



शैक्षणिक विभाग

गणेशखिंड, पुणे-४११ ००७

दुरध्वनी क्र.: ०२०-२५६२११६०

ई-मेल : boards@pun.unipune.ac.in

संकेतस्थळ : www.unipune.ac.in

सावित्रीबाई फुले पुणे विद्यापीठ
(पूर्वीचे पुणे विद्यापीठ)

Savitribai Phule Pune University
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जावक क्र.: सीबीसीएम/२८५

दिनांक: ३ जून, २०२०

प्रति,

मा. प्राचार्य / संचालक,
सर्व संलग्न व्यवस्थापन परिसंस्था

विषय : एम.बी.ए. आणि बी.एच.एम.सी.टी. अभ्यासक्रमांच्या इंटर्नशिप प्रोजेक्ट व
इंडस्ट्रियल ट्रेनिंग साठी शै. वर्ष २०१९-२० साठी मार्गदर्शकतत्वे

महोदय / महोदया,

आपणांस विदितच आहे की, सध्या आपल्या देशात कोव्हिड १९ च्या प्रादुर्भावामुळे मार्च २०१९ पासून देशातील सर्व क्षेत्र लॉकडाऊनच्या परिस्थितीत आहे. सद्यस्थितीचा विचार करता अखिल भारतीय तंत्रशिक्षण परिषद, दिल्ली, यांचेकडून सूचनापत्रे प्रसिध्द होत असतात. उपरोक्त विषयांदर्भात F.7-2IDDIAdmin/Inter Corr.(Vol. III) dt. 15th April, 2020 अन्वये प्रसिध्द केल्यानुसार विद्यापीठ पुढील प्रमाणे सर्वाना अवगत करत आहे.

- १) सावित्रीबाई फुले पुणे विद्यापीठांतर्गत वाणिज्य व व्यवस्थापन विद्याशाखेतील व्यवस्थापन विषयातील एम.बी.ए. अभ्यासक्रमातील प्रथम वर्षासाठी "इंटर्नशिप प्रोजेक्ट" करण्याबाबत शैक्षणिक वर्ष २०१९-२० साठी मार्गदर्शकतत्वे निर्गमित केलेली असून सदर मार्गदर्शकतत्वे सुलभ संदर्भासाठी सोबत जोडत आहे. (सोबत जोडपत्र क्र. १)
- २) सावित्रीबाई फुले पुणे विद्यापीठांतर्गत वाणिज्य व व्यवस्थापन विद्याशाखेतील व्यवस्थापन विषयातील बी.एच.एम.सी.टी. (२०१६ पॅटर्न) सत्र ५ अभ्यासक्रमातील "इंडस्ट्रियल ट्रेनिंग" या विषयासाठी शैक्षणिक वर्ष २०१९-२० साठी मार्गदर्शकतत्वे निर्गमित केलेली असून सदर मार्गदर्शकतत्वे सुलभ संदर्भासाठी सोबत जोडत आहे. (सोबत जोडपत्र क्र. २)

उपरोक्त मार्गदर्शक तत्वे सर्व संबंधीतांच्या निदर्शनास आणून द्यावे

आपला



सहायक कुलसचिव
(शैक्षणिक विभाग)

प्रत माहितीसाठी व पुढील कार्यवाहीसाठी :

