



Pimpri Chinchwad Education Trust's

S.B.Patil Institute of Management

Sector-26, Pradhikaran, Nigdi, Pune-411044

(Approved by AICTE and Affiliated to University of Pune)

# Monograph on

## Research in Management

Specially Designed for

Summer Internship Project

Dissertation

Fifth Revised Edition

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**Monograph on**

**Research in Management**

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## **Preface**

It gives us immense pleasure to release the fifth third edition of this monograph, due to much demand by the students and the teachers. This edition comes out with many more new ingredients by incorporating all the valuable and useful suggestions received from various people.

Post-Graduate students of Business Administration have to prepare a Summer Internship Projects as a part of their curriculum and very little guidance is provided in terms of contents and structure of the report. As a result they come up with half cooked projects or substandard reports. This persuaded us to publish a monograph which can provide a framework for any research project.

This monograph is designed as an introductory guideline handbook on research in management, commerce and economics, which is creative as well as complex and varied in nature. We had tried our best to put the element of simplification to a great extent. The whole aim is to develop a research outlook and frame of mind for carrying out research in a simpler manner.

We expect that the students and guides will take advantage of the monograph and will benefit from the requisite knowledge and skills of research acquired through it. Our main objective is to create meaningful project reports and original research.

## **Acknowledgement**

“Great things in Business are never done by one person. They’re done by a team of people.” - Steve Jobs

No one walks alone and when one is walking on the journey of life, you think of all, to thank those that joined you, walked beside you, and helped you along the way.

The success of any project depends largely on the encouragement and guidelines of the well wishers and people involved. We express our deep gratitude towards the people who have been instrumental in the successful completion of this monograph.

We take this opportunity to express our gratitude to all teaching and non-teaching staff members of S.B.Patil Institute of Management. We are grateful for the constant support and guidance received from all the people who contributed to this project.

We are indebted to our Trustees of Pimpri Chinchwad Education Trust for their continuous motivation and unrelenting support in every endeavour we pursue.

Dear Students,

The time has come to undergo a dedicated training in a professional organization and to apply your knowledge in a real business situation. A Summer Internship Programme and Dissertation is an essential component of your course and each one of you must have clarity regarding the objectives of Summer Training. After acquiring knowledge of the core management subjects, it is important that the students have an exposure to the working environment of the corporate world. This would help you to understand how organizations actually work and you would be able to bridge the gap between your text book knowledge and the real industry environment. During the period of your training, you are required to identify real life problems and provide scientific and logical solutions to the industry. You are required to be in regular contact with your project guide and seek guidance wherever necessary.

**The objectives of Summer Training are:**

1. To gain first-hand knowledge of the day-to-day operations of the organization;
2. To acquire managerial skills especially related to your area of interest and specialization; and
3. To develop interpersonal relationships with the key management personnel in the organization.

The fulfillment of the above objectives along with solutions provided for the problems identified in the organization; have to be documented in the form of a Project Report. The guidelines of Project Report are enclosed for your reference and record. Please, remember that your guide is the person who is supposed to be with you throughout the Summer Internship. Don't hesitate to bring your problems to his/her notice. We wish you all the best for your summer Internship and hope that it would be a wonderful learning experience for each one of you.

**We expect that your project will be of good quality.  
Put your heart and soul into it.**



**Dr. Hansraj Thorat**

**Dr. Daniel Penkar**

**Prof. Aishwarya Gopalakrishnan**

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## General Instructions

Students must read these guidelines carefully and clarify doubts, if any, before proceeding for the project. Every student will have to undergo training in a business organization or an NGO or a co-operative organization for a period of 50 working days as a part of Project Report preparation. The organization, where the student intends to be trained, will be approved by the Project Guide in the institute who will also monitor the records relating to his/her work in the organization. At the end of the training, a certificate to that effect should be submitted by the student. The final draft of the project will be prepared under the guidance of the faculty. Students should take care that all information relating to the study must be available while finalizing the report. In case of any difficulty, students are advised to contact the concerned guide through e-mail. While assigning final marks to the project report, students adhering to the schedule will be properly rewarded.

### **Few things to keep in mind:**

1. Study the entire organization carefully with special emphasis on the topic selected/assigned.
2. Collect all the data required to complete the project. Originally filled-up survey questionnaires should be available with the students at all the time. In case they deposit these questionnaires to their respective company, they must obtain a written statement on their certificate indicating how many such questionnaires were deposited. Failure to procure these questionnaires or deposit the certificate can lead to cancellation of the project.
3. Please reading a lot of Journals, Periodicals etc. to improve your understanding of the subject.
4. When two or more students are doing project in the same organization, there should be no duplication of matter. This can be done by taking up different project titles.

Along with the data related to the topic, following general information is to be collected by the students **irrespective of their functional areas**, which may be asked during the internal and external viva-voce.

1. Sales performance for last five years (product wise if possible) a) in Units b) in Rupees.
2. Number of Employees, section wise with due classification like skilled, semi-skilled, unskilled workers, officers, managers, etc.
3. Organizational charts.
4. Annual Reports for last two years.
5. Historical background of the company.
6. Future plans of the company.

