



Summer Internship Project Policy AY-2020-21

At the end of Second Semester each student shall undertake a Summer Internship Project (SIP) for a minimum of 8 weeks. For SIP, 1 credit is equivalent to minimum 40-45 hours of effective work. SIP shall have 6 credits. It is mandatory for the student to seek advance written approval from the faculty guide and the Director of the Institute about the topic and organization before commencing the SIP.

The SIP may or may not have a Functional Focus, i.e. the student may take up a SIP in his/her intended area of specialization or in any other functional area of management. Ideally the SIP should exhibit a cross-functional orientation. SIP can be carried out in a Corporate Entity / NGO / SME / Government Undertaking / Cooperative Sector. SIP may be a research project

- based on primary / secondary data or may be an operational assignment involving working by the student on a given task/assignment/project/ etc. in an organization / industry. It is expected that the SIP shall sensitize the students to the demands of the workplace.

Objective

1. To create awareness amongst students regarding the two months Summer Internship Project.
2. To acquaint MBA/MCA students with practical industrial knowledge that aims bridges the gap between theory & practice.
3. To assist the students in receiving S.I.P that are genuine and helps in attaining final placements in companies of repute.
4. To make students undertake research projects.

Process

The summer internship process is a two months (60 days) activity undertaken to make students aware about the practical implications of research methodology & it provides an edge to learn practical insights about the functioning of corporates.



**At the Institute level**

1. The S.I.P preparation begins with firstly sensitizing students about the S.I.P process via a presentation by the S.I.P coordinator and the Placement Manager. This is done to encourage students to undertake projects in companies of repute.
2. Parallel to this, a committee comprising of experienced academicians representing 3 distinct specializations is formed so as to evaluate the authenticity of Job Description generated through Placement Manager.
3. All the interested students' must register themselves for S.I.P as and when the vacancy is informed.
4. Each student shall be provided with an opportunity to be a part of only one S.I.P.

At the Industry Level

1. Typically, the process of S.I.P at Industry Level begins with shortlisting candidates (students') based on their resumes of the students.
2. This may differ from company to company and may include Group Discussion and Personal Interview.

Role of the S.I.P Approval Committee:

The role of S.I.P Approval Committee is crucial in selection of the students in companies of repute. The Committee shall be provided details of Job Description (JD's) and accordingly shall approve the companies for students'.

The details of the same are as follows:

Sr.No	Name of the Faculty	Specialization	Expertise
1	Prof. Varsha Kedar	Finance	Experienced faculty
2	Prof. Vikrant Nangare	Marketing	Experienced faculty
3	Prof. Anand Ghumaste	Human Resource	Corporate Experience
4	Dr. Ashwini Sovani	Marketing	Program Head - ZGMI & Placement Coordinator

Only after approval from the committee regarding the company, the placement Manager shall forward the necessary detail to the respective specialization students'.





Role of Placement Manager

The Placement Manager shall undertake a rigorous task of assisting the Institute in providing S.I.P through companies of repute.

1. In order to achieve this, the Placement Manager shall undertake a screening process of approval of various Job Description for students by the S.I.P approval committee.
2. After the approval from the committee, the students of respective specialization are informed about the vacancy and the details of job description and companies as such.
3. The Placement Manager is required to maintain the data of students details and the respective S.I.P placed in the form of a tracker that needs to be updated frequently.
4. Students preferences to undertake S.I.P's shall be considered
5. It is also important to note that students shall be provided with requisite stipend during S.I.P's and due consideration shall be given to students interest and preferences.

Role of S.I.P Coordinator

The S.I.P coordinator role is instrumental as a liasoning person between students of respective specialization, internal guides and the External Guide at the corporate level.

