Institute of Business Management & Research
(Permanently Affiliated to Savitribai Phule Pune University & Approved by AICTE & Recognized by Govt. Of Maharashtra)
NAAC Accredited
Institute Code:-MB6106   College No:- MGT/PU-6   AISHE Code: C-42049
Survey No. 130, Mumbai – Bangalore Highway, Wakad, Pune – 411 057.
Website : www.ibmrpune.in , Email – director@ibmrpune.in

Date: 10/07/2025

SUMMER INTERNSHIP PROGRAMME (SIP) POLICY

## GUIDELINES & PROCEDURES

1. INTRODUCTION

At the end of the second semester, all students are required to undertake a summer internship for a period of 8 weeks. The Summer Internship carries 100 marks with 4 credits. This internship is expected to provide the participants elements of experiential learning pertaining to managerial functions. The following are the objectives of Summer Internship:

1. Heighten the overall business awareness of the students.
2. Enhance depth of knowledge in the same functional area in which the student specializes.
3. Offer hands-on and challenging operational projects and learning opportunities.
4. Provide a probable route for final placements.
5. Build relationships with organizations where students are doing SIP. Develop them as prospective campus recruiters.
6. Promote academic, professional and/or personal development.
7. Expose the students to future managers/ entrepreneurs.
8. Understand the social, economic and administrative considerations that influence the working environment of industrial organizations.
9. Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

The Summer Internship is envisaged to provide the participants practical knowledge in managerial functions and processes. The purpose is to expose the MBA participants to the business world and make them understand how various managerial functions are performed in an organisation. The students are expected to gain practical insights into the application of various management concepts in an organisation. The students will have to undergo Summer Internship in any reputed National or International organization, where they can get practical experience in their specialized functional areas of Management. The organisations either from manufacturing or services sectors may be selected by the students for internship. PSUs, Organisations in Co-operative Sector, SMEs, Private and Public Limited firms may be selected for this.

The students are expected to select either of the functional areas where they plan to specialize in the second year and focus more on the specialization related jobs and functions in the organization

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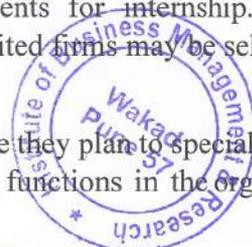
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2. **INTERNSHIP GUIDELINES**:

The SIP cell will arrange internship for students in industries/organization after Second Semester as per SPPU Curriculum. The general procedure for arranging internship is given below:

➤ Step 1: Request Letter/ Email from the office of Summer Internship Programme (SIP) cell of the college should go to industry to allot various slots of 6-8 weeks during summer vacation as internship periods for the students. Students request letter/profile/ interest areas may be submitted to industries for their willingness for providing the training. At the end of Second Semester each student shall undertake a Summer Internship Project (SIP) for a minimum of 8 weeks. For SIP, 1 credit is equivalent to minimum 40-45 hours of effective work. SIP shall have 6 credits. It is mandatory for the student to seek advance written approval from the faculty guide and the Director of the Institute about the topic and organization before commencing the SIP.

➤ Step 2: Industry will confirm the training slots and the number of seats allocated for internships via Confirmation Letter/ Email. In case the students arrange the training themselves the confirmation letter will be submitted by the students in the office of Summer Internship Programme cell through concerned department. Based on the number of slots agreed to by the Industry, SIP Cell will allocate the students to the Industry. In addition, the internship slots may be conveyed through Telephonic or Written Communication (by Fax, Email, etc.) by the SIP or other members of the SIP cell / Faculty members who are particularly looking after the Summer Internship of the students.

➤ Step 3: Students on joining Training at the concerned Industry / Organization, submit the Joining Report/Letters / Email. SIP may be a research project – based on primary / secondary data or may be an operational assignment involving working by the student on a given task/assignment/project/ etc. in an organization / industry. It is expected that the SIP shall sensitize the students to the demands of the workplace.

➤ Step 4: Students undergo Internship at the concerned Industry / Organization. If feasible, in-between Faculty Member(s) evaluate(s) the performance of students once/twice by visiting the Industry/Organization and Evaluation Report of the students is submitted in SIP Office with the consent of Industry persons/ Trainers. Each student shall maintain a SIP Progress Diary detailing the work carried out and the progress achieved on a daily 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.

➤ Step 5: Students will submit Completion report after completion of internship. Students shall also seek a formal evaluation of their SIP from the company guide. The formal evaluation by the company guide shall comment on the nature and quantum of work undertaken by the student, the effectiveness and overall professionalism. The learning outcomes of the SIP and utility of the SIP to the host organization must be specifically highlighted in the formal evaluation by the company guide. The SIP evaluation sheet duly signed and stamped by the industry guide shall be included in the final SIP report.

