



Submission of Project Report – Summer Projects – 2012

Dear Students,

How are you ? I have prepared some format and guidelines for summer project Internship (SPI). Hope it will be very useful for your SPI. All the best for your project.

As you are aware the University of Pune requires the students of MBA 1st year to complete 8 weeks summer training after the completion of their semester-II examination. You are therefore required to complete your summer project and also submit a project report to the institute on or before 20th September 2012.

Students should note the following:

1. Every student has to submit their company name and project name before 5th June 2012.
2. Based on the specialization opted by the students, internal guides are allotted to each students. Every student should finalize her/his project report topic in consultation with her/his internal guide. The list of guides allotted is being displayed on the notice board.
3. Summer training is to be completed before 15th July 2012. Students should report to the institute on 20th of July 2012, the date of commencement of 2012. Remaining absent in the name of summer training will not be permitted and disciplinary action may be initiated for those who fail to report to the institute on the scheduled date.
4. First draft copy (hard copy) of the project report should be submitted to the respective project guide before 20th August 2012. Every student will have to make a presentation of his/her project report as per a schedule that will be notified in due course. The final project report with corrections, modification and alteration suggested by project guide should be submitted on or before 20th Sept 2012. The project report should not be finalized without approval by the guide.
5. Students are advised to be in touch with their guides at least twice a month and submit a progress report, every fortnight during the project duration.
6. The project report should be printed strictly to guidelines that are being circulated herewith.
7. Students should forward the attached sheet and project objective and title before 25/05/2012 on ramanandchivate@gmail.com

Specimen A: (Cover)

A
PROJECT REPORT
ON

(TITLE OF THE PROJECT IN CAPITAL)

SUBMITTED TO
UNIVERSITY OF PUNE
BY

(NAME OF THE STUDENT IN CAPITAL)

MBA-II
(2012-2013)

Name of the guide :-

PUNE VIDYARTHI GRIHA'S, LATE GOVIND KASHINATH PATE(WANI) INSTITUTE
OF MANAGEMENT, PUNE 411009

Specimen – B: (Certificate from the Institute)

This is to certify that the Project Report titled _____,
_____ is a bonafide work carried out by Ms./Mr.
_____ of MBA- II of Pune Vidyarthi Griha's LATE
GOVIND KASHINATH PATE(WANI) INSTITUTE OF MANAGEMENT, PUNE 411009
as a fulfillment of MBA Degree of University of Pune.

He/She has worked under our guidance and satisfactorily completed his/her project work.

Place: _____ Signature of Guide _____ Signature of Director _____

Date: _____

Specimen C: (Format of certificate from company/organization)

This is to certify that Mr/Ms. _____ (name of the student), student of MBA-II
of Pune Vidyarthi Griha's LATE GOVIND KASHINATH PATE(WANI) INSTITUTE OF
MANAGEMENT, PUNE 411009 has completed Summer Project Report titled
_____ with us from _____ to
_____ (date).

He/She has completed the Project Work to our satisfaction.

Place: _____ Signature of Official _____ Seal of Company _____

Date: _____ Name & Designation of Official _____

Note: (This certificate is to be obtained on original letter head of the company and should clearly mention the dates of Project Duration and must be attached to the project report)

Specimen D: (Sequence of Topics)

Sr No	Particulars	
	Title Page	
	Certificate of the Institute	
	Certificate of the Organisation	
	Declaration	
	Acknowledgement	
	Main Index	
	List of Tables	
	List of Graphs	
	List of Charts	

INDEX			
Sr No.	Particulars	Page No	
		From	To
1	Research Design		
	Introduction		
	Objectives of the Project		
	Statement of Problem		
	Hypothesis		
	Scope of the Project		
	Limitations of the Project		
2	Research Methodology		
	What is Research? (Restrict to only 1 definition)		
	Data Collection		
	Sources of Data		
	Analysis Techniques		
	Sampling		
3	Profile of the Organisation		
4	Data Presentation & Data Analysis		
5	Observations/Findings		
6	Conclusion & Suggestions		
	Appendix		
	Questionnaire		
	Glossary of Terms		
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✓ A First Step

1. Confirmed your specialization
Pl make sure you have contacted the guide before joining the company. (and you need to be in regular touch with the internal guide right through the project)
2. Read & understood the Project guidelines as suggested by the College / University (Also available on digital library)
3. Prepared at least three or four probable topics and discussed it with your internal guide.
4. Decided on and contacted prospective company to intern. (If possible two or three)
5. Devoted some time to review past projects got tips from the faculty members and seniors and visited RM books notes several times.
6. Polished your skills on Excel and SPSS statistical analysis and reporting.