१. मा. अधिष्ठाता, वाणिज्य व व्यवस्थापन विद्याशाखा
२. मा. प्राचार्य / संचालक, सर्व संलग्न महाविद्यालये / परिसंस्था
३. मा. विभागप्रमुख, व्यवस्थापनशास्त्र विभाग
४. मा. संचालक, परीक्षा व मूल्यमापन मंडळ
५. मा. संचालक, स्पर्धा परीक्षा केंद्र
६. मा. संचालक, परदेशी विद्यार्थी केंद्र
७. मा. प्रमुख, विद्यापीठ उपकेंद्र : अहमदनगर, नाशिक
८. मा. उपकुलसचिव, परीक्षा (१ व २)
९. मा. उपकुलसचिव, शैक्षणिक प्रवेश विभाग
१०. मा. उपकुलसचिव, नियोजन व विकास विभाग
११. मा. उपकुलसचिव, शैक्षणिक पात्रता विभाग
१२. मा. उपकुलसचिव, सभा, दप्तर व निवडणूक विभाग
१३. मा. उपकुलसचिव, जनसंपर्क कार्यालय
१४. मा. उपकुलसचिव, कायदा व तक्रार निवारण विभाग
१५. सहायक कुलसचिव, परीक्षा समन्वय
१६. सहायक कुलसचिव, परीक्षा — एस. अँड टी. विभाग
१७. सहायक कुलसचिव, परीक्षा — गोपनीय विभाग
१८. सहायक कुलसचिव, संलग्नता विभाग
१९. पध्दती विश्लेषक, व्यवस्थापन व माहिती विभाग
२०. कक्षाधिकारी, बहिस्थ विभाग

०२/१०/२०

अधीक्षक कुलसचिव
(परीक्षा विभाग)

**Savitribai Phule Pune
University AY 2019-20
MBA 2019 Pattern (MBA I
YEAR)
Guidelines for Summer Internship
Project**

Preamble: All of us are aware of the unprecedented crisis that entire mankind and especially our nation is going through due to the outbreak of COVID-19 pandemic. The country is currently observing a lockdown and the situation in this context is continuously evolving.

The Governments at the national, state and local level and policy makers, regulators and other governing bodies are monitoring the situation closely and issuing appropriate guidelines in this context.

It is a fundamental responsibility of all citizens of India to ensure the safety of all citizens of India, during this hour of crisis.

Academic institutes also share the responsibility of safeguarding the health of all stakeholders. In light of this scenario, certain aspects of our key academic activities need a revisit. UGC / AICTE are issuing directives in this regard on an ongoing basis.

AICTE has issued instructions vide letter No. F. 7-2IDDIAdmn/Inter corr.(Vol.-II) Pt Dated: 15th April 2020 which dwells upon several aspects including Internships of students. These guidelines factor in the challenges and issues arising out of the need for physical distancing and the constraints in the light of lockdown.

Against this backdrop, there is a need to address the issue of Summer Internships of MBA I year students (i.e. batch 2019-21). The following guidelines are issued in this context for the perusal of the key stakeholders.

1.0 Applicability: For MBA I year students who have been admitted in AY 2019-20 as per the MBA 2019 pattern syllabus

2.0 Learning Outcomes: At the end of the Summer Internship, it is expected that the learner develops and provides evidence of business research capabilities by demonstrating:

1. An understanding of varied aspects of the theme/topic selected
2. An understanding of relevant theoretical, conceptual frameworks and application aspects
3. Competence in carrying out an in depth study.
4. Ability to critically evaluate secondary data and literature.
5. Ability to put forth a unified & cogent argument.
6. Ability to write and communicate in a scientific, structured, lucid and coherent manner

3.0 Virtual Projects: Many students will not be able to pursue their summer internship with the industry, as per the traditional method, due to the ongoing lockdown. Hence, they are advised to pursue virtual projects / internships. Virtual projects / internships shall be permitted for the MBA batch 2019-21. (one the recommendation of the project guide director / HoD shall certify the completion of project in line with these guidelines)

The nature of the project could be along the following lines -

1. Pure Desk Research
2. Desk Research + Digital Primary research
3. Virtual projects offered by
 - a. Corporates,
 - b. Start-ups,
 - c. Government and Semi Government organizations.
 - d. Cooperatives,
 - e. Management Consultants,
 - f. CSR organizations,
 - g. NGOs,
4. Projects may also be conceptualised and offered by the institute.
5. Projects may focus on
 - a. Functional areas of management,
 - b. Social issues,
 - c. Policy issues,
 - d. Global issues,
 - e. Technology issues,
 - f. Governance issues,
 - g. Sectoral Analysis, Country Analysis, etc.
7. Projects may also focus on impact of COVID 19 from a business and management perspective.
8. It is expected that the SIP shall sensitize the students to the demands of the workplace that they will enter post completion of the MBA programme.

