

## **Summer Internship Programme (SIP)**

- **Section A: Course Structure**
- **Section B: Schedule**
- **Section C: Guidelines for Report Preparation**

## **Section A: Course Structure**

1. At the end of the 3rd trimester, each student is required to undergo a summer training of six to eight weeks duration in the industry by undertaking a real life project.
2. Students will undertake SIP under the supervision of two mentors—Supervisor appointed by the company and the Faculty Supervisor assigned to every student by the Institute. During the time of summer training, progress of each student is monitored by the Institute.
3. Students are to submit the Joining Report and Synopsis of the project in the prescribed formats (refer Annexure) in accordance with the SIP activity schedule (refer Section B for details).
4. Faculty Supervisor/ Placement Manager will be in touch with the respective Company Supervisors and also meet once in-person during the SIP.
5. Students are to inform their respective Faculty Supervisors regarding the progress of work on a continuous basis.
6. Students should feel free to contact their respective Faculty Supervisors for any discussion or difficulty faced during the SIP with prior appointment.
7. After the successful completion of the project, students have to prepare a project report (80-100 pages) and are evaluated as per the Evaluation Guidelines.
8. Each student will submit two hard bound copies and a soft copy (on CD) of the Summer Internship Project Reports in the recommended format to their respective Faculty Supervisor.
9. Students are to strictly follow the prescribed format for preparing the report (refer report writing guidelines and Annexure for the prescribed formats).
10. Summer-training consists of 200 marks, and the distribution of marks is as per the Evaluation Guidelines.
11. Each candidate will have a time slot of 20 minutes for the Presentation and Viva-Voce.

## Section B: SIP Schedule

Activity	Date/Periodicity
Joining report duly signed by the Company Supervisor (via e-mail)	<i>Within 3 days of joining the Summer Internship(Joining beyond 1<sup>st</sup> week of June 2011 will not be accepted)</i>
Submission of synopsis (not more than 7-10 pages; submission via e-mail; refer Annexure for Synopsis format)	<i>Within 7 days of joining Summer Internship</i>
Work-in-progress report (via e-mail/in-person with prior appointment)	<i>Weekly to the respective Faculty Supervisor (every Friday)</i>
Faculty Supervisor's/ Placement Manager's visit to the organization to meet respective Company Supervisor	<i>3<sup>rd</sup> week of June 2011</i>
Submission of report to the respective Faculty Supervisor	<i>25<sup>th</sup> July 2011 (Tentative)</i>
Presentation and Viva-Voce	<i>Second week of August 2011</i>

# SIP EVALUATION GUIDELINES

- a. Timely submission of joining report: 10 marks
- b. Timely submission of SYNOPSIS: 30 marks
- c. Weekly submission of Progress Report: 60 marks – 10 marks per week for 6 weekly reports
- d. Final SIP Report submission: 60 marks for report evaluation (marks will be deducted for late submission)
- e. Presentation and Viva-Voce: 40 marks
  - a. Presentation Style 15
  - b. Analysis & Recommendations 10
  - c. Overall Learning 10
  - d. Time Management 5
  - TOTAL 40

## **Section C: GUIDELINES FOR REPORT PREPARATION**

The main role of summer internship is to acquaint the students with the rigors of the corporate world and provide a live opportunity to apply skills, tools and techniques of management.

The technical research work / study / problem undertaken by the students for detailed investigation culminate into a Formal Report. As findings may be presented orally or in writing, the term 'report' refers to either form of presentation. Students are to prepare a power point presentation for Presentation and Viva-Voce, in addition to the written report.

To write an effective report, it is essential to plan its contents well, though the report formats may vary according to the nature of study and the company where the study is undertaken. Most research reports include the following elements:

### **SIGNIFICANCE**

1. They are the tangible products of the research efforts.
2. Management decisions are guided by the report and the presentation.
3. Management's decision to undertake research in future will be influenced by the perceived usefulness of the report.