➤ Step 6: Completion Certificate to be obtained from industry.

➤ Step 7: List of students who have completed their internship successfully will be issued by SIP Cell.

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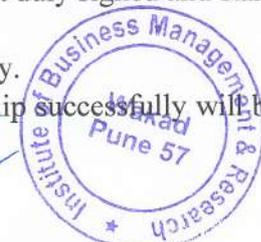
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3. INTERNSHIP REPORT

➢ After completion of Internship, the student should prepare a comprehensive report to indicate what he/she has observed and learnt in the Internship period. The student may contact Industrial Supervisor/ Faculty Mentor for assigning special topics and problems and should prepare the final report on the assigned topics. Daily diary will also help to a great extent in writing the Internship report since much of the information has already been incorporated by the student into the daily diary. The Internship report should be signed by the Internship

➢ Supervisor and/or Faculty Mentor. The Internship report will be evaluated on the basis of following criteria:

i. Originality.

ii. Adequacy and purposeful write-up.

iii. Organization, format, drawings, sketches, style, language etc.

iv. Variety and relevance of learning experience.

v. Practical applications, relationships with basic theory and concepts

4. MONITORING & EVALUATION OF INTERNSHIP

The Internship of the students will be evaluated in three stages:

➢ Evaluation by Industry.
➢ Evaluation by faculty supervisor (Mentor).
➢ Evaluation through seminar presentation/viva-voce at the Institute.

4.1 EVALUATION BY INDUSTRY

The industry will evaluate the students based on the Punctuality, eagerness to learn, Maintenance of Daily Diary and skill test in addition to any remarks. Industry Supervisor Feedback on the student intern will be taken confidentially. The proforma for the Industry Supervisor Feedback is attached in the end of the Guidelines.

ANNEXURE-1(**Internship External Supervisor Form**)

4.2 MONITORING/SURPRISE VISIT BY THE TPO/STAFF/FACULTY MENTOR

TPO/Staff/Faculty Mentor of the institutes will sometimes make a surprise visit to the internship site, to check the student's presence physically and the relevant guidance or support will be given as and when required.

4.3 EVALUATION THROUGH SEMINAR PRESENTATION/ VIVA-VOCE AT THE INSTITUTE

The student will give a seminar/ viva voce based on his Internship report, before a committee constituted by the concerned department as per norms of the institute. The evaluation will be based on the following criteria:

➢ Quality of content presented. ANNEXURE-2 (SIP Report Contents)
➢ Proper planning for presentation.
➢ Effectiveness of presentation.
➢ Depth of knowledge and skills.

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➢ Attendance record, departmental reports shall also be analysed along with the Summer
➢ Internship Report. Seminar presentation will enable sharing knowledge & experience amongst students & teachers and build communication skills and confidence in students.
➢ Also, there will be continuous evaluation done during Internship period.
➢ Plagiarism free and originality of the work.
➢ Understanding of problems/ relevant concepts / Method and objectives of the study.
➢ Literature references.
➢ Data Analysis and Application of appropriate tools, methods/ models.
➢ Implement ability and overall contribution to the organization.
➢ Presentation evaluated on contents, clarity and response to Q&A.

## 5 TRAINING REPORT SHOULD BE PRESENTED IN THE FOLLOWING FORMAT-

(a) Every student is required to submit the summer training report as per the guidelines.(ANNEXURE-2)

(b) The report should be printed on A4 size sheet.

(c) The font used should be Times New Roman and font size should be 12.

(d) The line spacing should be fixed at 1.5 lines.

(e) Page numbers should be placed at bottom middle position.

(f) Chapters should be numbered as 1, 2, 3 etc.

(g) The training report should be a minimum of 60 pages and should not exceed 90 pages.

(h) Students should submit 3 (one for the student, one for the Organization, one for the Institute) hard copies duly signed by the industry mentor and soft copy in one CD.

(i) Every student is required to take approval before the stipulated date.

6. IDENTIFICATION OF PROJECTS AND ALLOCATION METHODOLOGY TO FACULTY MEMBERS:

The most significant element of internships is that they assimilate classroom knowledge and theory with practical application and skills developed in professional settings. They also bring a bundle of benefits to students, both while completing a degree and when seeking a career path post-graduation. During an internship he/she is exposed to new people in a more controlled and stable environment. It also provides a learning arc for students with little experience of the professional world.

o Knowing students strength and interested functional area is the first step of identification process.

o SIP division will facilitate the identification of SIPs by communicating with the commercial, corporate, consultancy or government organizations and knowing their needs and identifying their skill requirements.

o SIP brochures and the student academic background, skill set and their interested subjects will be communicated to the organization by brochure invitation from February month onwards.