7. Product literature, photographs of the products, technical details etc.
8. List of competitors.
9. Other relevant information such as future plans, export strategy, market share etc.

### **Objectives of the Summer Training:**

- To expose the students to the current business environment.
- To establish a link between theory and practice.
- To apply multidisciplinary concepts, tools and techniques to solve any organisational problem.
- To understand the functioning of any organisation.
- To acquaint with the hierarchy of the various levels of management.
- To understand the processes involved in the working of various functional departments of the organisation.
- To know the relationship among the people working in the unit.
- To know the current status of the business unit.

### **What is a summer project?**

A summer project has been included in the curriculum of the B-schools as a partial fulfillment towards a full time course in management. It serves the following purposes:

- Exposure to business world and practices
- An opportunity to apply concepts to practical problems
- A combination of Academic and applied research
- Experience in data collection and interviewing techniques
- Analysis, interpretation and drawing conclusions
- Use of statistical techniques
- Exposure to professional report writing

## **Seven Point formulas for doing SIP successfully:**

Formula is GVRLWSC

1. G (Grammar): The student has to learn and understand English grammar up to 12<sup>th</sup> standard.
2. V (Vocabulary): The student must increase his vocabulary, i.e., stock of words.
3. R (Reading): The student has to read at least one newspaper daily.
4. L (Listen): The student must listen to English News and programmes on TV and Radio
5. W (Write): The student should be able write ten pages of text in English on his/her own
6. S (Spoken): The student should complete one English Speaking Course
7. C (Communicate): The student must communicate in English with his / her teachers, friends, parents, relatives etc.

### **Phases for doing an SIP:**

#### **Phase I:**

1. To read one book on Research methodology
2. To select the subject of specialization
3. To read at least 5 good project reports on SIP
4. To select the company for doing the SIP
5. To discuss with the company executives and with the internal guide about the SIP
6. To read carefully the monograph on SIP

#### **Phase II:**

1. To join the company and to start the work
2. To collect secondary data required for the SIP
3. To keep in touch with the internal guide through e-mail, mobile or by personal visits throughout the project period
4. To compile information of the company in which you are doing the SIP
5. To prepare the questionnaire for collecting primary data
6. To collect primary data through questionnaire and through schedule

#### **Phase III:**

1. To prepare the rough draft of the SIP
2. To get checked the rough draft from the internal guide and the company guide
3. To prepare a final draft by incorporating changes in the rough draft suggested by internal guide and the company guide

4. To prepare three copies of the SIP [Golden Embossed] along with a soft copy
5. To prepare a presentation for appearing in viva-voce

### **How to get a project?**

Every student will require a place in an organization for which he/she will have to do the summer project.

Following alternatives are available:

#### **Through the Institute's placement cell**

A large number of organizations approach B-Schools for summer projects. It is beneficial to both. The students obtain practical experience and the organizations get quality research with fresh perspectives, at significantly lower costs as compared to the fees spent on consultancy.

#### **Personal Contacts**

Many students want to work in the organizations as per their convenience, which do not visit their campus. In such cases, students must write to such organizations and convince them to accept them for summer internships. They may tap their personal networks to solicit interest from such organizations.

#### **Entrepreneurial Venture**

Large numbers of students are interested in starting their own businesses. A summer project can serve as an excellent "test bed" to develop concepts and explore opportunities. Several successful companies have been launched from plans or projects developed by students in B-Schools.

#### **Types of organisations:**

For a summer project, a student has many options where he/she will work for practical experience. While most aspire to work for a reputed company with a hefty stipend, it may not be possible always. Hence, you should accept any golden opportunity that comes your way and make the best of it.

Types of organisations you can work in:

- Foreign Multinational Corporations
- Indian Large and Multinational Corporations
- Small and Medium Enterprises
- Government and Public Sector Undertakings
- Cooperative sector organizations
- Non-Governmental Organizations (NGO)

Every organization has its own work culture and the students will have to adjust as per their requirements.

### **Areas of Specializations:**

1. General Management
2. Marketing Management
3. Financial Management
4. Human Resource Management
5. Production / Operations / Materials Management
6. Information Technology Management
7. International Business Management
8. Rural And Agri Business Management
9. Technology management
10. Supply Chain Management

It is quite likely that an organization may offer you a study in other than these areas and irrespective of your specialization.

### **How to make a decision?**

The following aspects may drive your decision:

- Availability and choice of project
- Preference of size of organization
- Area in which you want to specialize in the second year
- As of today, the area in which you want to make a career
- Nearness to your home town
- Availability of stipend during the summer project

**Grab an opportunity in an organization or area of interest and continue searching for better opportunities afterwards**

Experience shows that it is not necessary that you will make a career in the same area in which you did your summer project.

## **Selection of a project**

You will have to identify a problem, which you will have to take up for your summer project. Following alternatives will emerge:

A company may have a specific project in their mind which they will ask you to do.

Alternatively, they will ask you to suggest areas of research and define a problem, which may suit their requirements. Identify a project that matches your interest, strengths and which can position you well with future employers.

Remember that getting an exposure to research methodology, industry problems, compilation and analysis of data, drawing conclusions and offering recommendations is more important.

## **Types of projects in different functional areas**

Given below is a list of some of the problems, which can be undertaken as a project. This is not an exhaustive list. A company may have any other problem, which they make like you to study.

### **Marketing Management**

- Feasibility study of launching a new product, improvements in existing products, packaging, branding and others.
- Analyzing consumer behaviors and measuring customer satisfaction
- Pricing decisions
- Competitor intelligence
- Developing a dealer network
- Market logistics
- Sales force effectiveness
- Measurement of promotional effectiveness
- Export potential studies
- Study of innovation in developing new business
- Study of Brand Management in emerging horizons
- Study the scope of digital marketing
- Study the impact of franchise business
- Study of trends in marketing in new millennium
- Impact of globalization on marketing
- Study of latest trends in advertising.
- Relationship Marketing
- Customer Satisfaction Survey

- Consumer Perception Survey
- Service Quality Study
- Service Blueprinting
- Service Process Mapping – Back stage, on-stage
- Improving service quality using service blueprinting
- Competition Analysis
- Service standards
- Study on effectiveness of employee's role in service delivery
- Effectiveness of channels (distributors/ DSAs) in service delivery
- Effectiveness of channels (on-line/ Internet) in service delivery
- Customer Data Analysis
- Study of Institutional markets
- Effectiveness of promotion schemes
- Measurement of Brand awareness and brand perception
- Customer Loyalty study
- Study of purchase influencing factors
- Customer Profiling
- Advertising effectiveness study
- Brand loyalty at retail stores vis-a-vis product brands
- Study of internet marketing campaign -cost benefit analysis of internet as media
- Celebrity endorsements on brands vis-a-vis thematic campaigns
- Consumer psychology in purchase of mutual funds- a study of attributes impacting purchase decision
- A study on competitor analysis for XYZ Company with reference to ABC product at Pune.
- A study of customer profile for XYZ Company with specific reference to ABC product at PCMC.
- A market Survey for XYZ Company with specific reference to ABC product at Nasik.
- A study of customer satisfaction for ABC product at XYZ Company at Kolhapur.
- A study of brand image of ABC brand for XYZ Company at Jalgaon.

## **Human Resource Management**

- Manpower planning for next five years
- Redesigning of organization structure
- Defining duties and responsibilities
- Measuring managerial effectiveness
- Performance appraisal

- Developing compensation package
- Analyzing staff turnover
- Measuring employee satisfaction
- Studying training needs of employees and designing an annual calendar
- Career planning
- Stress management
- Developing intrapreneurs in the organization
- Coaching and mentoring
- Human Resource Accounting
- Absenteeism
- Recent trends in Human Resource Management
- Human aspects of productivity
- Job evaluation and merit rating in industrial units
- Ethical and social responsibilities of corporate
- Recruitment and staffing policies
- Impact of voluntary and Compulsory Retirement Scheme
- Impact of performance appraisal
- Study of leaves and holidays
- Cross cultural training
- Conflict resolution
- Competency Mapping
- An impact of labour welfare facilities on morale of employees of ABC Co. Ltd.
- A study of analysis of effectiveness of Performance Appraisal System of XYZ Co.Ltd.
- An analytical study of factors affecting employee attrition at PQR Ltd.
- A study of effectiveness of training and development of LMN Company.
- A study of salary fixation and it's impact on motivation of employees of ABC Co.
- 

## **Financial Management**

- Analyzing financial health of the company
- Inter firm comparison
- Analyzing debtors and ageing of debtors
- Analyzing stock market performance of the company
- Raising of finance-analyzing alternatives
- Cost auditing
- Capital budgeting and investment appraisals
- Debt restructuring
- Valuation

- Target Costing
- Equity research
- Financial projections
- Modern Internal Auditing
- Tax planning
- Investments
- Study of Produce Exchange of India
- Study of Pune Stock Exchange
- Study of Maratha Chamber of Commerce
- Critical study of taxation policy
- Study of foreign technology and Multi National Corporations
- Industrial sickness
- Working capital finance from banks
- Conceptual issues in accounting: Accounting standards.
- Study of American, Indian and International Accounting Standards.
- Human Resource Accounting
- Cost Audit
- Zero-based budget
- Budgetary Control
- Impact of E-commerce
- Portfolio management
- E-banking
- Credit administration in banks
- Different methods for recovery of Bad Debts
- Study of Diversification Techniques
- A study of impact of Working Capital on profitability of ABC Ltd.
- A study of loan disbursement and recovery of XYZ Bank Ltd.
- An impact of financial Audit on performance of PQR Co. Ltd.
- A study of intra-firm comparison of MNR Pvt. Ltd.
- Sources and application of funds in JKL Insurance company.

