

Preface

Srusti Academy of Management makes arrangements for each student to undergo Summer Internship Programme (SIP) in leading companies across different sectors after the students complete their first year. This is an opportunity for students to get exposed to work situations before starting to work in the corporate sector. Students gather work experience in areas related to their chosen specialisations.

The manual describes the guidelines for the students in this regard. It contains the SIP calendar. The format in which the SIP Report is to be submitted to the Academy has also been placed in the manual for the guidance of the students.

Summer Internship Programme (SIP)

Objective :

In partial fulfillment of the university curriculum, the Institute arranges 6 – 8 weeks of Summer Internship Programme (SIP) in leading industries across different sectors. Summer internships are unique opportunities for students to get exposed to work situations before starting to work in the corporate sector. Summer Internship Programme provides the students with work experience that is directly related to the chosen specialization opted during the management programme.

Procedure:

One Project Item shall carry 100 percentage points.

- a) At the end of 2nd semester, a student has to take up Summer Internship Project during the summer vacation as provisioned in the approved curriculum. The duration of training shall be at least 45/ 60 days with at least 240 hours of attendance.
- b) Each candidate shall do a project under the supervision of an internal faculty. There could be a Co-Supervisor if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor can be from concerned industrial organization.
- c) Summer Internship Project inside/ outside the campus will be of 6-8 weeks.

After the SIP, students will submit a report and deliver a presentation about the training and appear for a viva-voce test before the evaluation committee members of their department. Marks obtained out of 100 (4 credit) will be reflected in the next semester's (i.e 3rd sem) results. Sub-components that are to be considered for evaluation are as mentioned below.

Evaluation of the Project

- i. Evaluation of a SIP will be done in a rubrics on following criteria.

a) Rubrics for Report

Detailed analysis of Objectives	10 points
Scope of the study	10 points
Research Methodology	10 points
Result Analysis	10 points
Findings and conclusion	10 points
Documentation	10 points
Total Points (a)	60 points

b) Rubrics for Viva – Voce

Communication and presentation skill	10 points
Slides preparation, organization of content, Visual aids	10 points
Data analysis and interpretation	10 points
Viva-voce	10 points
Total Points (b)	60 points
Total Points = (a) + (b)	100 points

Rubrics for Evaluation of SIP Report/Viva

Name of the Student _____

Regd. No. _____

Stream _____

Batch _____

A. SIP Report

	Excellent	Good	Average	Poor	Total Marks
Detailed analysis of Objectives (10 marks)	All objectives of the proposed work are well defined. (10 Marks)	Good justification to the objectives. (8 Marks)	Incomplete justification to the objectives proposed (6 marks)	Only some objectives of the Proposed work are well defined (2 Marks)	
Scope of the study (10 marks)	Clearly defined and manageable project scope, with well-defined boundaries to prevent scope creep. (10 Marks)	Clearly defined scope but not properly managed in the study (8 Marks)	Scope and limitations are overlapped (6 Marks)	Scope not mentioned properly and has lot of ambiguity (2 Marks)	
Research Methodology (10 marks)	Has appropriately defined the research methodology, mathematical models, process. (10 Marks)	Research methodology has been substantially stated with mathematical models and process (8 Marks)	Some aspects of Research methodology is missing (6 Marks)	Incomplete research methodology. (2 Marks)	
Result Analysis	The student has ability	The student has	The student has	The student does not	

(10 marks)	to comprehend the dataset used in the project, and has created clear and insightful visualizations to represent the data.(10 Marks)	ability to comprehend the dataset used in the project, but has not been able to completely create an insightful visualizations to represent the data (8 Marks)	ability to comprehend the dataset used in the project, but has not been able to depict the data in the project. (6 Marks)	have the ability to comprehend the dataset used in the project (2 Marks)	
Findings and conclusion (10 marks)	Student provides a logical interpretation of the results and findings and clearly reflected (10 Marks)	Student provides a logical but incomplete interpretation of the results and findings (8 Marks)	Student does not provide an interpretation of the results and findings (6 Marks)	Student does not interpret the findings / reach a conclusion (2 Marks)	
Documentation (10 marks)	Has understood and applied the guidelines for effective report writing (10 Marks)	Has understood and applied some of the guidelines for effective report writing (6 Marks)	Has understood and applied the guidelines to limited chapters (6 Marks)	Has not understood and not applied the guidelines for effective technical writing. (2 Marks)	
Total Marks Secured (A)					