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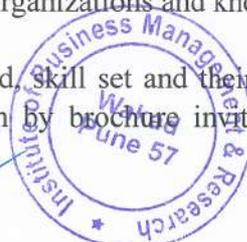
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- With help of various distinguished lectures and workshops, students will get an idea for their interested area to move on. With the help of the faculty mentors support, students will have a clarity on internship and they will come to know various sub-areas in each functional area of Management, wherein the students can pursue their SIPs.

- Every faulty will have 10 to 15 students as mentees and they will have periodical meetings to know the strength of the students and groom them in all aspects to make them fit to be perfect to fulfil the industry needs. The faculty mentors need to Map the SIP with Programme Outcomes. (Annexure-3)

- Apart from the Mentor-Mentee allocation, all the students are free to contact any faculty without any restriction to have guidance and suggestion as per their domain strength and students interest. This helps the students to identify and opt their internship topic and organization. This is apart from the industry mentors which the students get while they are working with a particular industry.

- As and when the organization comes for intern's selection process, students will choose the opportunities according to their strength and interested functional area of management.

7. GENERAL GUIDELINES

7.1 General:

1. All the SIP related communications will be through e-mail only. The date/time/venue of the interviews are subject to change depending on the recruiter preference. Students are required to keep a tab on their mails continuously.

2. IIMS does not take any responsibility of the outcome of the selection process.

3. Once a student gets SIP, placed through campus, he/she is not eligible for further SIP's at IIMS. If any student is found to be violating the above Guideline, he/she will be subject to disciplinary action.

7.2 Misconduct:

4. Any corporate complaint against a given student misconduct is considered a serious offence and such student will automatically disqualify from the SIP's and referred to the authorities of the Institute for follow up action.

5. Any student found to have used unfair means at any Semester examination will automatically disqualify for placements.

6. Any student or his / her parent or guardian found misbehaving with Recruiter/Faculty/Staff during the course at IIMS stands disqualified from SIP's.

7. If the student remains absent from any stage/round of selection process he/she would be immediately debarred from IIMS SIP's process and would not be allowed to take part in further SIP's.

8. Impersonation in tests or any other kind of malpractice is a serious offence. Such students would be debarred immediately and also will be referred to the concerned authorities.
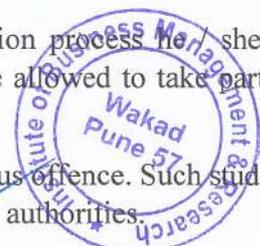
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9. If any shortlisted student is not found at the interview venue while the interview is going on or found roaming around, strict disciplinary actions will be taken against him/her.

7.3 Curriculum Vitae:

10. Students are required to prepare an attractive Resume / Curriculum Vitae taking job profile/requirements laid by the respective company. Late submission will not be considered for the test/interview.

11. It is expected that a student shall NOT add any ambiguous / wrong / fraudulent /misleading information in his / her resume or while submitting details to the SIP Department/recruiter. If, on verification, any discrepancies are found, the student will not be allowed for SIP process.

7.4 SIP Process:

12. Students should consider carefully before applying for any vacancy as notified by the SIP Department. Once a student applies, he/she has to undergo the complete process without fail.

13. Geographical preference of job / company should not be a pretext for rejecting the SIP opportunity at any point of the process.

14. Students are expected to report to the venue 15 min. before the indicated time in complete formal dress code as mentioned below.

15. Students should carry their resume, passport size photographs and IIMS ID card of their during the SIP process.

16. At the time of interview, students must carry copies of the resume that was submitted to that company online and NO other resume. Discrepancies in resume are not appreciated by companies and could be a cause for rejection.

17. Student shall not question the company on why he/she is not shortlisted / selected. Shortlisting / Selection is discretion of the company officials. Any unruly behaviour compromising the reputation of the Institute shall deem the student ineligible for future SIP and placements and such student shall face disciplinary action.

7.5 Others:

18. If a student attends an external internship through one's own reference, he / she is expected to keep SIP Department informed.