### **REPORT FORMAT**

- All the students are required to submit two hardbound copies of the report along with a soft copy (on CD).
- All the summer training project reports should be bound in black leather and inscribed with golden letter.
- The signature of the internal supervisor should be sought before final binding of the report.
- Font size is 14 for Headings and 12 for other text in Times New Roman font only.

Report should include the following components:

#### **1. COVER**

- Keep title length within a maximum of 8-10 words
- Add a subtitle indicated with a color for additional clarity
- Avoid vague, extremely short, or too broad titles

#### **2. TITLE FLY**

- A blank sheet of paper located between the cover and the title page.

### **3. TITLE PAGE**

- Usually symmetrically arranged, contains the title, the names of the recipient and sender, contents of this page are generally the same as that of the cover page

### **4. CERTIFICATE FROM THE COMPANY**

- The certificate will generally be given by the external supervisor in the company or the head of the company stating that the student has satisfactorily completed the project assigned and the duration of the project.
- It indicates the reasons for doing the works, and the official authorization for the research.

### **5. PREFACE AND ACKNOWLEDGEMENTS**

- In case you have received assistance from a person or a source in any form such as in the collection of data, facilities for interviews or reference to records in connection with your project and owe a special debt to a particular source of person, you should acknowledge this under the title acknowledgements. At the end of the acknowledgements, only the student's name appears in italics in the right hand corner.
- Preface should highlight the objectives of the study and the major problem you deal within the report, which follows in the succeeding pages.

### **6. TABLE OF CONTENTS**

- It should include topics covered and appropriate in most reports only the major headings and subheadings are included. The table of contents is followed by list of tables /graphs

### **7. LIST OF TABLES / GRAPHS**

- Every table should have a number (for example, 1a) and title (for example, Sample Distribution by Income)
- The data items in a table should emphasize the most significant aspect of the data
- The basis or unit of measurement should be clearly stated
- It represents list of tables and graphs drawn in the project report with their page numbers.

**EXAMPLE: -**

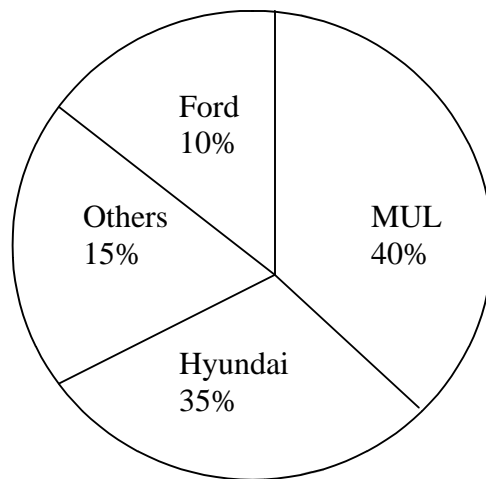
**TABLE 1.1: AUTOMOBILE SALES IN INDIA (in Units) : 2000 – 2010**

Manufacturer	Year 2001	Year2002	Year2003
MUL			
Hyundai			

**SOURCE: -2001 Automotive survey, J.D. Power, P-20**

- Graphical display can effectively complement the text and tables

**FIGURE 2.1: MARKET SHARE OF AUTOMOBILE MANUFACTURER**



**SOURCE: .....**

**8. EXECUTIVE SYNOPSIS (*Numbering of pages should start from executive summary*)**

The purpose of the synopsis is to enable the busy reader to gather important information quickly without having to go through the whole report. Generally the length of the synopsis about two to five percent of the original. It includes major findings, conclusions and recommendations in short, the executive synopsis are a report in miniature; write such that comprehension of the material is not sacrificed. It should be noted that the synopsis can be prepared only after the full report is written, then inserted in the appropriate place.

## **9. INTRODUCTION TO THE PROBLEM/ORGANIZATION**

This section should contain:

- i) A background of the problem task undertaken (i.e. how the project was selected)
- ii) The rationale of the study and
- iii) The scope

## **10. OBJECTIVE OF THE STUDY**

*Main* objective of the study is the purpose to conduct this study. Then there could be *specific* objectives, i.e. what all you need to do to achieve your main objective.

