



SARDAR VALLABHBHAI PATEL EDUCATION SOCIETY'S  
**R. N. G. PATEL INSTITUTE OF TECHNOLOGY - RNGPIT**

An Autonomous Institute u/s UGC Act 1956

Approved by AICTE & affiliated to Gujarat Technological University

Bardoli - Navsari Road, At: Isroli (tarpore), Po: Afwa, Tal: Bardoli, Dist: Surat, Pin - 394620  
 Phone: 95129 00457, 95129 00458 • Email: Info@rngpit.ac.in • Website: www.rngpit.ac.in

**Program Name:** MBA

**Level:** Post Graduation

**Branch:** Logistics & Supply Chain Management

**Course / Subject Code:** 1MB1304

**Course / Subject Name:** Summer Internship Project

w. e. f. Academic Year:	2025-26
Semester:	III
Category of the Course:	Project

Course Outcome:

After Completion of the Course, Student will able to:

No	Course Outcomes	RBT Level
01	To provide an opportunity to students to learn organizational practices.	U
02	To understand and learn how various concepts of management are being implemented in the organization	A
03	To fill up the GAP between industry and academia by integrating both of them by means of project	E

\*Revised Bloom's Taxonomy (RBT)

**Teaching and Examination Scheme:**

Teaching Scheme (in Hours)				Total Credits L+T+ (PR/2)+(SL/2)					Total Marks
L	T	PR	TW/S L	C	Tutorial / Practical				
					SEE (TH)	IAT	CCE	SEE (P)	
0	0	8	0	4	00	00	50	100	150

SEE: Semester End Examination

IAT: Internal Assessment Test

CCE: Continuous and Comprehensive Evaluation

TW/SL : Term Work and Self Learning



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### NATURE OF PROJECT

Organizational study aimed at Organizational Analysis / Validation of Theory/Survey of Management Practices with reference to particular department/ industry.

Students have to study various departments in the organization like Marketing, Finance, Human Resource, Information Technology, Production etc. In short, students need to study overall operations of the organization.

### GENERAL PROJECT GUIDELINES

- The students will have to undergo organization functional study at the end of their MBA (Sem.2) and submit a “Project Report” on the same before the beginning of 3<sup>rd</sup> semester on the successful completion of study.
- The students will have to undergo **Summer Project from 16<sup>th</sup> June 2025 to 25<sup>th</sup> July 2025** and submit a “Project Report”.
- Submission of confirmation letter from company on or before 1<sup>st</sup> June 2025.
- Students need to select the company or organization of their choice for project work. While selecting the company students need to take care that all functional departments (production, marketing, finance and human resource) should be working in the respective organization.
- Project copied from previous year shall not be evaluated.
- On getting confirmation from the host organization, do update about the same to the institute along with the following details:
  - ✓ **Organization’s name and address**
  - ✓ **Contact Person (from organization) Name with designation**
  - ✓ **Contact Number and e mail id of contact person**
  - ✓ **No. of Employee in Organization**
  - ✓ **No. of Department in Organization**



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✓ **Location of Company**

✓ **Nature of Business**

- Student need to carry out the **research project under faculty mentor's guidance. A timely reporting and follow guideline of mentor is absolutely necessary.**
- **Student must keep records of daily activities in log book** and should show to the mentor and company guide at every meeting. Students' log book must be signed by company mentor. Students will be assessed on the basis of the quality of work done, dedication and sincerity during the entire project period.
- Same company cannot be opted by two Students.
- Students project report must have own contribution and must be approved by their mentor as original work.
- All the correspondence would be made on mails, on institute's mail id. (if said, by mail)
- Student will be required to present the study in front of experts and faculties. Both presentations/viva/evaluations have different criteria of evaluation.
- Students must ensure to follow the deadlines without fail.
- Organizational Functional Study report organized in two phases; in the 1<sup>st</sup> phase, you have to submit departmental information of your selected company and 2<sup>nd</sup> phase is based on research, preferably your area of specialization of that your selected company in Summer Project studies.

**EVALUATION GUIDELINES:**

- Every student will be evaluated on the basis on the quality of phase wise submission, presentation / viva.
- The total marks for the SIP project will be 200 and it carries 4 credits. The marks will be awarded in proportion of 70:30 by external and internal examiners respectively.



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- Internal Viva: The institute has to conduct internal viva at institute level where internal faculty guide will give marks out of 60 to each student appearing for Viva in consultation with an external person(s) called from industry. (Guidelines for industry person: Preferably a person of senior managerial level and at least having industry experience of 5 years)
- External Viva: External examiner shall be appointed by RNGPIT. He / she will give marks out of 140 on the basis of parameters given below.

**PARAMETERS FOR EVALUATION:**

The marks will be awarded on the following aspects:

- **Study of Functional Departments:** Clear understanding and study of functional departments; understanding of the organization/unit/field.
- **Introduction of problem/topic:** Clear understanding of the topic/subject; conceptual / theoretical framework of selected topic (if any).
- **Literature Review:** Published studies, review of similar studies
- **Details about the study:** Objectives, formulation of the problem, scope, and rationale of The Study.
- **Methods / Methodology adopted for the study:** Survey, Field Work, Interview, Observation, etc. methods with appropriate justification and reasoning.
- **Analysis and conclusions:** The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.
- **Contribution and learning from the project:** Details of the contribution of the study, the benefits to the organization, the learning from the study for the student, etc.
- **Acknowledgements:** References/Citations and Bibliography and help, if any, received from other individuals/organizations.
- Presentation of the report, format of the report, flow of the report, style, language, etc.
- Performance during VIVA: Substance and treatment of the topic, style of presentation,
- Performance in the question answer session, time management, language, etc.



