

Summer Internship Project (SIP)

A Study

ON

Project Title

AT

Name of the Organization

Submitted By Student Name Enrollment Number MBA Batch

Organization Supervisor

Name

Guided By

Name of College Guide

Academic Year

Submitted To

College Name Affiliated To

University Name



(Session)



CERTIFICATE

This is to certify that the details described in this report titled “**Summer Project Report Title**” has been carried out by Mr / Ms. **Student’s Name** during the summer internship project. The study was done in the organisation, (**SIP Company Name**), in partial fulfillment of the requirement for the degree of Master of Business Administration of R. T. M. Nagpur University, Nagpur.

This work is the own work of the candidate, the project Report is in the manner and as per the guideline of RTM Nagpur University.

CERTIFICATE

Attach the copy of the certificate issued by the Company here. (Certificate must be on the letter head of the Company/Organization)

ACKNOWLEDGEMENT

I feel very honor to have done a summer internship project in “**company name**” and I am sincerely thankful to Human Resource Department for providing this opportunity to me.

I am thankful to “Mr. / Ms. Company Official’s Name” for guiding me thoroughly to attain my task. I gain practical application of management theories through this project. It would have not possible to attain my goal without the his/her support.

I am very thankful to all the faculties of Real Institute of Management & Research and particularly my guide “Dr. / Prof. guide name” for helping me during the project. Finally, I am thankful to my family and friends for their continuous support.

(Name and Signature of the Student)

Index (Content of Project Report)

PART 1

(A) Company Profile:

- Brief history
- Management structure
- Achievements
- Awards and latest developments
- Products & Services offered
- Performance & Market share
- SWOT analysis

(B) Sector Overview:

- Sector size and major players
- Regulations and regulatory bodies
- Sector's contribution to economy
- Problems faced by the sector in general and the company in particular
- Future potential of the sector

PART 2

(A) Actual Work Done:

- Week wise details of the work done including the details of any specific tasks or projects assigned by the company.

Key learning week-wise (If a specific project was allotted to you then you need to prepare the following: 1. Title of the project allotted, 2. Objectives of the project, 3. Research methodology adopted - Sampling method and sample size, data collection tools used, etc. 3. Analysis and interpretation of the data collected)

(B) Findings and Suggestion

(C) Conclusion

**LAST DATE OF SUBMISSION OF THE REPORT TO YOUR
MENTOR DD/MM/YY**

SPIRAL BINDING SETTINGS

Size of Report: 25 to 35 pages

Paper Size: A 4 Binding Types: Paperback (Spiral Binding)

No. of Copies: Two (1 for college & 1 for the student)

Font Type: Times New Roman

Font Size: Headings 14, Text 12

Line Spacing: 2 points (Single spacing)

PAGES ALLOTMENT FOR THE REPORT

- **Company Profile: 8 to 10 pages**
- **Sector Overview: 5 – 6 pages**
- **Week Wise Work – 10 to 12 pages**
- **Findings & Suggestions: 2 to 3 Pages**
- **Conclusion: 1 to 2 pages**

