____

   _____

   _____

3. Please evaluate the student on 1-5 scale on the following characteristics as observed by
   you. (Tick in the appropriate space)

Performance characteristics	1 Very poor	2 Poor	3 Satisfactory	4 Good	5 Excellent
Attitude & Willingness					
Obedience & Attentiveness					
Level of interest shown for work assigned					
Discipline, Self-control & Behavior					
Result / performance orientation					
Application of knowledge					
Overall Internship performance					

Minutes of Meeting for Company Guide and College Alumni

Meeting title:			
Date	Time	Location Address:	
Name of Attendees (Contact No. & Email address)	Name	Contact No.	Email address
	1.		
	2.		
Discussion points	1.		
	2.		
	3.		
	4.		
Suggestions	1.		
	2.		
	3.		
	4.		

(Company Guide)   (College Alumni)

PLAGIARISM METER

Sr.No.	Date	Content	Plag Check %	Guide Signature	Student Sign
1		**Research Proposal** **i.** **ii.** **iii.**			
2		**First Fortnight** **i.** **ii.** **iii.**			
3		**Second Fortnight** **i.** **ii.** **iii.**			
4		**Third Fortnight** **i.** **ii.** **iii.**			
5		**SIP Completion Report** **(Rough Draft)** **i.** **ii.** **iii.**			

(You are request to use header as per Institute)

SIP Completion Report

Name: Enrollment No:
Class: Div:
Title of the Project:

1. **Describe learning outcome:**
   1._____
   2._____
   3._____
   4._____
   5._____

2. **Fill the information related to SIP as**

Sr.No.	Task Assigned	Task Accomplished(Yes/ No)	No. of days required to complete SIP
1			
2			
3			
4			

   follows:_____
   _____
   _____
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3. **Data Analysis &**
   Interpretation:_____
   _____

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4. Conclusion of Project:_____
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_____

5.Any Specific Achievement during SIP

Signature   Signature

Name of the Student: **Name of Company Guide:**

NOTES-