**Production/Operations Management:**

- Lean Manufacturing
- Just-in-time
- Human Aspects of Productivity
- Manufacturing Process and Operations
- Total productive maintenance

- Quality management system
- Process improvement
- Quality control
- Internal control systems
- Value analysis and value engineering
- Production cycle
- Total Quality Management
- A study of Quality Management at S.M. Auto Ltd, Pachora.
- A critical study of store issue process at Alfa Laval Ltd., Pune.
- A study of purchase in Air Craft Spares and components followed by NACIL with lead Time.
- A work study in crank shaft line at Sansera Engineering, Beed.
- A study of stocking and Stock Analysis of security products at HCL Securities, Satara.

### **Systems or Information Technology:**

- Improving Business process with the help of IT
- SAP functionalities
- E-commerce
- Internet technologies, tools and techniques
- Cyber arbitrations and settlements
- Applications of digital marketing
- Admin Request Service Systems
- Customer Feedback System
- Designing and Implementation of MIS system
- Designing and developing purchase portal system
- Study of HTML
- Analytical study of cyber crimes and cyber laws
- E-governance
- Study of I.T.Act, 2002
- SMS on land line telephony – system guide and GUI on CPE
- Authentication using signature identification and confirmation
- Virtual network computing
- Distant login utility
- Controlling remote computer through cell-phone
- Online blood bank and eye contribution
- PC based home automation
- RFID systems for libraries

## **International Business:**

- Study of Import Procedures
- Export Documentation Procedure
- Role of Custom House Agents
- Impact of Globalisation
- Go Global, Act local
- Foreign exchange risk management in mergers and acquisitions
- PEST [Political, Economical, Social and Technological]analysis for India
- Profitability in international business
- International Monetary system and its relevance in devising the right entry strategy.
- The shift of balance to Asia
- A business cycle model in international business for leading retail chains
- Managing human resource in international operations
- Outward Foreign Direct Investment and Trade Performance

## **How to get started?**

Very often, students are nervous about their first day at work in the corporate world. They have a lot of questions in their mind about the culture, the employees they will have to work with etc. It is natural to have these apprehensions. But if you follow following points and remain in continuous touch with your guide, you will come out with high quality summer internship project reports.

- Always be present for all the orientation programmes which are held at the Institute. You will learn new things all the time.
- Be in regular touch with your guide and update him / her with your progress regularly.
- Make a proposal, spelling out objectives of the study, research methodology to be used, coverage (geographical, sample frame and sample size), and time table in consultation with your guide.
- Show this to your company supervisor and obtain his approval.
- Start with studying the theoretical concepts and background and other relevant work/projects done on the same topic
- Sometimes the work you are doing in the organization cannot be converted into a project. Even then, you must put extra time and effort, so that simultaneously you can use the information available from the organization to make your project. Please do so under the guidance of your guide in the college only.
- Once you get started, follow each and every step diligently and with utmost sincerity
- Please note that while drafting your report, if you follow each and every instruction provided by your guide, during the orientation & in the monograph, there will be no scope for confusion.
- Now you are free to start your summer project and complete it in-time.

### **Details from the organization:**

Before you begin with your summer project, obtain detailed information on the following aspects about your company:

- Nature of business
- Business processes
- Description of products / services
- Major competitors
- Environmental factors affecting business
- Project details like, objectives of research, coverage desired, time frame, budgetary limits for the project and Help available (Product samples, past data, manpower from your guide in the company)

## **Preparation of time table**

- |                                     |         |
|-------------------------------------|---------|
| ▪ Orientation in the company        | 7 days  |
| ▪ Secondary research on the problem | 7 days  |
| ▪ Designing of questionnaire        | 3 days  |
| ▪ Sample selection                  | 3 days  |
| ▪ Field work                        | 30 days |
| ▪ Data tabulation, analysis         | 4 days  |
| ▪ Draft report preparation          | 6 days  |

Submit your project on time

**Remember you have only two months in which you have to complete your summer project.  
Plan accordingly in consultation with your guide.**

## **Advantages of a good project report:**

- It will boost your confidence
- It will make you understand the processes used in Research Methodology
- If the company likes your work, they may offer you a Final placement
- It can be used in marketing yourself to other companies during the placement exercise
- The students can participate in project competition

## **Research Report Format**

The detailed contents are given below:

- 1. Title Page**
- 2. Introductory substance (To be numbered in Roman Style and proforma given in Annexure))**
  - a) Declaration
  - b) College Certificate
  - c) Company Certificate
  - d) Acknowledgement
  - e) List of Tables
  - f) List of Figures
  - g) List of Abbreviations
  - h) Table of Contents

### **3. Body of the Report**

3.1 Executive Summary

3.2 Profile of the Organisation

3.3 Outline of the Problem / Task Undertaken

3.4 Research Methodology

3.5 Analysis and Interpretation of Data

3.6 Conclusions and Suggestions

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

### **4. Concluding Substance**

4.1 Annexure

# Body of the Report

## CHAPTER I :EXECUTIVE SUMMARY

This is the first chapter of the project, which should cover the following points:

### 1.1 Introduction of the project:

This section should contain a brief summary of the whole project, its need, its objectives etc.

