SVKM'S NMIMS
School of Business Management
We Care
"We Care" NGO Winter Internship - FT MBA Students
(With effect from 02 January 2012)

The We Care - Winter Internship is an integral part of Academic curriculum. These guidelines are a part of the standards of education we wish to establish in the institute. These guidelines apply to students of Full-Time MBA Programme of SBM, NMIMS. Do take the time out to read these guidelines and adhere to them for smoother and more efficient functioning of the institute.

1. The We Care Winter Internship Project Report is a part of the academic requirements of the Programme and is compulsory.

2. Each student will be guided by Field Mentor/Faculty Coordinator throughout the project who would also assess and submit his report of the evaluation to us.

3. Submissions

   Students are required to make the following submissions. The deadlines are expected to be honored by the students.

   a. <u>Final Project Report</u>:

   Final project reports have to be submitted to the Faculty Coordinator in the first week of February, 2012.

   The report should be sent in soft copy to the following a) Mentor from the organisation b) We Care Team wecare@nmims.edu

   <u>If the organisation requests a hard copy of the report please submit the same to them.</u>

1. Format of the Project Report: The final Project Report in Times Roman Font 12 should comprise of minimum 10 pages and maximum 20 pages.

The Project Report should be in following sequence and format**:** (Few fields are optional as per requirement of the organisation in which the student is placed).

<u>In case if the organisation in which the student is placed does not specify the reporting format, you are required to adhere to the following format:</u>

1.1.1 Title of the project report
1.1.2 Preface
1.1.3 Acknowledgements
1.1.4 Executive Summary
1.1.5 Table of Contents
1.1.6 List of Tables, Graphs & Figures
1.1.7 Chapter 1 – 'Introduction & Project Methodology'
1.1.8 Chapter 2, 3, 4, and so on
1.1.9 Last Chapter – 'Findings & Recommendations'
1.1.10 Annexure-A, B, C and so on
1.1.11 Reference (if required)
1.1.12 Glossary (if required)

Guidelines and Format of Submission of Report (To be used only if the Organisation does not prescribe its own format)

1.0 Title of the project report: It contains the title of the project report, presented to whom, on which date, for what purpose, name of the authors along with their Roll No. and Group No.

2.0 Preface: The Preface is after the Title page. It is started on a right-hand side page. It is included in numbering but page number is not to be written if it is of only one page. If Preface is of two pages, then the first page is not numbered but only second and subsequent pages, if any are numbered. They are numbered in Arabic in lower case font Times New Roman size 12 with brackets. The objective of writing Preface by the author is to indicate how the subject was chosen, its importance and need. At the end of the Preface, the author's/s' name is/are given on the right side. On the left side, name of city where the preface was written, and date appear. All these are put in font Times New Roman size 12 in italics.

3.0 Acknowledgement: The Acknowledgement is after the Preface. It is started on a right-hand side page. It is included in numbering but page number is not to be written if it is of only one page. If Acknowledgement is of two pages, then the first page is not numbered but only second and subsequent pages, if any are numbered. They are numbered in Arabic in lower case font Times New Roman size 12 with brackets.

This is an attempt of thanks giving by the author to those who have helped the author during the work. At the end of the Acknowledgement, the author's/s' name is/are given on the right side. It is put in font Times New Roman size 12 in italics.

4.0 Executive Summary: It is also called Synopsis or Abstract. Executive Summary is after the Acknowledgement. It starts from the right-hand side page. It is included in numbering but page number is not to be written if it is of only one page. If Executive Summary is of two pages, then the first page is not numbered but only second and subsequent pages, if any are numbered. They are numbered in Arabic in lower case font Times New Roman size 12 with brackets. Its length is from 100 words to 1000 words depending upon the length of the project report itself. The Executive Summary provides an overview to the reader or a busy researcher or executive. It should summarize whole project report including its findings and recommendations. Important calculations or workings should be referred with page numbers. E.g.: The organisation has faced a liquidity crisis in the year 2009-10.

5.0 Table of Contents: The Table of Contents is after the Executive Summary. Table of Contents is different from Index.

6.0 List of Tables, Graphs & Figures: This is also just like Table of Contents. It appears after the Table of Contents. It contains titles and page numbers of all Tables, Graphs & Figures appearing in the project report. This will help reader to understand the report very well.

7.0 Chapter 1 - 'Introduction & Project Methodology'

The first chapter should have the above-mentioned title. The chapter introduces the reader to the project report. Tries to justify the title and elaborates on the Project Methodology. The following components must be mentioned in the Project Methodology:

- Problem Identification
- Project Objective
- Project Methodology
  - (a) Primary Target
  - (b) Scope of the Project- (specify geographical scope, units etc)
  - (c) Services Offered

(d) Service Delivery Mechanism designed
(e) Challenges faced

- **Learning from the Project (Most Important)**

8.0 Chapter 2, 3, 4, and so on

All these chapters should be written as per the requirements of the individual project report

9.0 Last Chapter – 'Findings & Recommendations'

The last chapter should have the above-mentioned title. It should enlist the findings of the project report and give logical, feasible recommendations.

10.0 It appears after the last chapter gets over. It is also called Appendix. Secondary references are put in this part. This helps the author to authenticate the main text and the reader to check the data. In the text, the attention of the reader is drawn to the appendices. Annexure have to be serialized with capital letter – Annexure: A, B, and so on to differentiate from the chapter numbers. All Annexure are listed in the table of contents. The page numbers of the Annexure should be given numbers like AA-1, AA-2 for Annexure-A, AB-1, AB-2 for Annexure-B, and so on. Generally Annexure includes the following:

- Original data
- Long Tables
- Legal Decisions, Laws
- Extensive Computations
- Schedules
- Forms
- Transcripts of Interviews
- Photographs
- Any other reference material of secondary nature – Newspaper / Magazine cutting

11.0 References

It comes after the Annexures are over. It contains the source of every references cited in the footnote and any other relevant work that the author has read or consulted. It gives the reader an idea of the literature available on the subject and that has influenced or aided the author.