

Name of College: S. R. Luthra Institute of Management								
Faculty	Management			Program	Master of Business Administration (M.B.A.)			
Year	II			Version	1.0			
Semester	3			Effective From	June 2024			
Course Code	MGMB1X301	Course Name	Summer Internship Project (SIP)					
Teaching Scheme				Examination Scheme				
Credits	Lecture (L)	Tutorial (T)	Practical (P)	ME	CE	SE	VIVA	Total
6	0	0	0	-	100	-	100	200

**Course Outcomes:**

CO1	Evaluate the industry scenario and organization profile.
CO2	Assess the various functional areas of an organization.
CO3	Assess professional, verbal and written communication skills that pertain directly to the internship experience related to an in-depth study of any department/topic.
CO4	Compile the outcomes of the project into a meaningful document.
CO5	Develop analytical decision making and managerial skills.

**Mapping Learning Outcomes to Program Outcomes:**

	PO1	PO2	PO3	PO4	PO5	PO6
CO1	2	3	1	3	1	1
CO2	2	3	1	1	1	1
CO3	2	3	1	1	1	1
CO4	2	3	1	1	1	1
CO5	1	3	1	1	1	1



**Course Schedule:**

1. **Orientation Phase:**
  - ❖ Industry Profile, Company Profile
2. **Departmental Study Phase:**
  - ❖ Study of various Functional Departments in the selected organization
3. **In-depth study Phase:**
  - ❖ Study of any one department in detail / any topic given by the organization / any live project given by the organization / any topic given by the faculty / any topic selected by the student.
4. **Project Report Completion Phase**
  - ❖ Exhibition of practical learning and implementation in professional life from the detailed study.
  - ❖ Synthesis of the information and preparation of the report

Project Phase	Course Outcomes
Orientation Phase	CO1
Departmental Study Phase	CO2
In-depth Study Phase	CO3
Project Report Completion Phase	CO4, CO5

**Grading & Assessment:**

Component	Weightage
<b>Semester End Viva (V) - Summative</b>	100 marks
<b>Continuous Evaluation (CE) – Formative</b>	100 marks

The total marks for the SIP project will be 200 and it carries 6 credits. The marks will be awarded in proportion of 50:50 by external and internal examiners, respectively. Students have to obtain 50% marks in both components individually in order to be declared Pass in the said components.

**Semester End Viva:**

The Semester End Evaluation shall be in the form of an external Viva Voce exam. Each individual shall be presenting their SIP work to an external examiner appointed by the University. The Viva Voce exam shall be held in the beginning of Semester III term.

**Continuous Evaluation:**

The Continuous Evaluation shall comprise of 100 marks and shall be assessed two times considering continuous evaluation of the SIP progress throughout the Project's Tenure. The first assessment shall be done at the end the departmental study phase, where each student shall be submitting and presenting his/her SIP work of the first two phases. The Internal Examiner shall interact with the students and shall conduct their Viva and shall allot marks out of 40. The second round of evaluation shall be undertaken prior to the Semester End External Viva where the Internal Examiner shall evaluate the SIP projects through Presentation and Viva-Voce and shall allot marks out of 60.

**Distribution of marks:**

Course Outcome	Orientation Phase	Departmental Study Phase	In-depth Study Phase	Project Report Completion Phase	Feedback from Industry Mentor	Viva-Voce
CO1	40	---	---	---	---	---
CO2	---	40	---	---	---	---
CO3	---	---	55	---	---	---
CO4	---	---	---	25	10	---
CO5	---	---	---	---	---	30

**Consolidated Marks Distribution:**

Sr. No.	Assessment Criterion	100 marks (External)	40 marks (CE-1)	60 marks (CE-2)	% of weightage
1	Orientation Phase	20	20	-	20%
2	Departmental Study Phase	20	20	-	20%
3	In-depth Study Phase	30	-	25	27.5%
4	Project Report Completion Phase	15	-	10	12.5%
5	Feedback from Industry Mentor	-	-	10	05%
6	Viva-Voce	15	-	15	15%



**Report Format:**

The formal Report shall have three parts:

- i. Prefatory Pages
  - ii. Text Parts
  - iii. Supplementary Parts
- i. **Prefatory Pages** (to be numbered in lower-case Roman numerals e.g. i, ii, iii, ..... Cover Page should not be numbered).
- Cover Page
  - Company Certificate
  - Plagiarism Report
  - Certificate
  - Acknowledgement
  - Executive Summary
  - Table of Contents
  - List of Tables
  - List of Figures

**Text Parts** (to be numbered in Arabic numerals e.g. 1, 2, 3 ....)

Chapter No.	Sub no.	Title of chapter / sub topic	Page No.
1		Introduction to the Study	
2		Industry profile of (write name of Industry)	
	2.1	Global Scenario	
	2.2	National Scenario	
	2.3	State level Scenario	
3		Major Players according to current trends	
		Company Profile of (Write name of the Company)	
	3.1	History and Commencement information	
	3.2	Details about products / services	
		Study of various Departments	
4	4.1	Finance Department / any specific name of department	
	4.2	Marketing department / any specific name of department	
	4.3	Human Resource Department / any specific name of department	
	4.4	Production Department / any specific name of department	
	4.5	Any other Department, if company has.	
5		In-depth study of any one department / selected topic	
	5.1	Sub point of the chapter	
	5.2	Sub point of the chapter	
	5.3	Sub point of the chapter	
6		Practical Learning from the depth study	
	6.1	Sub point of the chapter	
	6.2	Sub point of the chapter	
	6.3	Sub point of the chapter	

ii. **Supplementary Parts** (to be numbered in Arabic numerals e.g. 1, 2, 3 ..., and to be continued from the last page number of the text part)

- Appendix
- Annexure
- Bibliography



<Cover Page>

## **Summer Internship Project Report**

On

**'<Title of Project>'**

At

**<Name of Company / Organization>**

Submitted to

**S. R. Luthra Institute of Management**

Under the Guidance of

**Name of Faculty**

(Designation)

In partial Fulfilment of the Requirement of the award of the degree of

**Master of Business Administration (M.B.A.)**

Offered By

**Sarvajanik University**

Surat

***Submitted by:***

**<Name of Student>, Enrl. No.**

**MBA (Semester - III)**

Month & Year

**August, 2022**



<Organization Certificate (to be printed on Organization`s Letter head)>

**Date:** \_\_/\_\_/\_\_

**To,**

**S. R. Luthra Institute of Management,  
Surat.**

This is to certify that <Name of Student (Enrolment No.)> of S. R. Luthra Institute of Management has successfully completed the **Summer Internship Project** on “.....” at <Name of Company with location > during <From ..... to..... >.

**Sign and Stamp**



< Certificate >

**Sarvajanik University**

**S. R. Luthra Institute of Management**

I hereby declare that the **Summer Internship Project** titled

“ \_\_\_\_\_ ” at

\_\_\_\_\_ (Name of the Company/Organization / Industry) is a result of my own work and my indebtedness to other work publications, **References:**s, if any, has been duly acknowledged. I am aware of the Institute’s Plagiarism Policy and hereby certify that I have not violated any guidelines in the course of the preparation of this Report. I have also checked the plagiarism extent of this report which is     % and it is below the prescribed limit. The separate plagiarism report in the form of pdf file is enclosed with this.

Enrollment No.	Student’s Name	Signature

**Signature of the Faculty Guide**

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

Designation: \_\_\_\_\_

**Signature of Director**

Name: Dr. Jimmy. M. Kapadia

Place: .....

Date: .....

Stamp of Institute



### **Project Report Formatting Specifications:**

- Word format
- Font size: 12 for Regular text, 14 for Subtitles and 16 for titles
- Font Type: Times New Roman
- Line Spacing: 1.5
- Margin: 1.5 inch to Left and 1 inch to all other sides
- Page Type: A4
- Page number on the bottom right of each page, e.g. 1 of 94, 2 of 94....
- Alignment: Justified
- Column Specification: One
- The WORD file needs to be converted to PDF format for online submission.
- Bibliography style – American Psychological Association (APA)
- The report should not have the logo of either the Institute/Sarvajanik University or the SIP organization.