### 1.2 Theoretical Background:

The theoretical context of the concerned discipline of the problem should be specified. The basic concepts related to the topic should be defined and that topic should be elaborated in details. Also the latest trends in that area and recent happenings and developments should be mentioned in this section.

## CHAPTER II:PROFILE OF THE ORGANISATION

### 2.1 Name, address and location of the company

### 2.2 Vision and Mission statements of the organization:

The Vision and Mission statement of the company should be mentioned without making any alterations. If the Vision and Mission statements of the company do not exist, the student should emphasize the importance of these and help the company to develop good a Vision and Mission Statement.

### 2.3 Historical Background of the Organisation:

- The Growth path of the company should be mentioned in the points.
- The historical progress of the company should be mentioned right from the day of its inception.

### 2.4 Different Departments:

- The different departments of the company should be listed in order of the hierarchy.

### 2.5 Organisation Chart of the company

- Organization Chart of the whole company along with the chart of the department you are working in.

### 2.6 Product Profile of the company:

- All the products of the company should be listed.
- Pictures of each product may be added.
- Technical details of the product should be mentioned
- (In case of a very huge product line, the data can be limited to the most important products)

#### **2.7 Current picture of the company:**

- Current market position of the company should be given.
- Current financial position of the company should be given.
- Marketing strategies should be listed.

#### **2.8 Future Plans of the company**

The future plans of the company can be explained in detail.

#### **2.9 Other relevant Information about the company (if any)**

### **CHAPTER III:OUTLINE OF THE PROBLEM**

This chapter should highlight the reason behind doing this project. What exactly is the problem and why you are doing this project. Its gravity, its consequences and its solution. The crux of the problem in hand should be explained.

### **CHAPTER IV: RESEARCH METHODOLOGY AND DATA ANALYSIS**

#### **4.1 Objectives of your project:**

It should contain a list of all the objectives behind doing your project on that particular topic.

#### **4.2 Research Design and Methodology**

In this chapter you must define the whole research design by detailing your Universe, Population, Sampling Tools and Techniques, Data collection methods and how will you analyze data.

#### **4.3 Limitations of the study:**

Limitations should consist of all the factors which the research should cover but you were not able to cover.

Note: While writing this chapter you have to be very specific about the things related to your project only, not the detailed meaning of the concept, e.g., if you are mentioning the universe,

you have to be very precise about the universe related to your sample, not the meaning and definition of the Universe.

## **CHAPTER V : RELEVANT ACTIVITY CHARTS, TABLES, GRAPHS, DIAGRAM ETC.**

In this chapter you have to analyse each and every question of the questionnaire and present it graphically along with the detailed interpretation and interpret it. Besides add your conclusion and suggestions also. Following details should be taken care of:

### **5.1 Tabulation of Data**

**All tables should have technical features such as:**

- Table number
- Title of the table
- Captions (Column Heading)
- Stubs (Row Heading)

### **5.2 Graphical Presentation:**

When you have tabulated the whole data you have to present it graphically. You can use various tools for the same, like Pie Chart diagram or Bar Diagram. Discuss with your guide which tools to be used, because the type of diagram should be used with logic. Use the rationale behind it.

### **5.3 Analysis and Interpretation of Data:**

- Feel what findings/results are
- Mean what findings say
- Read, think and present the inference.
- Link the objectives with results of the data.
- Implication of findings.

## **CHAPTER VI: Conclusions and Suggestions:-**

### **a. LEARNING OF THE STUDENT THROUGH THE PROJECT**

You must explain the knowledge gained by working on that particular topic. You can share any particular experiences of yours which were an eye-opener for you. It can be conceptual knowledge as well as some corporate learning. Try to write to the point and avoid vague or very obvious statements, like “I got to learn about different sources of recruitment”.

## CONTRIBUTION TO THE HOST ORGANISATION

- b. Just spending two months in any organization and making a report is not enough. It should be of that quality that your organization must also get something out of it. It should be very useful and worth saving for them for future references. You need to explain in this chapter how and what your host organization has gained rich substance from your work there.

## CHAPTER VIII:REFERENCES

Also called Bibliography. There are different styles which are recommended, but we suggest you opt for APA style.

Proforma of Bibliography

### 1) **Book:**

Kamat G.K., (2009), Dairy Cooperative Management and Practice, Pawan Publication, Jaipur.

### 2) **Article:**

Krishnaswamy S.G., (2006), Sugar Factory Efficiency Measurement; Application of Data Envelopment Analysis – A new insight for Managers' Paradigm., The Research Journal of Institute for Management & Technology, Vol. X, No. 2 July – December.

### 3) **Ph.D. Thesis:**

Bile Vijay K., (2011), Financing to Small Scale Industry by Maharashtra State Financial Corporation in Kolhapur Region, Shivaji University, Kolhapur.