1. The SIP coordinator is required to create awareness about the process of S.I.P's.
2. The S.I.P coordinator should keep track record of students getting internship and the Job Description approvals pertaining to respective industry requirement. The coordinator is required to work in line with the placement manager for the same.
3. Allot project guide to students based on their S.I.P interest area and specialization.
4. Communicate with allotted internal project guide regarding students' performance & attendance.
5. Collecting & Monitoring of weekly progress report.
6. Scheduling of internal & external viva voce.

Role of Internal project Guide:

1. Internal project guide need to provide guidance to students about the topic of research project and maintain communication with allotted students on a regular basis.





2. The internal project guide are required to collect progress report from students on various parameters in required stipulated time & forward the same to S.I.P coordinator.
3. The internal guide may undertake the S.I.P visit

Role of students' in S.I.P

Every student is expected to undertake the two months S.I.P with sincerity and dedication

1. As per the T&P policy of the Zeal Group of Management Institutes, preference for attaining S.I.P shall be given to firstly those students whose attendance is above 75% followed by remaining students'.
2. Institute will undertake the tedious process of searching S.I.P. However, in the interest of overall student's community, the Institute shall be deemed to provide one S.I.P per student. In this regard, it is to be noted that student shall be required to be completely prepared for the various round of selection and be well versed with conceptual knowledge. Every student is required to attend the process of campus subject to the need of the company.

Evaluation of SIP:

The Summer Internship Project shall be strictly evaluated on the grounds of its authenticity based on following schema of reference by SPPU;

Course Type	Credits	Nature	Comprehensive Concurrent Evaluation (CCE)	End Semester Evaluation (ESE) Marks	Total Marks
Summer Internship Project	06	Project (Compulsory)	50	50	100

The Comprehensive Concurrent Evaluation (CCE) that is required to be undertaken at Institute level will include the following parameters:





ZEAL EDUCATION SOCIETY'S

ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER APPLICATION (ZIMCA)

NARHE | PUNE | INDIA



PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

Sr.no	Proposal Submission	Fortnightly Report Evaluation (5 marks for each of the 4 reports)	Final Report	Internal Project Viva
1	05	20	10	15

Every student is required to be assessed on the basis of project undertaken with the company. This is done by assessing a student on a continuous basis by internal project guide & company guide through Comprehensive Concurrent Evaluation (CCE) followed by the final viva voce through End Semester Evaluation (ESE).

The learning outcomes of the SIP and utility of the SIP to the host organization must be specifically highlighted in the formal evaluation by the company guide. The SIP evaluation sheet duly signed and stamped by the industry guide shall be included in the final SIP report.

Structure of the S.I.P report

The SIP report must reflect 8 weeks of work and justify the same. The SIP report should be well documented and supported by –

1. Institute's Certificate
2. Certificate by the Company
3. Formal feedback from the company guide
4. Executive Summary
5. Organization profile
6. Outline of the problem/task undertaken
7. Research methodology & data analysis (in case of research project only)
8. Relevant activity charts, tables, graphs, diagrams, AV material, etc.
9. Learning of the student through the project
10. Contribution to the host organization
11. References in appropriate referencing styles





ZEAL EDUCATION SOCIETY'S
**ZEAL INSTITUTE OF MANAGEMENT AND COMPUTER
APPLICATION (ZIMCA)**



NARHE | PUNE | INDIA

PUN CODE: IMMP015570

DTE CODE: MB6195

AISHE CODE: C-50909

The completion of the SIP shall be certified by the respective Faculty Guide & approved by the Director of the Institute. The external organization (Corporate Organization) shall also certify the SIP work. The students shall submit a spiral bound copy of the SIP report by the date prescribed by the university. The Institute shall conduct an internal viva-voce for evaluation of the SIP for 50 marks between the dates as prescribed by the University. The Panel shall comprise of two evaluators appointed by the Director of the Institute / Head of Department (for MBA departments in engineering colleges). Institutes are encouraged to involve senior alumni, industry experts, recruiters to conduct the internal viva-voce.

SIP Coordinator



Director

Director
Zeal Institute of Management
& Computer Application
Pune - 411 041.