SHRI BHAIRAVNATH SHIKSHAN PRASARAK MANDAL'S

ADHALRAO PATIL INSTITUTE OF MANAGEMENT & RESEARCH

Approved by AICTE New Delhi, Recognized by DTE Maharashtra & Affiliated to Savitribai Phule Pune University, NAAC Accredited

Address: At Post Landewadi (Via Manchar), Tal. Ambegaon, Dist. Pune – 410 503

Maharashtra, India. Tel.: 02133-235105

Summer Internship Program (SIP)

Guidelines

What is Internship???

- Professional Learning Experience

  - that offers meaningful, practical work related to a student's field of study or career interest.

- An internship gives a student the opportunity for **career exploration and development,** and to **learn new skills**.

- It offers the **employer** the opportunity **to bring new ideas and energy** into the workplace, develop talent and potentially build a pipeline for future full-time employees.

Why Internship???

- An internship is important because it can present you with **new skills and opportunities** that you may not receive otherwise. Interns gain **technical knowledge** within the industry of their choice by working directly with professionals in that field.

- This allows you to **apply practical knowledge** you may have learned from a classroom setting while you develop important **soft skills**, such as **time management**, **organization**, **adaptability**, **problem-solving** and **teamwork**.

Summer Internship Program SIP

- Minimum of 8 weeks (Not less than 60 days)

- 6 credits

- Written approval from the faculty guide about the topic and organization

- SIP may or may not have a Functional Focus - SIP should be in intended area of specialization or in any other functional area of management.

- SIP should exhibit a cross-functional orientation.
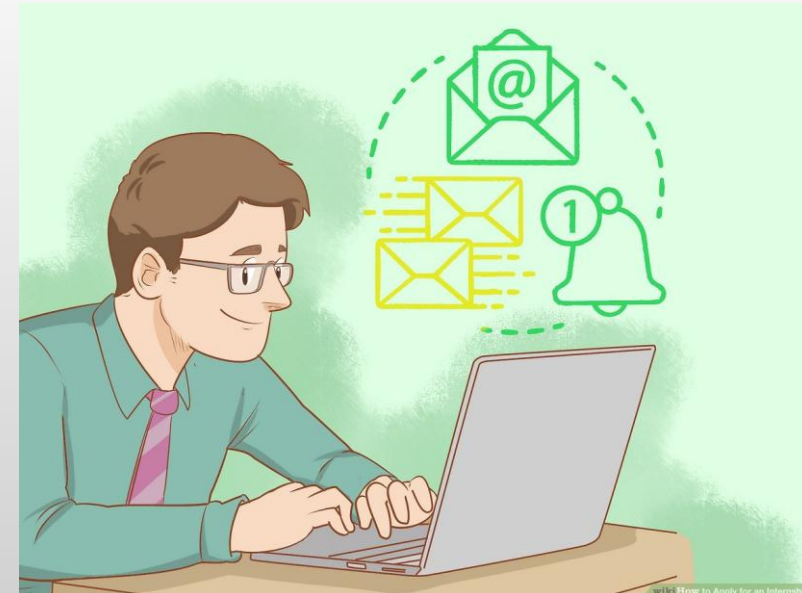
SIP can be carried out in a…

1. Corporate Entity

2. NGO (Non-Government Organization)

3. SME (Small and Medium Scale Enterprise)

4. Government Undertaking

5. Cooperative Sector

SIP may be…

Research Based

a research project – based on primary / secondary data

For research based projects, students shall have to submit a research proposal and approve it from the respective guide

Activity Based

an operational assignment involving working by the student on a given task/assignment/project/ etc. in an organization / industry.

Approval from respective guides…

Special Instructions…

- Each student shall maintain a **SIP Progress Diary** detailing the work carried out and the progress achieved on a **daily basis** or **weekly basis**.

- The student shall submit a written **structured SIP report** based on work done during this period.

- The student shall submit the **SIP Progress Diary** along with **the SIP Report.**

Documentation

The SIP report should be well documented and supported by –

1. Institute's Certificate

2. Certificate by the Company

3. Executive Summary

4. Organization profile

5. Outline of the problem/task undertaken

6. Research methodology & data analysis (in case of research projects only)

7. Relevant activity charts, tables, graphs, diagrams, AV material, etc.

8. Learning of the student through the project

9. Contribution to the host organization

10. References in appropriate referencing styles. (APA Only)

Certification…

- The completion of the SIP shall be certified by the respective **Faculty Guide** & approved by the **Director of the Institute.**

- The **external organization** (Corporate / NGO/ SME/ Government Entity/ Cooperative/ etc.) shall also certify the SIP work.

Pre-Submission…

- Submit a spiral bound copy of the SIP report (Date will be communicated later)

- Internal viva-voce will be conducted (based on the spiral bound copy)

- Detailed assessment of the SIP report (based spiral bound copy) will be carried out by the internal faculties/guide and suggest changes required, if any.

Final Submission and Viva-Voce…

- After the internal viva-voce, the student shall finalize the SIP report by incorporating all the suggestions and recommendations of the internal viva-voce panel/faculty members/guide

- The internal guide shall then issue the Institute's Certificate to the student.

- The student shall submit TWO hard copies (Golden Embossing) & one soft copy (CD) of the project report.

- There shall be an external viva-voce for the SIP for 50 marks.

Evaluation

The Internal & the External viva-voce shall evaluate the SIP based on:

- Clear and concise objectives

- Clear methodology, articulated using technical terms indicating all steps and tools

- Citation of substantial current and good quality literature

- Application of concepts learned in Sem I and II

- Understanding of the organization and business environment

- Benchmarks used / Assumptions made

- Technical Writing & Documentation Skills

- Interpretation of results and justification thereof and validity of the results presented

- Utility of the project to the organization

- Comprehensiveness and stakeholder relevance of the learning experience