### 4) **Online References:**

“Social Media Industry report”, [www.whitepapersource.com/socialmediamarketing](http://www.whitepapersource.com/socialmediamarketing)

## Concluding Substance

- **Annexure (Questionnaire etc.)**

## Typing Instructions:

While typing the report students should take care of the following points:

- 1. Font:** The entire report of the text body should be typed in the font style of Times New Roman.
- 2. Size:** The size of font for the text body of report should be 12. Main heading should be bold and font size 14. Sub-heading should be bold and font size 12.
- 3. Line Spacing:** The entire report should be typed with 1.5 line spacing except intended paragraphs, tables, and footnotes.
- 4. Paragraph spacing:** The entire report should be typed with six points before and after paragraph spacing.
- 5. Margins:** The entire report should be typed with left margin 1.5”, right margin 1”, top and bottom margins 1”.
- 6. Alignment:** The entire report should be typed with justified alignment except tables. The tables are to be typed with centre alignment.
- 7. Tables and Graphs:** Tables and graphs should be placed as near possible to the text. Possibly do not break the table into pages.
- 8. Headings / Titles:** Headings and titles of the text paragraph and text material should be on same page.
- 9. Quotations:** Quotations should be quoted in inverted commas.
- 10. Page Numbering:** The main part of the text body should be numbered continuously in Arabic numbers. Page number may be inserted in the header right most top or at the centre of bottom in the footer. Prefatory material should be numbered in roman numerals. Page numbers should be inserted at the bottom right hand corner.
- 11. Water Marks & Logo:** Water Marks and company logo is not allowed to be used in the report anywhere.

## Printing of the Final Report:

While taking out the printout, following points should be taken care of:

- 1. Paper Type**
  - a) Paper: Executive Bond Papers
  - b) Size: A4
  - c) Paper Color: White
  - d) Variety: Plain Finish
  - e) Length: 29.7 Cms
  - f) Width: 21 Cms
  - g) GSM: 75 or 85
- 2. Ink Color:** Black color for the text and multicolor for diagrams and charts
- 3. USE BOTH THE SIDES OF THE PAPER TO PRINT.**

4. **Number of Copies:** 02 (Two) 01 (One) CD.
5. **Binding:** Golden Embossing
6. **No. of Copies required** : 02+01
  - **Candidate's Copy** : Bond paper, Color Print out with Original Certificates
  - **Institute's Copy** : Bond Paper, Photocopies of Original Report
  - **University' Copy** : CD

### **Problems faced by students during the SIP:**

**Problem 1: Nobody guides me in the organization.**

**Suggestion:** During the initial days you will be in a position where there is no one to guide you and make you understand as to what is to be done in the organisation. Even your Guide in the company may not be able to devote much of his time. The best solution in this situation is to be proactive. Take the initiative and show interest in the job to be done. Observe, understand and learn. Try to make a written record of the observations for future reference. This is the only way which will help you in taking initial steps to be an indispensable part of the organisation.

**Problem 2: The Company doesn't share the related information with me regarding my project.**

**Suggestion:** Since you are new to the organization, you cannot expect the employees to share confidential information with you. You will have to prove that whatever information is provided to you will remain confidential and that you are going to provide solutions to the problems faced by the company through your Summer internship project. Build your network gradually.

**Problem 3: My topic is totally different from the work I am assigned in the organization.**

**Suggestion:** Many students face this problem when they join a company for an SIP. At times the topic you chose is of little relevance to the organization and they want to take your help by giving you either data entry jobs, selling jobs or depute you for the product promotional purposes. Don't lose heart; consider it as a learning experience. Continue to do your project on the given topic side-by-side by collecting the relevant information.

**Problem 4: There is a difference in the nature of my work and my chosen specialization**

**Suggestion:** Refer to the solution in Problem 3.

**Problem5: I am facing a difficulty in setting the Title and Objectives.**

Suggestion: This is because of lack of preparation on your part. Once you have decided the topic in consultation with your college guide, read all the related information and study material thoroughly. Refer to a few good projects on the related topic from the library. Unless you do your home work properly, you cannot excel in any of the field.

**Problem 6: I don't get time to draft the report and I am unable to follow the schedule given by the Institute.**

Suggestion: Make it a habit to devote at least one hour daily for compiling your report. During the initial days, you can start your work by gathering basic theoretical concepts on your project topic as well as the company profile.

**Problem 7: My title of the project is same as another student in the Institute.**

Suggestion: Many a time, more than one student of the lands up in the same organization and is advised to work on the same topic. For the copy to be submitted to the organization, you can retain the same title but for the purpose of submission in the institute try to register your title as early as possible with your guide and the student who is registering late will have to re-frame his/her title.