Signature with date by Internal Guide

B. Viva - Voce

	Excellent	Good	Average	Poor	Total Marks
Communication and presentation skill (10 marks)	<ul style="list-style-type: none"> Clearly audible to the entire audience. Very good command of professional vocabulary and pronunciation. Consistently maintained the high degree of grammatical accuracy. (10 Marks)	<ul style="list-style-type: none"> Audible to most of the audience. Good command of professional vocabulary and pronunciation. Consistently maintained the grammatical accuracy to an acceptable degree with few errors (8 Marks)	<ul style="list-style-type: none"> Difficult to hear and follow the presentation Adequate command on vocabulary and pronunciation Maintained a reasonable degree of grammatical accuracy. (6Marks)	Poor communication and presentation skill (2 Marks)	
Slides preparation, organization of content, Visual aids (10 marks)	<ul style="list-style-type: none"> All the information in the slides is arranged in a logical sequence. Background, introduction and all the contents are relevant to the topic. Conclusions are valid and relevant in the context of the topic. (10 Marks)	<ul style="list-style-type: none"> Most of the information in the slides is arranged in a logical sequence. Background, introduction and contents are relevant but not sufficient. Conclusions are 	<ul style="list-style-type: none"> Few slides are not logically sequenced and lack clear transitions. Incomplete background and introduction. Insufficient emphasis on conclusion. (6 Marks)	Slides are not logically sequenced and lack clarity with ambiguous conclusion. (2 Marks)	

		relevant to the context of the topic.(8 Marks)			
Data analysis and interpretation (10 marks)	The student has ability to comprehend the dataset used in the project, and has defined the findings appropriately (10 Marks)	The student has ability to comprehend the dataset used in the project, but has not define all the findings properly (8 Marks)	The student has ability to comprehend the dataset used in the project, but has given ambiguous findings (6 Marks)	The student does not have the ability to comprehend the dataset and the findings are not related to the objectives. (2 Marks)	
Viva-voce (10 marks)	Answered all the queries (10 Marks)	Answered most of the queries (8 Marks)	Answered few queries (6 Marks)	Could not answer any queries (2 Marks)	
Total Marks Secured (B)					
Total Mark Secured (A+B)					

Signature with Date by Evaluator – I
(External Evaluator)

Signature with Date by Evaluator – II
(Internal Evaluator)

- ii. The evaluation shall be done by a Committee of Teachers where the Project Supervisor shall be a member.
- iii. Minimum score for a Pass in Project item is 50 percentage points.
The Chairman of the Committee shall forward the score within the prescribed date to the examination cell. He / She shall also maintain all records for academic audit for at least a year.

SIP Calendar: 2023

The SIP Calendar-2023 is prepared and circulated for effective monitoring of SIP work for the MBA batch 2022-24.

