

Mandatory Course 3: Summer Internship

Course Type:	IN: Internship	Course Credits:	8
Course Code:	C3IN506	Course Duration:	2 Months

Course Objectives:

- Enable interns to apply management theories in real-world business scenarios.
- Develop critical thinking through problem-solving and data analysis tasks.
- Improve professional communication via structured reporting and Presentations.
- Provide exposure to corporate culture and cross-functional team dynamics.
- Cultivate accountability and time management through goal-based assignments.

Course Outcomes:

- CO1: Recall key organizational structures, functions, and industry practices observed during the internship.
- CO2: Explain how academic concepts relate to tasks performed in the workplace.
- CO3: Apply domain-specific knowledge and skills to execute assigned professional responsibilities effectively.
- CO4: Analyze the workflow or project management approach used in the organization to identify strengths and gaps.
- CO5: Evaluate the effectiveness of organizational strategies and reflect on individual contributions and learnings.
- CO6: Develop a structured internship report or project proposal based on insights gained during the internship.

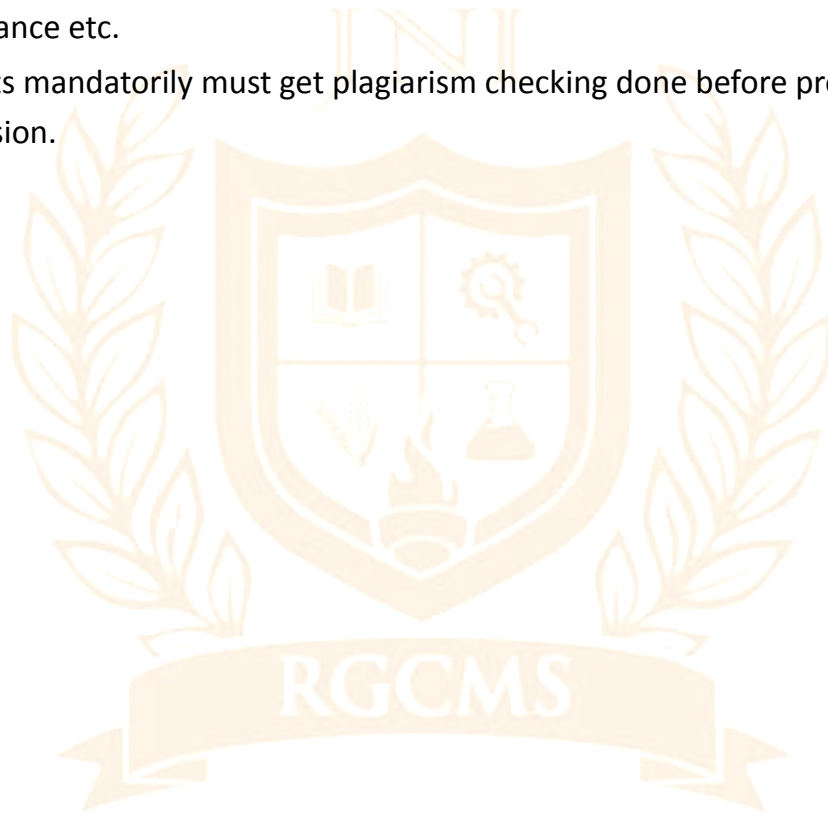
Evaluation Criteria:

- 50% Internal Assessment based on Summer Internship Report
- 50% External Assessment based on Viva-voce Process

Guidelines:

- Internship to be done in month of May & June.
- Later a project report needs to be prepared based on specialization related topic used for study with reference to the company in which summer internship was done.
- The project thus prepared will be evaluated in 100 marks by Presentation & Viva-voce during semester III.

- Study the entire organization carefully with special emphasis on the topic selected/assigned. Collect all the data required to complete the project.
- The topic selected and research work conducted for the SIP should incorporate both primary and secondary data components.
- Doing maximum reading of Journals, Periodicals & Text books as well as searching on the Internet will also help students to improve their understanding of the chosen subject.
- When two or more students are doing projects in the same organization, make sure that the topic/ objectives are different. This can be done by taking up different project titles in/or different functional areas like Marketing, Personnel, and Finance etc.
- Students mandatorily must get plagiarism checking done before project submission.



Rubric Based Assessment Instruments

Summer Internship Project (SIP)

Evaluation during the research project involves two key components: External Evaluation (50%) and Internal Evaluation (50%) for both the semesters.

Internal Evaluation (50%)

Sr. No	Evaluation Criteria	Marks
1	Regularity and punctuality during internship	10
2	Initiative and learning attitude	10
3	Weekly reports/logbooks	10
4	Quality of work done and contribution to the organization	10
5	Final project report submitted	10
Total Marks		50

External Evaluation (50%)

Sr. No.	Evaluation Criteria	Marks
1	Presentation skills and articulation	10
2	Clarity of project objectives and outcomes	10
3	Innovation and problem-solving approach	10
4	Understanding of concepts and application	10
5	Response to questions during viva-voce	10
Total Marks		50

APPENDIX 2: Structure of Project Report

Appendix 2. i. Chapter Schemes

Appendix 2. ii. Printing & Formatting Instructions

Appendix 2. iii. Internship Project - Front Pages & Index FORMATS:



2. i. Chapter Schemes:

Applicable to both Summer Internship Project & Final Dissertation Project.

This project has to be presented in a number of chapters. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, sub-sections and sub-sub-section so as to present the content discretely and with due emphasis. Following Chapter requirements explained.

II. INTRODUCTION:

The purpose of the introduction is to introduce the research project to the readers. History/ Facts build-up is necessary & story telling approach must be used.

- **Need for the study/ Problem Statement definition-** enough background should be given to make clear to the reader why the problem was considered worth investigating by the researcher.
- **Objectives of Study-** It should contain a clear statement of the Project
- **Scope of the study** – relevance/applicability at work & to people

II. PROFILE OF THE ORGANIZATION:

The objective is to describe the organization in brief to form the frame of reference and scope of study. Points like formation, employees, structure, turnover, milestones, products and services offered etc., SWOT analysis of the organization should be covered.

III. LITERATURE REVIEW:

This shall normally present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter depends on the nature of the investigation/research design of the subject matter. A Brief theoretical backdrop & literature review about the project is required to be given referring to some standard textbooks, journals, magazines & newspapers etc. Attempts should be made to collect latest information by scanning articles published in periodicals, journals etc. Please note that latest authentic data adds to the quality of the project and gives good impression to viva- voce.

IV. RESEARCH METHODOLOGY:

The **Methodology** adopted in conducting the Research/study must be fully explained. How was the study carried out? What was its basic design? If the data were collected

by means of questionnaires or interviews, then exactly what questions were asked..? If measurements were based on observation, then what instructions were given to the observers? Regarding the sample used in the study the reader should be told: Who were the subjects? How many were there? How were they selected? The statistical analysis adopted must also be clearly stated. In addition to all this, the scope of study should be stated and the boundary lines be demarcated. The various limitations, under which the research project was completed, must also be narrated.

In this section you are required to furnish:

- **Research Design, Population, Sample, Primary and Secondary Data**
- **Use of Statistical techniques for data analysis**
- **Limitations to the Study**

V. DATA ANALYSIS & INTERPRETATION:

A detailed presentation of the findings of the study, with supporting data in the form of tables and charts together with a validation of results, is the next step in writing the main text of the report. This generally comprises the main body of the report, extending over several chapters. The result section of the report should contain statistical summaries and reductions of the data rather than the raw data. All the results should be presented in logical sequence and split into readily identifiable sections. All relevant results must find a place in the report. But one is to decide about what is relevant in the basic question. Statistical tools are to be used for analyzing the data, which is mandatory.

VI. FINDINGS:

Based on data analysis presented in earlier chapter relevant observations/findings are to be made.

VII. RECOMMENDATIONS:

A statement of recommendations is required to be made in non-technical language and is expected to be given to the organization

VIII. CONCLUSION:

A Page write-up to conclude the study in brief manner.

IX. BIBLIOGRAPHY

Mention Reference Books, Journals, Newspapers, Web Sites, Reports, etc. are to be listed, out here.

ANNEXURES (No Chapter No. to be given)

It should be indexed. Attach those annexures which have its reference in the main text of the report. Here sample Questionnaires and any other relevant documents may be included.

- Plagiarism Allowed – **Less than or equal to 15%.**
- Add - Plagiarism report's '**first 15 pages**' as annexure in project (****starting from introduction page***)



2. ii. Printing & Formatting Instructions:

1. Dissertation book/ project report submission – **1 black book copy**

- The report shall be prepared on **A-4 white bond paper**.
- The report shall be printed on **one side of the paper** only.
- Report shall be **hard bound with golden embossing** on the cover page.
- Book cover should be **black** in colour.
- Must have **Corner Clips**.
- **Embossing at the Book Spine** stating (e.g. Specialization Name, Sem III SIP_A.Y. 202X-2X)
- Pages required – Min.**50 pages**; Max. - **100 pages**

2. Text details

- Font - **Times New Roman**
- All content text - **Font size 12 pts**
- Titles & Chapter Heading – **Bold & Font size 14 pt.**
- The typed text should be in black colour and
- Graphs and Charts must be coloured

3. Page Margins - **1.5” left & 1” Right sides.**

4. Line spacing - **1.5”**

5. **No Page Borders** in project report.

6. **Page numbering** - Starting as page no. 1 after the index

2.iii. Internship Project - Front Pages & Index FORMATS:



RAJEEV GANDHI COLLEGE OF MANAGEMENT STUDIES

Plot No. 01, Sector-08, Ghansoli, Navi Mumbai - 400701.

(An Autonomous College; Degree affiliated to University Of Mumbai)

Vision:

To be an institute that nurtures business professionals to deliver social and economic impact.

Mission:

M1: To provide a platform for academic delivery in coherence with defined teaching process.

M2: To encourage our faculty and students for Industry Academia Interaction.