**“For those who dare to dream, there is a whole world to win.”**

**-Dhirubhai Ambani**

**All the very best for preparing  
a high quality Summer Internship Project report.**

Annexure-I

Proforma of Title Page

**“TITLE OF THE PROJECT”/DISSERTATION**

Project Report/Dissertation submitted to Savitribai Phule Pune University, Pune in partial fulfillment of requirement for the award of the degree of

**MASTER OF BUSINESS ADMINISTRATION**

By

**NAME OF THE STUDENT**

Under the guidance of

**NAME OF THE PROFESSOR**

**NAME OF THE COLLEGE**

Address of the college

(Batch)

## Annexure-II

### **Table of Contents**

- Declaration
- College Certificate
- Company Certificate
- Acknowledgement
- List of Tables
- List of Figures
- List of Abbreviations
- Chapter I : Executive Summary
- Chapter II : Profile of the Organization
- Chapter III : Outline of the Problem / Task Undertaken
- Chapter IV : Research Methodology Chapter V : Relevant Activity  
Charts, Tables, Graphs, Diagrams etc.
- Chapter VI : Conclusions and Suggestions
- Chapter VII : References
- Annexure

Annexure-III

Proforma of Declaration

**DECLARATION**

I, the undersigned, hereby declare that the Project Report entitled (**Title of the Project/Dissertation**) written and submitted by me to the Savitribai Phule Pune University, Pune in partial fulfillment of the requirements for the award of degree of Master of Business Administration under the guidance of (**Name of the Professor**) is my original work and the conclusions drawn therein are based on the material collected by me.

Place:

Date:

[Name and Signature of Student]

Annexure-IV

Proforma of College Certificate:

**CERTIFICATE**

This is to certify that the Project Report entitled (**Title of the Project/Dissertation**) which is being submitted herewith for the award of the degree of Masters of Business Administration of Savitribai Phule Pune University, Pune is the result of the original research work completed by (**Name of the student**) under my supervision and guidance and to the best of my knowledge and belief, the work embodied in this project report has not formed earlier the basis for the award of any degree or similar title of this or any other university or examining body.

**Prof.**

**Internal Guide**



**Dr.**

**Director**

Annexure-V

Proforma of Company Certificate

(On company's letter head)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **(Name of the Student)** has worked on **(Title of the Project/Dissertation)** in the **(Name of the Department)** from \_\_\_\_\_ to \_\_\_\_\_ in our organization. During this period, he/she had successfully completed the work assigned to him/her. He/she has been sincere, hardworking and punctual in the work. We wish him / her a good and prosperous career in future.

Place

Name of the Company's Executive

Date:

Signature with Company's Seal

## **Part – II Dissertation**

As per the revised syllabus of MBA 2013 pattern, the University has introduced the scheme of submitting Dissertation during forth semester. For this, students can take up any topic or can opt for an extension of their summer project with the permission of their SIP guide. Your SIP guide itself will help in guiding you for the dissertation. The Dissertation can be done either as a field research or in the form of a desk research.

Ideally a dissertation should be of minimum 50 pages and there will be a viva voce of the same where you will be asked in details of your project. 2 credits, i.e., 50 marks are allotted to the Dissertation

### **▶ Course Objectives:**

- ▶ To offer the opportunities to young students to acquire on the job skill, knowledge, attitude, and perceptions along with the experience needed to constitute a professional identity.
- ▶ To provide means to immerse students in actual supervised professional experiences.
- ▶ To gain deeper understanding in specific areas.
- ▶ 50 Marks are allotted to the Dissertation.
- ▶ Weightage : Two Credits.
- ▶ Submission of Dissertation: Two hard copies and One Soft Copy (CD).
- ▶ Students can choose any topic for research or Can opt for Extension of SIP work.

### **Nomenclature of Research Reports**

- ▶ School, U.G. and P.G. Level :
- ▶ Project Work or Research Projects.
- ▶ M. Phil. Level : Dissertation
- ▶ Ph.D. Level : Thesis
- ▶ Minor and Major Research :M.R.P.
- ▶ Government Research : Government Research Report,

Company Research: (R&D):Research and Innovation Projects Report – Patents-Production

## **Proforma of Dissertation**

- ▶ Declaration
- ▶ College Certificate
- ▶ Acknowledgement
- ▶ List of Tables
- ▶ List of Figures
- ▶ List of Abbreviations
- ▶ Chapter I: Research Design and Methodology
- ▶ Chapter II: Theoretical Background and Review of literature
- ▶ Chapter III: Company Profile or Growth and Development of the field
- ▶ Chapter IV: Analysis and Interpretation of Data
- ▶ Chapter V: Conclusions and Suggestions
- ▶ Bibliography
- ▶ Annexure: Questionnaire, Company Statements

### **I. RESEARCH DESIGN AND METHODOLOGY**

- 1) Introduction-Subject, Organization/unit
- 2) Hypothesis
- 3) Objectives
- 4) Collection of Secondary Data
- 5) Collection of Primary Data
- 6) Significance of the study
- 7) Limitations of the Study
- 8) Chapter Scheme

2

### **A. THEORETICAL BACKGROUND**

For preparing this chapter student must read at least 2-3 books of the relevant subject. He / She should start writing as per the guidance of guide.

