

Format for Summer Internship (SIP) Project

Each student should strictly follow the format given below for his/her SIP project.

Content Specifications

1. Front Page
2. Certificate of completion (College)
3. Certificate of completion (Company)
4. Student's Declaration
5. Acknowledgement
6. Preface
7. Table of Content
8. List of Tables
9. List of Charts
10. Executive summary
11. Industry Overview
 - Basic overview of industry
 - Major Players
12. Company Overview
 - History
 - Mission, visions etc.
 - Management
 - Products
 - Overview of different departments etc.

13. Review of Literature (8 to 10)

14. Introduction to topic

15. Research methodology

- Introduction
- Rational for the study
- Statement of problem
- Significance of the Problem
- Research Objectives
- Scope of the study
- Research hypothesis (If any)
- Research design (Research Type)
- Data sources (Primary and secondary sources)
- Data Collection Instrument (for e.g. Questionnaire)
- Sampling Design
 - Sample Size
 - Sampling Method
 - Sampling Unit
- Outline of analysis (a brief outline of tools and techniques to be used for analysis, statistical tools and tests to be used)
- Limitations of the Project

16. Data Analysis and Interpretation

- Tabular representation of data
- Charts
- Statistical tests
- Analysis and Interpretation

17. Findings & Suggestions

18. Conclusion

19. Annexure

- Annexure - Questionnaire
- Annexure – Any other document

20. Bibliography

21. Glossary of terms

Formatting Specifications

- The page for project should be A4 size paper.
- Font Type – Times New Roman.
- Font size
 - For the Main heading: 16 (Bold Font, Capitalize Each Word)
 - For the Sub heading: 14 (Bold Italics Font (Capitalize Each Word)
 - For the text of project: 12 (Unbolded, non-italics)
- Line spacing should be 1.5
- Maintain Single inch Margin on all four sides of A4 size paper.
- Each page should have a Page number.
- All tables, charts, graphs, big equations should be numbered properly
- Below each table the source of data must be mentioned

- Content on each page should be justified and left aligned
- Report should be hardbound with black color, with Front Page Title as per the format.
- The front title page should be on the cover page.
- The student should ensure that there are no grammatical and spelling errors in the report.
- Follow American Psychological Association (APA) Guidelines for preparation of manuscript references. The format of the same is asunder,
 - **For books**
 1. Name of author, last name first.
 2. Title indicated in italics.
- Place, publisher, and date of publication.

Example

Kothari, C.R., *Quantitative Techniques*, New Delhi, Vikas Publishing House Pvt. Ltd. 1978

Chandra Prassana, *Financial Management: Theory and Practice*, New Delhi, Tata McGraw-Hill, 7th Edition, 2008

- **For magazines, journals and newspapers**
 1. Name of the author, last name first.
 2. Title of article, in quotation marks.
 3. Name of periodical indicated in italics.
 4. The date of the issue.
 5. The pagination (Page number

Example

Robert V. Roosa, "Coping with Short-term International Money Flows", *The Banker*, London, September, 1971, p. 995.

Indicative Formats to be used

(For Front Title page)

Summer Internship Project

A study on...(Title)

Prepared by

(Student Name)

(Enrollment Number: XXXXXXX)

MBA Batch 2013-15

Under the guidance of

(Name of the Faculty Guide)

ACADEMIC YEAR

2013-14

Submitted To

Jaysukhlal Vadhar Institute Of Management Studies (Jvims)

Bipin T. Vadhar College Of Management

Jamnagar

Affiliated To

Gujarat Technological University

Ahmedabad
(For Inner title page)

A study on...**(Title)**

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(Student Name)
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Ahmedabad

Certificate of completion (by College)

Certificate of completion (by Organization)

Student's Declaration

I undersigned _____ a student of JVIMS MBA 3rd semester, declare that summer internship project titled “_____” is a result of my/our own work and my/our indebtedness to other work publications, references, if any, have been duly acknowledged. If I/we are found guilty of copying any other report or published information and showing as my/our original work, I understand that I/we shall be liable and punishable by Institute or University, which may include ‘Fail’ in examination, ‘Repeat study & re-submission of the report’ or any other punishment that Institute or University may decide.

Name of Student:

Enrollment Number:

Signature: