



SUMMER INTERNSHIP GUIDELINES

(Extract)

For Recruiters

PGDM 2019-21

8. SUMMER INTERNSHIP PROGRAMME (SIP) – GUIDELINES

As a part of the PGDM program, students are required to undergo summer training in the corporate sector. The significance of the summer training can be appreciated from the fact that it is an opportunity for the students to put into practice the knowledge gained during the entire first year and also to observe how the principles and concepts are practiced in the workplace.

1. Placement Office and Student Placement Committee will initiate the activities required for Summer Placements, by liaising with the potential recruiters. Students can also suggest names (acceptable to NIA) of organizations where he/she would like to do his/her SIP.
2. The recruiters are required to detail the project areas, locations and the stipend offered. This information is passed on to the students.
3. Based on the students' response, the applications are forwarded to the recruiters within a specified time frame.
4. The Placement Office fixes dates for the selection process.
5. Once an offer is made, the student is out of process.
6. The recruiter is required to send a formal offer letter to the office / student within two weeks of the interview date. In case where interviews are not conducted the letter should be received within 10 days of application mentioned in point 3.
7. During the internship period, a weekly feedback is collected online via e-mail from both the student and the recruiter and this feedback is considered in final evaluation of SIP.
8. In case of a student not performing well during the internship, timely and strict disciplinary action is taken, even to the extent of scrapping of the project.
9. In case the recruiter is not providing adequate support, then advises and requests can be made within time, failing which an alternative project can be identified for the student in another company and the recruiter is downgraded.
10. The students are required to submit a project report at the end of the internship to both the recruiter and the Academy. The Academy copy would be displayed in the library provided the company deems it not to be confidential.
11. The recruiter is evaluated based on the quality of projects, guidance, mentorship, and support provided. This rating is used for inviting recruiters for subsequent placement activities.
12. Recruiters violating the spirit of NIA placement guidelines would be dealt under with the relevant provisions contained in 4.3.1 of placement guidelines

Further guidelines on Summer Internship Project are furnished in the annexure "A"

9. SUMMER INTERNSHIP GUIDELINES – ANNEXURE "A"

9.1 General:

- 1) It is mandatory for a student to successfully complete the SIP to be eligible for the Diploma.
- 2) SIP is for a period of 8 weeks. (in case, more time is required the internship should begin early so that it does not extend beyond 30th June).
- 3) SIP will carry a weightage of six credits.
- 4) The SIP will be assessed not only by the company mentor but also by faculty mentor. Any adverse remarks from the company may lead to rejection of the report and will disqualify the student from continuing the course.

- 5) The topic for the project report is required to be approved by the company as well as the Academy.
- 6) The student must procure visiting card (of Company Mentor, officers in HR) etc. of the corporate to enable NIA to pursue final placement in the very same organization in which the student is undergoing summer training.
- 7) At the end of the training, the students must obtain a "Feedback Form" from his Company Mentor in the prescribed format (format provided herein below in point number 27 under title evaluation)

9.2 Faculty Guide

- 8) Each student will be allotted a Faculty Guide by the Academy to monitor the progress during SIP.
- 9) The student must keep NIA informed about his/her progress on weekly basis by sending an email to Faculty Guide on his/her email address. And copy of the same should be endorsed to Company Guide. The format of this Activity cum Progress Report is as follows.

Summer Internship Programme Weekly Report

Weekly Activity cum Progress Report (should reach the faculty mentor within two days of the beginning of the succeeding week- Any delay /failure in submission warrants negative evaluation in assessment. Copy should be sent to the company mentor)

Name of the Student and Roll Number	
Name of the Company	
Period of the Report Week 1st / 2nd / 3rd / 4th / 5th / 6th / 7th / 8th / 9th / 10th	
Activities undertaken during the week (Student should briefly narrate the activities as bullet points)	
Details of field trips under taken (if any) and summary of results of such trips	
Learning Points acquired from above activities	
Plan for the next week	
Any leave taken during the week	
Any other point	

- 10) The student is required to furnish the following information within **Seven days** of the joining, if it is not finalized before joining the company for internship.
 - a. Name of the Company Mentor
 - b. Email address & cell phone number,
 - c. Date of commencement and completion of the training,
 - d. Title of the project,
 - e. Name of the company with complete postal address, landline, and website.
- 11) In most of the cases the topic for the SIP project is given by the Company Mentor but in some cases, he/she may ask for the topic from the student, in that case he/she should be mentally prepared and ready with some topics after consulting NIA Faculty Guide/Mentor.

- 12) The NIA Faculty Guides will visit the company (if required) and the students are required to facilitate the meeting of Faculty Guide with the Company Mentor.
- 13) The student must ensure that their Company Mentor is fully satisfied with the quality of his/her efforts

9.3 Report

- 14) The report format is furnished below. The report must be hard bound in black leather and with golden ink words.

FORMAT FOR SUMMER PROJECT REPORT	
1. Title Page –	<ol style="list-style-type: none"> a. Name of the Project b. Name of the Organization & Office c. Name of the Student d. Name of the Faculty guide and Company Mentor e. Date of the completion of the project
2. Declaration by the student with students' signature and date	
3. Certificate of the Company's Mentor with date and signature	
4. The signature of NIA Faculty Guide	
5. Acknowledgements	
6. Table of contents	<p>Table of contents should provide Chapter Scheme as below:</p> <ol style="list-style-type: none"> i. Introduction <ol style="list-style-type: none"> a. Background b. Need of the study c. Organizational Profile ii. Literature Review iii. Project/Research Methodology <ol style="list-style-type: none"> a. Purpose/Objectives of the project b. Sample size c. Geographical coverage (Pune region, Mumbai region etc)/ Locational coverage (Head Office &/or/selected offices etc d. Number of companies/customers e. Number of Interviewees iv. Data Analysis v. Summary - Findings, conclusions, suggestions, and future leads. vi. Implications of the study
Reference & Bibliography	
Appendix/Annexures	
Appendix/Annexures should include Survey Questionnaire and other related reference Documents, wherever applicable	

- 15) In case the host company has requested that the Summer Project Report to be treated as confidential, then the student must indicate the same on the cover page of the report and a

letter from the company indicating this must be submitted to the PGP Office. The reports marked 'Confidential' will be kept in PGP office and will not be sent to the Academy library.

- 16) The final summer project report has to be submitted to the Faculty Guide within **21 days from the date of joining IV trimester**. The Faculty Guide will review the report and recommend its acceptance to the PGP Office. In the absence of recommendation, PGP office will not accept the report.
- 17) The student is required to prepare 3 hard copies (one each for the PGP office, for the Academy's Library, and for company) and 2 soft copies of summer training project report on CD for the Academy's Library & Placement Office. Mention details of your project in four lines on CD with black permanent pen marker as given below:

PGDM – Batch 2019-21 SIP
Name of the Student
Title of the Project
Name of the Company

9.4 Student Behavior/Conduct:

- 18) The student must remember that he / she is the ambassador of NIA and therefore must be punctual and professional in his / her work and behaviour.
- 19) Student once placed in a company must abide by all rules and regulations of the company and all the instructions of the Company Mentor.
- 20) If the company needs letter from the Academy regarding keeping the report confidential such letter can be obtained from the Principal / PGP Co-ordinator.
- 21) In case of student's performance not being up to the expectations, the report will not be accepted. In such cases, the student may have to repeat the SIP exercise. This is in addition to any disciplinary action which may be warranted by the conduct of the student during the period of internship.

9.5 Evaluation

- 22) The student will be required to make presentation of summer project before internal panel of faculty members on a given date.
- 23) The Summer Project will carry six credits (200 marks). For this purpose, the basis for assessment will be
 - A. Evaluation by panel of faculty members,
 - B. Evaluation by Company Mentor (Feed Back Form),
 - C. Observations of faculty guide and
 - D. Activity cum progress report.

In most of the cases company mentor decides the topic of SIP and being a guide on the spot, continuously monitoring the student, due weightage needs to be given to the assessment of such company mentor.

- 24) Summer Project Evaluation is done by awarding the grades directly.

- 25) The student must submit the original documents like filled up questionnaire and interview details separately with the project report. While evaluating the project the internal panel will go through the project report and original documents.
- 26) The internal panel will evaluate SIP project based on project report and presentation as per the based on following factors:

Sr. No.	Particulars
1	<ul style="list-style-type: none"> ▪ Organizational Profile ▪ Developing a Concept Paper ▪ Project Outline ▪ Literature Review ▪ Research Design / Methodology ▪ Survey Instruments (questionnaire) ▪ Data Collection ▪ Statistical Analysis ▪ Other Contents of Final Report
2	Presentation

- 27) Each student shall also be evaluated by the Company Mentor assigned to him / her by the company in which he / she is carrying out the SIP. Company Mentors Feed Back form should provide the following details and this will form the basis of evaluation/assessment.

9.6 Summer Internship Feed Back Form

Summer Internship Feed Back Form	
Name of the student:	
Roll No:	
<ul style="list-style-type: none"> ▪ Was the student punctual in his work? <p>Comments if any</p> <p>_____</p> <p>_____</p> <p>_____</p>	(Yes/No)
<ul style="list-style-type: none"> ▪ Did he / she remain absent during the period of internship/project work? If so furnish details. If Yes: No. of Days absent ____ 	(Yes/No)
<ul style="list-style-type: none"> ▪ Was his general conduct good? 	(Rate on 5-point scale) 1/2/3/4/5
<ul style="list-style-type: none"> ▪ What was the degree of initiative shown by the student and motivation reflected in his work. (High, Average, Low). 	(High/ Average /Low)
<ul style="list-style-type: none"> ▪ Do you consider his communication skills and abilities to work with people? 	----- (Good/ Average /Poor)
<ul style="list-style-type: none"> ▪ What was his ability to plan, organize and implement the project work in proper manner? 	
<ul style="list-style-type: none"> ▪ How satisfied are you about the quality of the work / report? 	
<ul style="list-style-type: none"> ▪ What is the overall rating of the student and his working? Rate him/her on 10-point scale. 	(Final grade out of 10)
Name of Company Mentor	Name of Company
Signature	

28) Where the evaluation from company mentor is not received the evaluation by internal faculty will constitute final evaluation.

PLACEMENT CONTACT DETAILS

PLACEMENT CHAIRPERSON:

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CONTACT INFORMATION OF STUDENT MEMBERS

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Janhavi Bhambure

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Manshree Rathod

7028866324

Prachi Dhir

8879904299

Siddharth Banerjee

8989011500

Tarun Thomas

9742215153

Varun Thomas

8593994070

Summer Placements:

Ankit Shingare

8830163316

Apoorva Tiwari

8989440840

Astha Srivastava

7084518322

Kanishk Midha

8934012012

Madhav

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Shivani Mahajan

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Surabhi

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Tanmay Tanawade

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Email Id: placements@niapune.org.in

Director, in the interest of students, may authorize warranted deviations from final and summer placement guidelines on the recommendations of Faculty Placement Committee.