✓ B. Second step

Understand that the company bosses will have their own way of getting things done. Always be cooperative, getting good experience, is your requirement

Do not get demotivated if the topic of your interest is not accepted. You will be getting better topics which are more relevant to the company

Before joining any Company it puts lot of thoughts before giving you particular topic.

There is also a good chance that you may get academically / work rewarding project

Adaptive, cooperative, positive, polite and enthusiastic approach will improve your chances of getting good project, satisfaction in internship.

Work on getting as much information as you can. Have non intrusive approach with the colleagues and superiors. Always respect juniors. Whenever required do not hesitate to ask questions, clarify your doubts. Your inquisitiveness will be appreciated.

Give feedback at regular intervals to internal and external guides. If required prepared a schedule of feedback at different mode and intervals.

Maintain Diary so that you can produce the same at the time of submission (**IMP**)

This prearranged reporting will help in building trust. Which may lead you in getting favorable assistance.

Respect privacy policy of the company and obtain all necessary permissions to acquire / project or publish data. During the Project work students must follow rules and regulations of that organization. Care must be taken and approval must be obtained from the concerned authority for using conveyance, canteen, photocopying and software/hardware facilities, etc. While using telephone facility and email facility, proper telephone and email etiquettes must be followed along with the permission from the authorities to use these facilities.

The students must follow protocol of meeting the personal assistants of senior executives while they are on call. All such meetings with senior executives must be with prior appointments only.

Take prior permissions for utilizing hard/soft facilities available at the company.

Strictly follow all protocol / procedures of the organization you are working in. Whenever you are contacting others on behalf of the organization you are working, always remember that you are the ambassador of that organisation and of course your Institute.

In case of roadblocks, refer back to your internal guide / TPO for clarification / guidance, by emails. Appreciate guide's time and seek clarifications only after considerable efforts from your side.

As you are doing the project and are at point of information source. It is expected that you know the issue best and solution should come from you.

Guides will help you in choosing the best solutions.

You can prepare the basic frame work of the project starting from objectives and inform progress to the internal guide from time to time. If necessary guide will give directions and will approve the proceedings.

Produce your work and submit it to the company as per the format required / prescribed by them. Later you can reshape the information/look as per the university Project Guidelines. Take care that no student from same college, same specialization do same project in same organization. If it happens you will face serious problems in external project viva... sometimes failure. Even if student from other college is doing the same project with you try and give something different in your project.

✓ C Topic Selection

You must choose an appropriate topic, which is clearly linked/related to your specialization Company you will be working with, may or may not agree to the topic & force you to accept topic as per their requirements. In few Cases Company will agree to give you certificate as required by the university but ask you to work in the internship period on a task which may or may not be in line with your research project topic.

What so ever the case may be, you must start taking interest in the project you are working on & start gathering necessary data / information and work towards completion of the project draft.

Understand that organisations are interested in their business and they are least concerned for you and your project. Bear with it, patience and persistence will give you results at the end.

Hopping places will not help in completing the project, it is important to show resilience and complete the work.

✓ D Title

1 Select a title which clearly describes the project you will be doing.

2 Use simple words like, A Study of..., An analytical study of....., Comparative study of..... Etc.

3 Do not write titles like.. 'Performance Management', 'Branding', be very specific and clear. ... Remember title generates the interest of the reader, as such meaningful and apt title is of prime importance

4 Select a project where;

a) You have some interest and understanding of the topic.

b) There is a possibility to get sufficient data.

c) Knowing that world knows everything, try and give something new or different in your topic. (Research Gap)

✓ E Objectives

1 Objectives should be in congruence with the title (& vice versa)

2 There can be one or many objectives. It is not necessary to have many objectives for window dressing ... (that may land your project in trouble)

3 Objectives may be divided in Primary and secondary objectives as per the need / importance / flow of the project.

4 Be brief and number your objectives (this facilitates giving references whenever necessary).

5 (Writing many objectives to impress or give the page good look is unwarranted) Restrict yourself to those objectives for which you can achieve / get some information

6 In the course of internship you may work on many processes / functions ... all will not be the objectives of the research project & need not to be included in the project report which you submit to the University.

