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**ZEAL INSTITUTE OF BUSINESS ADMINISTRATION  
COMPUTER APPLICATION AND RESEARCH (ZIBACAR)**

## **SUMMER INTERNSHIP PROJECT DIARY**



**Student Name:** \_\_\_\_\_

**Specialization:** \_\_\_\_\_

**Contact Details:** \_\_\_\_\_

**Email Id:** \_\_\_\_\_ **Batch 2022-24** \_\_\_\_\_

**Project Guide Name (Internal guide):** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Company Guide Name (External guide):** \_\_\_\_\_



## OUR VISION

To be recognised as a Management Institute of Excellence by developing an individual's potentials in the field of Management through spread of knowledge and wisdom in an intelligent environment.



## OUR MISSION

1. By enriching the knowledge and enhancing the facilities through management education with relevance of industry and society as a whole.
2. By facilitating a harmonious symphony of excellence in teaching with a practical approach which shall be synonymous with academic rigor, research culture and sustained efforts to maximize value based education
3. By developing holistic focus on character building along with a range of curricular, co-curricular and extra curricular activities.

**batch 2022-24**



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## STUDENT PROFILE DETAILS

**BATCH - 2022-24**

<b>Student Name</b>	
<b>Specialization</b>	
<b>Mobile Number</b>	
<b>E-mail ID</b>	
<b>Project title</b>	

## GUIDE PROFILE (EXTERNAL)

<b>Guide Name</b>	
<b>Company Name</b>	
<b>Designation</b>	
<b>Mobile Number</b>	
<b>E-mail ID</b>	

## GUIDE PROFILE (INTERNAL)

<b>Guide Name</b>	
<b>Company Name</b>	
<b>Designation</b>	
<b>Mobile Number</b>	
<b>E-mail ID</b>	

## 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.

At the end of Second Semester each student shall undertake a Summer Internship Project (SIP) for a minimum of 8 weeks. For SIP, 1 credit is equivalent to minimum 40-45 hours of effective work. SIP shall have 6 credits. It is mandatory for the student to seek advance written approval 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 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. 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.

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.

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

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

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

### Objective

- To generate cognizance amongst students about the two months Summer Internship Project.
- To familiarize MBA students with applied industrial familiarity that aims to bridge the gap between bookish facts learned in class room to real corporate world.
- To support the students in getting S.I.P that are genuine and aids in reaching ultimate placements in blue chip companies.
- 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.
- To prepare plagiarism free SIP report from Students, with 15 % plagiarism check & verify by College Guide using updated plagiarism software at a time of Final submission.

- To create awareness amongst students regarding the two months Summer Internship Project.
- To acquaint MBA/MCA students with practical industrial knowledge that aims bridges the gap between theory & practice.
- To assist the students in receiving S.I.P that are genuine and helps in attaining final placements in companies of repute.
- To make students undertake research projects.

## Process

To create awareness amongst students regarding the two months Summer Internship Project.

To acquaint MBA/MCA students with practical industrial knowledge that aims bridges the gap between theory & practice.

To assist the students in receiving S.I.P that are genuine and helps in attaining final placements in companies of repute.

To make students undertake research projects.

## At the Institute level

- 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.
- Parallel to this, a committee including of qualified academicians on behalf of distinct specializations is formed so as to evaluate the authenticity of Job Description generated through TPO
- All the interested students' must register themselves for S.I.P as and when the vacancy is informed.
- Each student shall be provided with an opportunity to be a part of only one S.I.P.
- The S.I.P preparation begins with firstly sensitizing students about the S.I.P process via a presentation by the S.I.P coordinator and the Placement Manager. This is done to encourage students to undertake projects in companies of repute.
- Parallel to this, a committee comprising of experienced academicians representing 3 distinct specializations is formed so as to evaluate the authenticity of Job Description generated through Placement Manager.
- All the interested students' must register themselves for S.I.P as and when the vacancy is informed.
- Each student shall be provided with an opportunity to be a part of only one S.I.P.

## At the Industry Level

- Naturally, the process of S.I.P at Industry Level starts with selecting candidates (students) based on their resumes of the students.
- This may vary from company to company and may comprise Group Discussion and Personal Interview.

## 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'.

## SIP POLICY

Sr.No.	Designation of the Faculty
01	Director
02	Placement Coordinator
03	SIP Coordinator
04	Project Guide

Only after approval from the committee regarding the company, the placement Manager shall forward the necessary detail to the respective specialization students'

### Role of Placement Manager

The Placement Manager shall undertake a rigorous task of assisting the Institute in providing S.I.P through companies of repute.