M3: To expose and inculcate social ethical values in students.

TITLE OF THE PROJECT

**A SUMMER INTERNSHIP PROJECT
SUBMITTED IN THE PARTIAL FULFILLMENT OF THE DEGREE IN
MASTER OF MANAGEMENT STUDIES (M.M.S.)**

UNDER GUIDANCE OF:

Prof. Full Name

SUBMITTED BY:

Ms./Mr. FIRSTNAME SURNAME

ROLL NO.

XXXXXXX

M.M.S. (Specialization) – SEM III A.Y. 20XX-20XX

BATCH: 20XX- 20XX

DECLARATION

I, Mr. /Ms. **(name of the student)** have completed the Summer Internship Project entitled “**Title of the Study project**” at **company Name** under the guidance of **Guide’s Name** in the partial fulfilment of the requirement for the awarding the degree of Master of Management Studies (M.M.S.) from University of Mumbai.

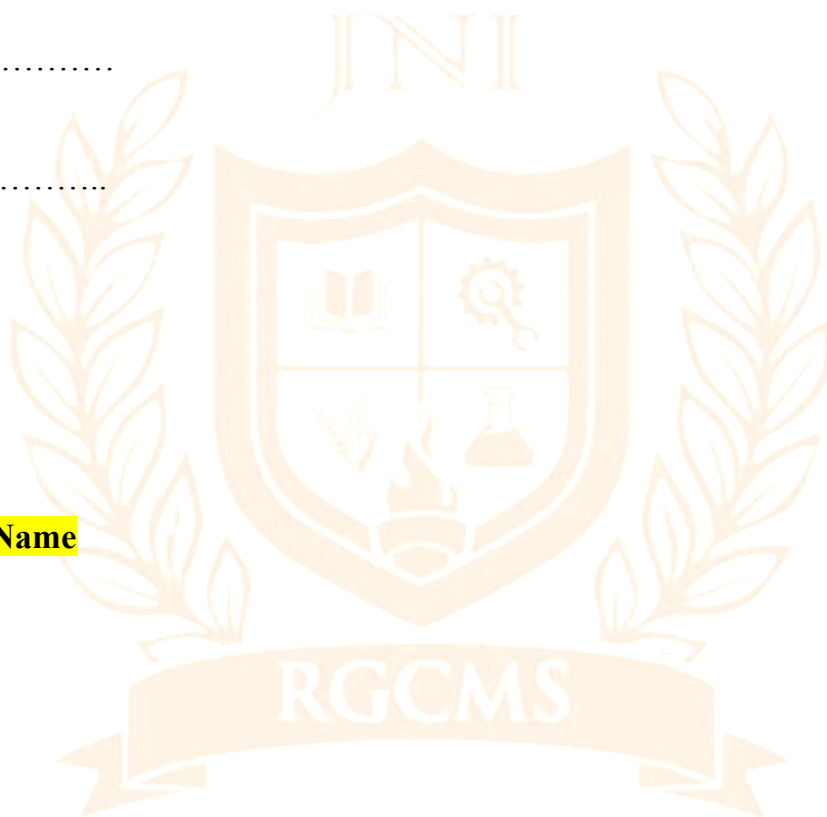
I declare, this project is an original piece of work & neither copied and nor published elsewhere.

Date.....

Place.....

Signature

Student’s Name



CERTIFICATE

This is to certify that **Mr./Ms.....** is a bonafide student of Rajeev Gandhi College of Management Studies, Ghansoli, Navi Mumbai. As a part of the curriculum, the student has undergone summer internship of two months & prepared a study project entitled

“.....
.....
.....”

in the partial fulfillment of the requirement for the award of the Degree of Master of Management Studies (MMS) University of Mumbai.

Signature

Guide Name

(Faculty Guide)

Signature

HOI's Name

(Director)

Signature

(Industry Guide)

Signature

(External Examiner)

College Seal

ACKNOWLEDGEMENT

This project has been a great learning experience for me. I take this opportunity to thank **(Guide name)**, my internal project guide, whose valuable guidance & suggestions made this project possible. I am extremely thankful to **him/her** for all the support. **He/ She** has encouraged me and channelized my enthusiasm effectively.

I express my heart-felt gratitude towards my parents, siblings and all those friends who have willingly and with utmost commitment helped me during the course of my project work.

I also express my profound gratitude to **HOI's Name**, Director of Rajeev Gandhi College of Management Studies, Navi Mumbai for giving me the opportunity to work on the projects and broaden my knowledge and experience.

I would like to thank all the faculty members and administrative staff of Rajeev Gandhi College of Management Studies, especially the library staff who were very helpful in providing books and articles I needed for my project.

Last but not least, I am thankful to all those who indirectly extended their cooperation and invaluable support to me.

PREFACE

Write 1- 2 paragraphs related to the motive of the study & discuss major findings of the same. (TO BE WRITTEN ON FRESH PAGE)

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	Research Design, Population, Sample, Primary and Secondary Data	
	Use of Statistical techniques for data analysis	
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6	Findings	
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