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### FORMAT OF PRESENTATION:

- Student is expected to follow the required style for presentation of the report including Tables, References, Bibliography and Appendices.
- Acknowledgement of all sources of information through footnoting and bibliography is an essential requirement of the study.
- Student's overall behavior and discipline will be one of the qualitative criteria for evaluation.

### SPECIFICATIONS FOR THE STUDY

1	Paper Size	A4
2	Margins	Left Side - 1.5 cm Right Side - 1 cm Top - 1 cm Bottom - 1 cm
3	Line Spacing	1.5 Lines
4	Paragraph Spacing	Double Lines
5	Page Numbers	At bottom – Centre (Middle)
6	Font Type	Times New Roman
7	Font Size (FS)	For normal – 12
8	Bold / Italic / Underline	Should be used for specific purposes only
9	Alignment Page Justify	Page Justify
10	Heading Subhead	Upper case, Bold, Centre, Font Style – 14 Bold, Left Aligned, Font Style- 12, No Colon (:)
11	Tables/ Graphs/ Diagrams	Title, No. and Source
12	Borders / Shades, Headers, Footers	Optional
13	Word Breaking	No word Breaking
14	Chapter Name	On Separate Page – Before the start of the Chapter, Centre Aligned on the Page, No page Numbers on it Next page start the Chapter, <b>Do Not</b> Repeat the title on the next page
15	Report Binding	Hard Bound



SR NO:	CONTENT TO BE INCLUDED
1	Company confirmation & Title of Report
2	Preface

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		Cover – Black Plastic coated Writing –Golden colour only
16	Copies of the Report	<b>Hard : Total 2 Copies</b> For Institute – 01 (Spiral Binding) For Student – 01 (Spiral) (Optional) <b>Soft : 01 Copy</b> In pen drive need to submit personally as per the following format. Enrolment No. _ Specialisation Company Name _ Year _SP  Folder must have following information <ul style="list-style-type: none"> <li>- Full Project – MS word file</li> <li>- Full Project – PDF file</li> <li>- Data Coding – Excel file or SPSS File</li> <li>- Data Analysis – Excel file or SPSS File</li> <li>- Literature Review- PDF file or Word File of all research paper</li> </ul> All above file must be saved as students name

### CONTENTS FOR THE STUDY

<u>SR NO:</u>	<u>CONTENT TO BE INCLUDED</u>
1	Company confirmation & Title of Report
2	Preface
3	Acknowledgement
4	<u>About company</u>
4.1	General information
4.2	History of company
4.3	Board of Directors
4.4	Company profile
4.5	Organization Structure
4.6	Vision & Mission, Corporate Goals & Objectives



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4.7	Industry details (Indian as well as International)
4.8	SWOT Analysis
4.9	Any other (Suggested by Company Mentor)
<b>5</b>	<b><u>Human Resources Department</u></b>
5.1	Introduction & Objectives of HRM department
5.2	Structure of HR department
5.3	Policies of HR Department
5.4	Human Resource Planning
5.5	Job Description and Specification for various positions
5.6	Recruitment, Selection & Induction
5.7	Training
5.8	Evaluation and Control (Performance Appraisal)
5.9	Wages, salary and compensation administration
5.1	Grievance handling
5.11	Provident fund scheme
5.12	Time office
5.13	Allowances to employee
5.14	Welfare facilities
5.15	Any other (Suggested by Company Mentor)
<b>6</b>	<b><u>Marketing Department</u></b>
6.1	Introduction & Objective of marketing department
6.2	Marketing department structure
6.3	Products & its special features
6.4	Competitors Analysis
6.5	Comparison of 4 P's of organization with competitors
6.6	Customer segmentation
6.7	Distribution network



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6.8	Pricing methods & Strategies
6.9	Promotional Activities
6.1	Control & reporting system designed for sales employee
6.11	Procedure for after sales services
6.12	Any other (Suggested by Company Mentor)
<b>7</b>	<b><u>Production / Operations Department</u></b>
7.1	Introduction & Objective production department
7.2	Organizational structure for production department
7.3	General plant layout
7.4	Production process
7.5	Analysis of plant location & layout
7.6	Material receipt procedure
7.7	Classification of inventories
7.8	Maintenance planning systems
7.9	Material handling systems
7.1	Types & classes of material handling equipment
7.11	Quality assurance & management
7.12	Any other (Suggested by Company Mentor)
<b>8</b>	<b><u>Finance Department</u></b>
8.1	Introduction & Objective of finance department
8.2	Structure of finance department
8.3	Analysis of Financial Statements with the help of ratios (Balance Sheet- Actual or Projected)
8.4	Sources & application of funds
8.6	Management of payables & receivable
8.7	Budgeting & Budgetary control
8.8	Working Capital Management of Company
8.9	Dividend Decision of Company



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8.1	Impact of Budget on Company
8.11	Any other (Suggested by Company Mentor)
<b>9</b>	<b><u>IT Department</u></b>
9.1	Introduction and objective of department
9.2	Structure of IT department
9.3	IT policy, Security and application
9.4	Contribution of IT department in business development
9.5	Latest Information technology and specification
<b>Individual Research Project as per Specialization</b>	
<b>Final Report verification from Mentor</b>	
<b>Final Report submission</b>	