19. Once a student gets SIP through campus, he/she should honour the offer and comply with the joining formalities.

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ANNEXURE-1

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INTERNSHIP SUPERVISOR EVALUATION FORM

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student. This form is to be completed and submitted by the organization supervisor/guide at the end of the internship.
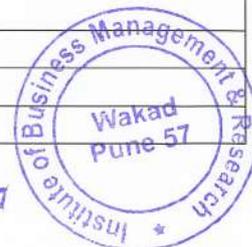
SUPERVISOR INFORMATION		
NAME:	JOB TITLE:	
ORGANIZATION'S NAME:	PHONE NUMBER:	
EMAIL ADDRESS:		

INTERN INFORMATION
STUDENT'S NAME:
STUDENT ROLL NUMBER :

STARTING DATE (DD/MM/YYYY):	COMPLETION DATE (DD/MM/YYYY):

ABOUT THE INTERN						
1. Please evaluate this student intern on the following items by checking the appropriate rating.	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Arrived to work on-time						
Behaved in a professional manner						
Effectively performed assignments						
Oral communication skills						
Written communication skills						
Work Relevant Skills						
Ability to work with others						
Ability to adapt to a variety of tasks						
Decision-making, setting priorities						
Reliability and dependability						
Attention to accuracy and details						

(For 2 years Degree Programme MBA)
Name & Address of Organization

Name of Student	
Roll No	
Name of Course	
Date of Commencement of Training:	
Date of Completion of Training:	
Number of days Attended:	

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2.	Describe the ways in which the intern's performance benefited your organization.					
3.	What development have you observed in the student's skills, knowledge, personal and/or Professional performance?					
4.	What do you consider to be the intern's strengths?					
5.	In what areas does the intern need to improve?					
6.	Overall, how do you rate your experience with <u>this Intern</u>	Excellent	Good	Above Average	Average	Poor

SUPERVISOR'S SIGNATURE:	DATE:
OFFICIAL STAMP :	

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Annexure-2

FORMAT FOR SUMMER PROJECT REPORT

Summer Internship Project Report Guideline:

The SIP report must reflect 8 weeks of work and justify the same. The SIP report should be well documented and supported by –

1. Institute's Certificate

2. Certificate by the Company

3. Formal feedback from the company guide

4. SIP Progress Diary

5. Mapping of Summer Internship Project with Programme Outcomes

6. Executive Summary

7. Organization profile

8. Outline of the problem/task undertaken

9. Literature Review

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

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

12. Learning of the student through the project

13. Contribution to the host organization

14. Conclusion

15. Result

16. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.)

Appendix/Annexures

Appendix/Annexures should include Survey Questionnaire and other related reference Documents, wherever applicable

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Annexure-3

MAPPING OF SUMMER INTERNSHIP PROJECT WITH PROGRAMME OUTCOMES

- **NAME OF THE STUDENT:**

  _____

- **ROLL NO: --------**

- **SPECIALISATION: ----**

- **TITLE OF THE SIP----------**
- **ACADEMIC YEAR: -----------------**
- **NAME OF THE ORGANISATION:** _____
- **ADDRESS OF THE ORGANISATION:**

  _____

You are to map the Summer Internship Project with the Programme Objectives on a scale where Mapping of experience in Summer Internship Project with the Programme Outcomes on a scale of 0 to3.

   0- No Correlation
   1 indicates-Low Correlation
   2 indicates - Medium Correlation
   3-indicates-High Correlation

POS	PROGRAM OUTCOMES	3	2	1	0	Justification
PO1	**Generic and Domain Knowledge-** Ability to articulate, illustrate, analyse, synthesize and apply the knowledge of principles and frameworks of management and allied domains to the solutions of real-world complex business issues					
PO2	**Problem Solving & Innovation-** Ability to Identify, formulate and provide innovative solution frameworks to real world complex business and social problems by systematically applying modern quantitative and qualitative problem-solving tools and techniques					
PO3	**Critical Thinking** - Ability to conduct investigation of multidimensional business problems using research-based knowledge and research methods to arrive at data driven decisions					

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PO4	**Effective Communication** - Ability to effectively communicate in cross-cultural settings, in technology mediated environments, especially in the business context and with society at large					
PO5	**Leadership and Team Work**-Ability to collaborate in an organizational context and across organizational boundaries and lead themselves and others in the achievement of organizational goals and optimize outcomes for all stakeholders					
PO6	**Global Orientation and Cross-Cultural Appreciation**-Ability to approach any relevant business issues from a global perspective and exhibit an appreciation of Cross-Cultural aspects of business and management					
PO7	**Entrepreneurship** - Ability to identify entrepreneurial opportunities and leverage managerial & leadership skills for founding, leading & managing start-ups as well as professionalizing and growing family businesses					
PO8	**Environment and Sustainability** - Ability to demonstrate knowledge of and need for sustainable development and assess the impact of managerial decisions and business priorities on the societal, economic and environmental aspects					
PO9	**Social Responsiveness and Ethics** - Ability to exhibit a broad appreciation of the ethical and value underpinnings of managerial choices in a political, cross-cultural, globalized, digitized, socio-economic environment and distinguish between ethical and unethical behaviours & act with integrity					
PO10	**Life Long Learning** - Ability to operate independently in new environment, acquire new knowledge and skills and assimilate them into the internalized knowledge and skills					

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