- In order to achieve this, the Placement Manager shall undertake a screening process of approval of various Job Description for students by the S.I.P approval committee.
- After the approval from the committee, the students of respective specialization are informed about the vacancy and the details of job description and companies as such.
- The Placement Manager 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.
- Students preferences to undertake S.I.P's shall be considered.
- It is also important to note that students shall be provided with requisite stipend during S.I.P's and due consideration shall be given to students interest and preferences

### Role of S.I.P Coordinator

- The S.I.P coordinator role is instrumental as a 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.
- The S.I.P coordinator role is instrumental as a liaisoning person between students of respective specialization, internal guides and the External Guide at the corporate level.
- The SIP coordinator is required to create awareness about the process of S.I. P's.
- 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.
- Allot project guide to students based on their S.I.P interest area and specialization.
- Communicate with allotted internal project guide regarding students' performance & attendance.
- Collecting & Monitoring of weekly progress report.
- Scheduling of internal & external viva voce.

## Role of Internal Project Guide

- 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.
- 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.
- 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**

- 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'.
- 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
Course Type	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:**

## Policy for Self Source SIP

- Formal Request of Students through mail/Hand written application (Both)along with Job Description should be submitted to institute coordinator well in advance.
- Institute coordinator get it verify from S.I.P Approval Committee.
- Approval committee verify the company details.
- final decision on approval/Rejected by approval committee convey to respective students.



The details of the same are as follows:

Sr.No.	Responsible Committee Faculty
01	Placement Coordinator-(TPO)
02	Program Coordinator
03	Director/HOD
04	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 the S.I.P Approval Committee

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

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

22nd July 2023- 22nd August 2023	22nd August 2023- 22nd September 2023	22nd September 2023- 22nd October 2023	22nd October 2023- 31st October 2023
<b>Phase One</b> <ul style="list-style-type: none"> <li>• Topic Selection</li> <li>• Objective</li> <li>• Executive Summary</li> <li>• Introduction</li> <li>• Research Methodology</li> </ul>	<b>Phase Two</b> <ul style="list-style-type: none"> <li>• Literature Review</li> <li>• Limitation &amp; Scope of Study</li> <li>• Organizational profile</li> <li>• Outline of the problem/task undertaken</li> </ul>	<b>Phase Three</b> <ul style="list-style-type: none"> <li>• Findings</li> <li>• Suggestion's</li> <li>• Bibliography</li> <li>• References</li> </ul>	<b>Internal Project Viva and Presentation</b> <ul style="list-style-type: none"> <li>• Internal Viva &amp; Presentation</li> <li>• Black Book Bound and External Viva dates as per SPPU</li> </ul>
25	25	25	25

Sr.no	Proposal Submission	Fortnightly Report Evaluation (5 marks for each of the 4 reports)	Final Report	Internal Project Viva
01	06	20	10	15

Every student is required to be assessed on the basis of project undertaken with the company. This is done by assessing 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 specifically 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 –

- Institute's Certificate
- Certificate by the Company
- Formal feedback from the company guide
- Executive Summary
- Organization profile
- Outline of the problem/task undertaken
- Research methodology & data analysis (in case of research projects only)
- Relevant activity charts, tables, graphs, diagrams, AV material, etc.
- Learning of the student through the project
- Contribution to the host organization
- References in appropriate referencing styles

The completion 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 certify 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 in engineering colleges). Institutes are encouraged to involve senior alumni, industry experts, recruiters to conduct the internal viva voce.

## SIP OBJECTIVES.

- To generate cognizance amongst students about the two months Summer Internship Project.
- To familiarize MBA students with applied industrial familiarity that aims bonds the gap between bookish fact learned in class room to real corporate world.
- To support the students in getting S.I.P that are genuine and aids in reaching ultimate placements in blue chip companies.
- 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.
- 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

- **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
- **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.
- **Critical Thinking** - Ability to conduct investigation of multidimensional business problems using research based knowledge and research methods to arrive at data driven decisions.
- **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.
- **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.
- **Lifelong Learning** - Ability to operate independently in new environment, acquire new knowledge and skills and assimilate them into the internalized knowledge and skills.
- **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













**Minutes of Meeting with External Guide  
First Fortnight**

**Date-**

<b>Sr N.</b>	<b>Topic/ Point discussed</b>	<b>Direction Given</b>	<b>Work Done</b>

Signature of the Student

Signature of External Guide

**Minutes of Meeting with External Guide**

**Date-**

<b>Sr N.</b>	<b>Topic/ Point discussed</b>	<b>Direction Given</b>	<b>Work Done</b>

Signature of the Student

Signature of Internal Guide

**Minutes of Meeting with External Guide  
Second Fortnight**

**Date-**

<b>Sr N.</b>	<b>Topic/ Point discussed</b>	<b>Direction Given</b>	<b>Work Done</b>

Signature of the Student

Signature of External Guide

**Minutes of Meeting with External Guide**

**Date-**

<b>Sr N.</b>	<b>Topic/ Point discussed</b>	<b>Direction Given</b>	<b>Work Done</b>