- |                  |                            |
|------------------|----------------------------|
| 1. Introduction  | 2. Concepts                |
| 3. Definitions   | 4. Advantages              |
| 5. Disadvantages | 6. Principles              |
| 7. Functions     | 8. Types or Classification |
| 9. Stages        | 10. Social Relevance       |

Theoretical Background should be properly confined with the title of Research Work. It must contain all the concepts taken in the questionnaire, analysis and interpretation of data, conclusions and suggestions. A Proper sequence of the subtopics must be maintained. .

### **2B: REVIEW OF PAST LITERATURE**

Exhaustive review of literature related to the subject and title of Research work should be made. Book, Research Articles, Working Papers from Reputed/Referred Journals, M.Phil, Ph.D. Thesis, Minor and Major Research Project Reports,

4. Research Reports of Government and Non-Govt. Agencies/Organizations.
5. Annual Reports of Organizations.
- ▶ 6. Proceedings of National and International Seminars
- ▶ 7. Survey Committee Reports
- ▶ 8. Internet Surfing
- ▶ 9. Government Publications
- ▶ 10. Archives

The review of past literature should be taken for the purpose of showing that your research is different from the previous researches and the previous areas/views/sections/ways etc. You have to find out the gap in your subject.

### **3A. COMPANY PROFILE**

- ▶ Name, Address, Location
- ▶ Vision and Mission Statement
- ▶ Historical Background
- ▶ Different Departments
- ▶ Organization Chart
- ▶ Product Profile-Technical Details
- ▶ Current Scenario-Financial Position and future plans

### **3B GROWTH AND DEVELOPMENT OF RESPECTIVE SECTOR, BUSINESS UNIT ETC**

For preparing this chapter the following material is required.

1. Annual Reports of the organization.
2. Government Reports.
3. Office Record.
4. Recent Information – Articles
5. Census Survey
6. Internet Surfing, Historical Background, Recent Information, Growth and Development, Changes taken place etc

### **ANALYSIS AND INTERPRETATION OF PRIMARY DATA**

- A) To prepare questionnaire :At the time of preparing questionnaire following points should be kept in mind the Title of your Dissertation, Hypothesis, Objectives, Theoretical background and Review of past Literature, Growth and Development of the Organisation or area. With the help of questions hypothesis must be tested positively or negatively and the Objectives must be fulfilled

▶ **Types of Questions :**

▶ **a) Close end questions :**

- ▶ i) Yes/No Type Questions
- ▶ i) Multiple Answer Types Questions
- ▶ Last option should be open i.e. any other

- ▶ **b) Open end Questions :** Few open end Questions should be included  
The questionnaire must be pre-tested and then it should be finalized.  
These questions can be analyzed theoretically.

▶ **Selection of Sample Size :**

- ▶ The sample must be representative
- ▶ 10% sample size is the standard size
- ▶ Sample size should not be below 0.5
- ▶ Simple Random Sampling Technique, Stratified Sampling Technique

**B)1) Collection of primary data:** Primary data can be collected with the help of Questionnaires, Office Record, Schedules, Surveys, Meetings, emails, observations (Points to be recorded), discussions, telephone etc.

**2) Analysis and Interpretation of Primary data:** It can be done with the help of Tabulations and graphical presentations.

**3) Analysis of the Table:** While analyzing the table mention minimum percentage, maximum percentage and increasing trend or decreasing trend. It is necessary to give importance of the question asked or the title of the table. Conclusion must be derived from the analysis and interpretation. Graphical presentation is also to be made i.e. simple graphs, pi-charts etc. Logical accuracy is quite necessary

## **5. CONCLUSIONS AND SUGGESTIONS**

- 1) Logical Conclusions according to the tables in Primary Data must be derived.
- 2) Constructive and appropriate suggestions should be made  
- All the conclusions and suggestions must be strictly depend upon primary data i.e. Analysis of questionnaires, observations made by researcher, points of discussions with respective personalities.

### **Layout and chapter scheme of the same is as follows:**

Chapter I	:	Research Design and Methodology
Chapter II	:	Theoretical Background and Review of Literature
Chapter III	:	Growth and Development of the field (The company or the sector you are studying)
Chapter IV	:	Analysis and Interpretation of Data
Chapter V	:	Conclusions and Suggestions
Bibliography		
Annexure [Questionnaire etc]		

## **Useful Guidelines for viva-Voce:**

There will be an expert panel to take your viva-voce. The student is expected to explain and defend his/her research project. Follow the important tips to excel in your viva-voce:

1. Know the date and time of viva-voce well in advance.
2. Prepare thoroughly for the viva-voce.
3. Guess the questions and rehearse well to answer those questions.
4. Viva-voce may be for 20-30 minutes.
5. Remain present at place scheduled for viva-voce at least before twenty minutes.
6. Come in institute's uniform.
7. Carry your personal copy of research project.
8. Before entering the room, ask for permission and greet the panel.
9. Answer the question asked only, don't talk unnecessary and argue with examiners.
10. Choose good presentable words to answer the questions.
11. Listen and take note of the suggestions of the examiners.
12. After completion of viva-voce, say thanks before leaving the room

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