✓ F Research Methodology

1 Get your fundamentals cleared, take help of good RM Book, you can even purchase and keep one copy with you as a ready reckoner.

2 Choose right research tools get help from internal guide and experts from the company.

- 3 Remember that research methodology is of vital importance in your project and carries significant weightage in project viva. Hence take it seriously.
- 4 Literature review is very important & you need to assign considerable time to visit library & websites. Keep the visits and information records updated, they are necessary for giving references. (Strictly avoid copying verbatim from books)
- 5 Hypothesis ..., test rightfully if you choose to go ahead with it.

✓ G Data Collection & Analysis

- 1 For each objective there has to be a supportive data collected, from either primary or secondary or in some cases from both the sources.
- 2 List out such probable sources for each of the project objective and keep collecting and sorting data...
- 3 Give feedback at regular intervals to internal and external guides. If required prepare a schedule of feedback mode and intervals. Maintain Diary so that you can produce the same at the time of submission
- 4 Represent the data / analysis clearly and easily understandable language / format. Use correct legends for graphs and charts as applicable
- 5 Number all tables and graphs. Prepare index and have it in the initial pages as prescribed in the university guidelines.
- 6 Start collecting data as early as possible than doing it in haste at the end.
- 7 Start writing the project and keep on appending it as you progress with your work, keeping it pending at the last will trouble you at the end.

✓ H Findings

- 1 Write findings chronologically & inline with the objectives. Give references to primary and secondary data for each finding. e.g. (refer question no. XYZ & MNO).

✓ I Suggestions

- 1 Write suggestions, if any, again give reference for each suggestion. E.g. (refer finding no. XYZ)
Ensure that you are not suggesting anything which is not studied in the course of project. Ensure all the suggestions are (Specific Measurable Achievable Realistic Timebound)

✓ J Conclusion

- 1 Conclude the project in simple words and talk of the study in short
- 2 Students should obtain Training certificate after completion of the project (should be on the Company letter head, Sign by the competent authority and stamped), mentioning;
 - a) Period of Training
 - b) student's and external guide's name
 - c) Title of the project.

✓ K Bibliography

- 1 Refer guidelines on main sheet of this file, and start compiling bibliography as you move on with the project study. (There will be unjustified inclusion or exclusion if you prepare it for the sake of formality)
- 2 Take extra care for the spellings of the Author and Publisher and Individuals (all proper nouns)
- 3 Strictly follow the referencing norms as prescribed in University Guidelines

✓ L Proofing

- 1 Read the completed project at least three times. Get it checked for grammar and spellings (You may use MS Office Spell Check Wizard but be careful and avoid funny sounding spellings and sentences). Check for the formatting, ensure that it is as per the guidelines
- 2 Prepare a chart as shown in Project Test Chart sheet. Reconfirm congruence from objectives to conclusion. Check that you have given all the references correctly.
- 3 When you finish the project work, get it checked from the internal guide, prepare executive summary of the project, present it to your friends / peers, clear their doubts regarding your project material do changes as necessary
- 4 Simplify. Rectify & clarify the project as applicable
- 5 Ensure you do not print any logo of the company you have worked, (Except for the certificate given by the company.)
- 6 After final approval of the draft (and successful completion of Internal Viva) get the completion certificate from internal guide and get the project printed and bounded, well in advance. Take extra care to proof read your copy and embossed title page 10 times History shows there are some funny mistakes happening at this stage
- 7 Present the recorded progress report to internal guide
- 8 Get guide's signatures, put your signatures e.g. acknowledgement, Certificate etc, and submit the project copies to designated authorities at least five days before the deadline.
- 9 No headers/footers are permitted except page numbers.

✓ M Lastly

- 1 Re read the project regularly so that your memory remains fresh and you won't be getting surprises at the time of project viva.
- 2 Prepare a Presentation of your project and prepare mutually agreed presentations on the projects and with the help of faculty members, contribute in improvement process.

✓ N Facing Viva

- 1 Remember you know your project best. Examiner will take your project in hand for only ten to fifteen minutes; examiner will rely on you to get more information on the project
- 2 Your preparation and attitude will decide how they will understand and appreciate your project.

For any issues like Project problem / Extension of project period, be in touch with the Internal Guide for Guidance / Permissions. Or college faculty members

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PVG'S PIM

This Copy only for PVG's Management students. Do not circulate to other



Pune Vidyarthi Griha's

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