Signature of the Student

Signature of Internal Guide

**Minutes of Meeting with External Guide  
Third Fortnight**

**Date-**

<b>Sr N.</b>	<b>Topic/ Point discussed</b>	<b>Direction Given</b>	<b>Work Done</b>

Signature of the Student

Signature of External Guide

**Minutes of Meeting with External Guide**

**Date-**

<b>Sr N.</b>	<b>Topic/ Point discussed</b>	<b>Direction Given</b>	<b>Work Done</b>

Signature of the Student

Signature of Internal Guide

**Minutes of Meeting with External Guide  
Fourth Fortnight**

**Date-**

<b>Sr N.</b>	<b>Topic/ Point discussed</b>	<b>Direction Given</b>	<b>Work Done</b>

Signature of the Student

Signature of External Guide

**Minutes of Meeting with External Guide**

**Date-**

<b>Sr N.</b>	<b>Topic/ Point discussed</b>	<b>Direction Given</b>	<b>Work Done</b>

Signature of the Student

Signature of Internal Guide

**Minutes of Meeting with Alumni**

**Date-**

<b>Sr N.</b>	<b>Topic/ Point discussed</b>	<b>Direction Given</b>	<b>Work Done</b>

Signature of the Student

Signature of Alumni  
Name-  
Batch-

**Minutes of Meeting with Industry Expert**

**Date-**

<b>Sr N.</b>	<b>Topic/ Point discussed</b>	<b>Direction Given</b>	<b>Work Done</b>

Signature of the Student

Signature of Industry Expert Name  
Company name with Designation

# RESEARCH PROPOSAL

A PROJECT ON

**“TITLE”**

AT

**“COMPANY NAME”**

**MASTER IN BUSINESS ADMINISTRATION**

SUBMITTED BY

**STUDENT NAME**

**(2022-24)**

**UNDER THE GUIDANCE OF**

**FACULTY NAME**

**INSTITUTE LOGO**



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**INSTITUTE NAME**

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## **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 the student**

## CHAPTER WISE CONTENT IN 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. 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)

## FORMATTING GUIDELINES

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”

**RESEARCH PROPOSAL**

A PROJECT ON  
“TITLE”

AT  
“COMPANY NAME”

**MASTER IN BUSINESS ADMINISTRATION**

SUBMITTED TO  
SAVITRIBAI PHULE PUNE UNIVERSITY

UNDER THE GUIDANCE OF  
FACULTY NAME

INSTITUTE LOGO  

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INSTITUTE NAME  
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## TOOLS USED

### TABLEAU

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.

Below are listed some of the examples of diagramming tools



ConceptDraw  
**DIAGRAM**



**gliffy**

## Statistical Package for the Social Sciences

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.

It supports below file formats



Spreadsheet from MS  
Excel or office



Plain text files  
(.txt or .csv)



Relational (SQL)  
Database



Stata and SAS

## Grammarly

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			
<b>Date</b>	<b>Time</b>	<b>Location Address</b>	
<b>Name of Attendees (Contact No. &amp; Email Address)</b>	<b>Name</b>	<b>Contact No.</b>	<b>Email Address</b>
	1.		
	2.		
<b>Discussion Points</b>			
<b>Conclusion</b>			
<b>Actions to be taken</b>		<b>Person to Responsible</b>	<b>Deadline</b>
1.			
2.			
3.			

**(Company Guide)**

**(SIP Guide)**

**Feedback form for Internal & External Guide**

Student Name: \_\_\_\_\_

SIP Project Title: \_\_\_\_\_

Internship start date:(dd/mm/yy) \_\_\_\_\_ End date: (dd/mm/yy) \_\_\_\_\_

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

---

---

---

---

---

---

**2.Please evaluate the student on 1-5 scale on the following characteristics as observed by you.**

**(Tick in the appropriate space)**

Performance characteristics	Very poor	poor	Satisfactory	Good	Excellent
Attitude & Willingness					
Obedience & Attentiveness					
Level of interest shown for work assigned					
Discipline, Self-control & Behavior					
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			
Suggestion			

(Company Guide)

(College Alumni)

## PLAGIARISM METER

Sr.No.	Date	Content	Plag Check %	Guide Signature	Guide Signature
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.			



### SIP Completion Report

Name:  
Class:  
Title of the Project:

Enrollment No:  
Div:

**1. Describe learning outcome:**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

**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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**3. Data Analysis & Interpretation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_







# ZEAL CENTRAL PLACEMENT CELL



**Zeal Knowledge Center**



**Spacious Auditorium (Pre-Placement Talk)**



**Internet Facility Center**



**Group Discussion Room**



**Dedicated Personal Interview Cabins**



**Conference Room**



**1000+ Students Registered**



**16.2 LPA Highest Package (Global)**



**350+ Companies visited**



**14.2 LPA Highest Package (National)**



**1000+ Placement Offers**



**4.5 LPA Average Package**

## Our Prominent Recruiters