4.0 Projects conceptualised and offered by the institute:

Topic Selection:

1. Institutes shall announce a list of potential topics/themes and the potential guide for each topic/theme.
2. Student shall communicate the choice of the topic from the list of the topics floated by the Institute within 7 days.
3. The student shall prepare within 1 week, an outline of the proposal prior to starting the work. Respective faculty member shall assist and guide the students in preparing the proposal
4. The proposed work should reflect the nature and quantum of work undertaken by the student. The Summer Internship Project (SIP) work must reflect 8 weeks of output (approximately 400 hours).
5. The learning outcomes and broader utility must be specifically ensured.
6. Once the topic/theme and the broader objectives are approved, there shall be weekly review of the progress of the work. The Director shall define the plan for weekly reporting and the progress monitoring of the students by the faculty guides.

5.0 Submission Guidelines:

The student shall submit a written structured report based on work done during this period on the basis of suggested guidelines and research methodology. Faculty shall ensure that the report meets the following guidelines and address all the evaluation parameters as well.

The report should be well documented and supported by:

1. Introduction/ Executive Summary.
2. Objectives of the Study.
3. Company/ Organization profile (including Organization Chart).

4. Research Methodology (Statement of Problem, Hypothesis (if any), Research Design.
5. Data analysis, Data Interpretation & Hypothesis Testing.
6. If the project is task based / activity based, relevant task /activity details, summary tables of tasks performed, charts, graphs, diagrams, maps etc. should be compiled in appropriate chapters.
7. Suggestions & Recommendations , If the project is task based / activity based, key learnings, key contributions to the organization should be documented after the suggestions & recommendations.
8. Conclusions.
9. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.)
10. Appendix (Questionnaire, Data Sheets, Maps etc.)

The student shall submit One hard copy & one soft copy (CD) of the project report before 30th October in Semester III. Hard copy is to be returned to the student by the Institute after the External Viva-Voce.

6.0 Assessment & Evaluation:

1. The Institute shall conduct an internal viva-voce for evaluation of the SIP for 50 marks. The Panel shall comprise of the Internal Faculty Guide & One additional faculty nominated by the Director.
2. The University shall conduct an external viva-voce for evaluation of the SIP for 50 marks. The Panel shall comprise of the Internal Faculty Guide & One additional examiner appointed by the SPPU.

The student shall be evaluated as per the following parameters

1. Presentation by the student – **10 marks**
2. Identification of the contemporary issue – **5 marks**
3. Relevance and Linkages of the identified issue with frameworks, principles and practices of general management and functional areas in management– **10 marks**
4. Survey of literature (scholarly literature as well as literature from business press, web resources, etc.) – **5 marks**
5. Methodology – **5 marks**
6. Overall understanding of - Functional perspectives, Cross functional perspectives, Global perspectives, Interdisciplinary perspectives, Social perspectives of the area of the study – **10 marks**
7. Ability to put forth a unified & cumulative argument – **5 marks.**

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SAVITRIBAI PHULE PUNE UNIVERSITY

Academic Year - 2018-2022

BHMCT 2016 Pattern (5th Semester)Guidelines for Industrial Training

Preamble: As all of us are aware of the unprecedented crisis that entire mankind and especially our nation is going through due to the outbreak of COVID-19 pandemic. The country is currently observing a lockdown and the situation in this context is continuously evolving.

The Governments at the national, state and local level and policy makers, regulators and other governing bodies are monitoring the situation closely and issuing appropriate guidelines in this context.

It is a fundamental responsibility of all citizens of India to ensure the safety of all citizens of India during this hour of crisis.

Academic institutes also share the responsibility of safeguarding the health of all stakeholders. In light of this scenario, certain aspects of our key academic activities need a revisit. UGC / AICTE are issuing directives in this regard on an ongoing basis.

AICTE has issued instructions vide letter No. F. 7-2IDD/Admn/Inter corr.(Vol.-II) Pt Dated: 15th April 2020 which dwells upon several aspects including Internships of students. These guidelines factor in the challenges and issues arising out of the need for physical distancing and the constraints in the light of lockdown.

Against this backdrop, there is a need to address the issue of Industrial Training of BHMCT III year (5th Semester) students (i.e. batch 2018-22). The following guidelines are issued in this context for the perusal of the key stakeholders.

1.0 Applicability:

For BHMCT III year (5th Semester) students.

2.0 Learning Outcomes: At the end of the Industrial Training it is expected that the learner develops and provides evidence of Capabilities in understanding Hotel Operations and allied sectors.

- 1) An understanding of varied aspects of an operational area (Hotel Department), in which the student would also like to pursue his specialization, thereby preparing for a role in this department after completion of his degree.
- 2) An understanding of the change that the pandemic will have on the operations in the Hotel Industry and learn new skill sets in order to be trained in these new normal operational procedures.
- 3) An enhancement of employability skills through various virtual and online skills.
- 4) Further development of on campus learning skills.

5) RVP/16

3.0 Virtual/ Online learning: As the students will not be able to pursue their training with the industry, as per the traditional method, due to the ongoing lockdown, they are advised to pursue virtual / online training, in the department of their choice.

4.0 The nature of the Industrial Training could be along the following lines –

FOOD PRODUCTION

- Seminars on HACCP, FSSAI
- Menu Planning, Menu engineering and Kitchen Administration.
- Study the Food safety standards followed in hotels and restaurants
- Change in operations in the wake of the pandemic

FOOD AND BEVERAGE SERVICE

- Restaurant planning and table management systems for effective sales. (Case study to be done by the students)
- Video lectures on F&B operations (latest trends, bar tending, events, banquet operations etc.)
- The new formalities to be followed during the guest cycle in the wake of the pandemic.

HOUSE KEEPING

- Comparatives of SOPs for Housekeeping and Front Office department Pre and Post Covid 19 pandemic.
- Hygiene and safety standards followed for staff and guest.
- Study on advanced cleaning agents and equipment's used in hotels.

FRONT OFFICE

- Study the Technological advancements in Hotels, Use of soft-wares in various areas.
- Understand the functions and importance of various reports generated during the guest cycle
- Changing role of Front Office personnel

ANCILLARY DEPARTMENTS

- Online Certification course in soft skills/ Communication skills. (Swayam/ MOOC)
- Panel Discussion on Marketing strategies adopted by hotels
- Study on Sales promotion techniques adopted by hotels
- To study the various licenses and legal concerns for a hotel (webinar for the same could be organised)
- Talk by Industry expert (operations department) Highlighting the key aspects of budgeting and budgetary control.
- Talk by HR Manager on Placement norms Post Covid -19.

ADDITIONAL

- Interaction with Industry Resource persons through webinars/ online sessions, addressing the operations and functions carried out in the departments
- Carry out a Feasibility study on any one organization allotted by the TPO/ Principal of the Institute
- Make a Power point presentation on norms followed by hotels post Covid 19 pandemic

The student has to keep a record of all the activities completed during the Industrial Training programmes and regular correspondence/ update to be done with the Training and Placement Officer of the Institute.

4.0 The Training and Placement Cell of every Institute shall make arrangements of all the webinars, online line learning, expert talks, panels discussions etc... make a schedule and inform the students well in advance.

5.0 Submission Guidelines:

- The student shall submit a detailed report on the work done during the Industrial Training period.
- Students should compile the events to make a final report. Each event report to be checked and signed by departmental HODs

6.0 Assessment and Evaluation:

- A total of 350 marks will be allotted for Assessment
- The institute shall conduct an Internal viva-voce for evaluation (175 marks) of Industrial Training. The panel shall comprise of Training and Placement Officer and one additional faculty nominated by the Principal.
- The evaluation parameters –
 - Report -40 marks
 - Online course certificate- 20
 - PPT- 35 marks
 - Viva Voce- 80 marks
- The University shall conduct an external viva -voce for evaluation (175 marks) of Industrial Training. The Panel shall comprise of Internal Faculty and one External examiner (Industry)
- The evaluation parameters –
 - PPT- 75 marks (it should include the ppt on new norms, and learning outcome from operational and ancillary departments during the industrial training)
 - Viva Voce- 100 marks