## **11. LITERATURE REVIEW**

This section for the summer training report would mean writing about the ways in which the Organizational realities are similar or different from theory. The management theory dealt with in the report must be written about in detail, i.e. if you have talked about value chain then you must discuss all about it and then point out how different it was in practice. Prior studies conducted in the research domain should be referred and discussed in this section.

## **12. RESEARCH METHODOLOGY**

It should include description of procedures employed to achieve the objective: type of research design, regions, sources of data sampling setup and the type of questionnaire used. It should state why a particular procedure was chosen and its perceived advantages over alternative procedure. The descriptive should include a discussion of whether the design was exploratory, descriptive, conclusive or experimental.

## **13. ANALYSIS AND FINDINGS**

It includes presentation of the relevant data and analysis. It may be pertinent to discuss the method/approach utilized in analysis. Table, charts and graphs of the findings are used to explain the relationships of the data analyzed. To facilitate the reader's understanding of the significance of the result, the explanation of use of various analytical and statistical techniques is important in this section.

## **14. RECOMMENDATIONS AND CONCLUSIONS**

The conclusions are drawn by inference from the findings. Care should be taken to state a conclusion for each objective of problem defined. The conclusions verify or deny the promises upon which the study has been conducted.

## **15. REFERENCES**

It will be given at the end of the report and will contain all details of the various books, periodical and newspaper consulted in the preparation of the report. References should be given in an alphabetical order (refer Annexure for the referencing style).

## **16. ANNEXURES**

It provides materials supplementary to those given in the body of the report. It includes detailed computation from which the tables in the report are generated, a copy of the questionnaire, interviewer instructions, etc.

# Annexure

- Format for Cover/Title page
- Format for Joining Report
- Format for Synopsis
- Format for Report
- Sample Certificate of Industry Supervisor
- Sample Certificate of Faculty Supervisor
- Referencing style

*SAMPLE COVER/TITLE PAGE*

HUMAN RESOURCE POLICIES IN XYZ COMPANY

SUMMER TRAINING PROJECT REPORT  
SUBMITTED TOWARDS PARTIAL  
FULFILLMENT  
OF  
POST GRADUATE DIPLOMA IN MANAGEMENT

(Approved by AICTE, Govt. of India)

ACADEMIC SESSION  
2010 – 2011



Submitted By:  
Student Name  
Roll No  
Batch

**External Supervisor**

Name

Designation

Name of Company

Address

**Internal Supervisor**

Name

Designation

AKGIM

Ghaziabad

**AJAY KUMAR GARG INSTITUTE OF MANAGEMENT**

27Km Stone, Delhi-Hapur Bypass Road,  
P.O. Adhyatmik Nagar, Ghaziabad-201009

**AJAY KUMAR GARG INSTITUTE OF MANAGEMENT, GHAZIABAD  
SUMMER INTERNSHIP PROGRAMME  
JOINING REPORT**

**Date:**

<b>Name of the Student</b>	
<b>Name and Address of the Organisation</b>	
<b>Title of the Project</b>	
<b>Brief Description of the Work to be Done</b>	
<b>Location of the Project</b>	
<b>Stipend Payable (if applicable)</b>	
<b>Name and Designation of the Guide for the Project</b>	
<b>Contact No.</b>	
<b>E-mail Address</b>	

# **Format for Synopsis**

- 1. Introduction**
- 2. Research Objectives**
- 3. Research methodology**
  - a. Research design**
  - b. Data requirements**
  - c. Sampling procedure**
  - d. Sample size**
  - e. Data collection instrument**
- 4. Managerial implications**
- 5. Learning outcomes**
- 6. References**
- 7. Annexure/s (if any)**

**PRESCRIBED FORMAT OF CERTIFICATE TO BE ISSUED BY THE SUPERVISOR FROM INDUSTRY**

*Certificate of authenticity*

**CERTIFICATE**

This is to certify that the Summer Internship Project of .....  
Titled..... is an original work and that this work has not been  
submitted anywhere in any form. My indebtedness to other works/publications has  
been duly acknowledged at the relevant places. The project work was carried  
during.....to.....in ..... (*Name of the organization*)

**Signature**

**(Name of the Supervisor)**

**Name of the Organization**

**Seal of the organization**

*Certificate from Internal Supervisor*

**CERTIFICATE FROM THE INTERNAL SUPERVISOR**

This is to certify that the project work entitled “*Project Title*” is a bonafide work carried out by (*Name of the student*), a candidate of the PGDM (Batch 2009-11) Ajay Kumar Garg Institute of Management, Ghaziabad under my guidance and direction.

**Signature**  
**(Name of the Supervisor)**  
**AKGIM**  
**Ghaziabad**

## FORMAT FOR WRITING REFERENCES

### 1. WORLD WIDE WEB HOME PAGE, PROFESSIONAL SITE

#### *Basic Form*

Name of author or creator (if given): Title of Web site. (If no title is available, provide description such as name neither of site plus Home page, neither underlined nor in quotation marks.) Name of any institution or organization associated with the site. Access date <URL>.

### 2. WORLD WIDE WEB HOME PAGE, PERSONAL SITE

#### *Basic Form*

Name of site owner: Title of Web site. (If no title is available, add description such as Home page, neither underlined nor in quotation marks). Date of latest posting (if available). Name of organization sponsoring Web site (if given), Access date <URL>.

### 3. WORLD WIDE WEB, SECONDARY PAGE

Name of author or creator, if available. "Title of topic or article" (if given). Title of page (if named). Name of any institution or organization associated with the site. Latest update (if given). Access date <URL>.

### 4. BOOK (ONLINE)

#### *Basic Form*

Name of author or creator, if available. "Title of part or chapter" (if given). Title of book. Date of original publication. Name of any institution or organization sponsoring or associated with the Web site (if given). Access date <URL>.

### 5. BOOK REVIEW (ONLINE)

#### *Basic Form*

Author of review. Rev. of Book Title by Author. Journal or Magazine Title: Volume, Issue, or other identifying number (For journal, year of publication in parentheses; for magazine date without parentheses): pages (if given). Access date (URL).

### 6. ENCYCLOPEDIA ARTICLE (ONLINE)

#### *Basic Form*

Author (if given). "Title of Material Accessed." Date of material (if given). Title of Encyclopedia. Publication information for any print version of the source if available. Date of electronic publication, of the latest update, or of posting (if known). [search term if necessary for retrieval]. Access date <URL>.

## **7. ENCYCLOPEDIA ARTICLE (CD-ROM)**

### *Basic Form*

Author (if given). "Title of Material Accessed." Date of material (if given). Title of Encyclopedia. Edition, release, or version (if relevant). CD-ROM. Name of vendor (if relevant). Electronic publication date.

## **8. JOURNAL ARTICLE (ONLINE)**

### *Basic Form*

Author. "Article Title." Journal Title Volume.Issue or other identifying number (Year of publication in parentheses): paging. Name of database (underlined if given). Access date <URL>.

## **9. JOURNAL ABSTRACT (ONLINE)**

### *Basic Form*

Author. "Article Title." Journal Title Volume.Issue or other identifying number (Year of publication in parentheses): paging. Name of database (underlined if given). Abstract. Access date <URL>.

## **10. MAGAZINE ARTICLE (ONLINE)**

### *Basic Form*

Author. "Article Title." Magazine Title. Date: page (for magazines published every month or two months, do not give volume and issue numbers even if they are listed). Access date <URL>.

## **11. NEWSPAPER ARTICLE (ONLINE)**

### *Basic Form*

Author. "Article Title." Newspaper Title. Date, edition, section: page (if given). Database Name (underlined if available). Access date <URL>.