Sl No	Datelines	Jobs / Activities
1	17.03.2023	Preparation of SIP calendar
	31.03.2023	Collection of Students Specialization and Location for SIP
2	10.04.2023	Preparation company letter
3	12.04.2023-15.04.2023	Circulation of one page CV to students
4	22.04.2023	Collection of CV
5	30.05.2023	Compilation of Company List(Minimum -50)(City Wise)
6	10.06.2023	Completion of request letter sending for Companies
7	22.06.2023	Obtaining student wise confirmation from company to join SIP
8	30.06.2023	Arrange of PG in different cities through Alumni
9	02.07.2023	Completion of screening round by companies
10	11.07.2023	Notification of student wise internal guide/company list
11	15.07.2023	Notification of Final PG Arrangement
12	On the last date of 2 nd Sem. Exam(17.07.2023)	Conduct of a session on briefing about SIP procedure and student information about Do's and Don'ts during SIP.
13	19.07.2023	Moving to outside city for joining
14	20.07.2023	Joining in Company
15	25.07.2023	Revised Notification and office order of Student wise Internal Guide/Company List
16	29.07.2023	SIP Topic selection
17	Within 5 Days of Joining	Collection of student undertaking and joining report
18	Within 15 Days of Joining	Collection of first filled in feedback from the Company
19	10.08.2023-15.08.2023	Meeting with External guide by Internal guide
20	Within 30 days of Joining	Collection of 2 nd filled Feedback from the Company
21	Within 15 days of Joining Within 30 days of Joining	Collection of 1 st Weekly Report Collection of 2 nd Weekly Report
22	16.09.2023	Last date of SIP in the Company
23	20.09.2023	Rejoining of Students at Institute
24	30.09.2023	Student to be visited to library to see the last year SIP report
25	10.10.2023	Submission of Report to Internal Guide by the Students
26	25.10.2023 to 28.10.2023	Student Presentation & Viva

Prepared By:

Verified By:

Approved By:

Do's and Dont's for Students During the SIP

The students of second semester MBA are hereby advised to adhere to the following guidelines while doing their Summer Internship Project.

1. Join the company/organization as per the SIP calendar date.
2. Show full involvement to the jobs assigned by the company during the SIP.
3. Create a good impression in the company/organization.
4. Regularly interact with your internal and external guides to develop a quality project report.
5. Meet the appropriate executive of the concern/department like Marketing, HR, and Finance and other heads of department to gather knowledge about company operations.
6. Collect detailed information about the organization, its structure, location, product portfolio, and other details as per your topic and guidance of the internal/external guide.
7. Collect the data on the basis of the questionnaire/other sources as suggested by your guides.
8. Submit your joining report to your internal guide through proper format (format to be supplied by the internal guide) as per the SIP calendar date.
9. Submit your weekly report to your internal guide as per calendar dates.
10. Complete the assignment as and when given by your internal and external guides and report to them by taking appointments.
11. Submit your filled-in feedback form duly signed by your external guide through proper format (format to be supplied by the internal guide) as per the SIP calendar date.
12. Compile your SIP Report as per the prescribed format.
13. Submit your SIP Report as per the calendar date.
14. Remain present physically during the SIP presentation-cum-evaluation.

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Summer Internship Project Report

On

Topic Name

Font: Times New Roman, Size - 18

At company Name , company location

Font: Times New Roman, Size - 14

Company Logo

Submitted By:

Font: Times New Roman, Size - 14

..... (Write your name)

..... (Write your roll no)

..... (Write your regd. no)

MBA [2021-2023]

(A project report submitted to Biju Patnaik University of Technology (BPUT), Rourkela, Odisha for partial fulfillment of the requirements for the award of Degree of I - MBA Program)

Under the guidance of

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External Guide :-

Internal Guide:-

External Guide Name (Designation)
Company Name, Location

Internal Guide Name (Designation)
Srusti Academy of Management,
(Autonomous)



Srusti Academy of Management

1st B-School in Odisha with "A" Grade Accreditation by NAAC
Approved by AICTE, New Delhi | Affiliated to BPUT, Rourkela

38/1, Chandaka Industrial Estate, Near Infocity, Bhubaneswar, Odisha-751024
www.srustiacademy.org

Declaration

I am(Student Name), a bonafide student of Srusti Academy of Management, pursuing MBA, do hereby declare that the study entitled “.....”(SIP Topic) is my authentic work, I have completed my study under the guidance of (**Internal Guide Name (The Faculty Member)**), Srusti Academy of Management, Bhubaneswar and Mr. / Ms..... (External Guide Name) (..... Designation),.....(Company Name) ,.....(Location)

All the data furnished in this project report are authentic and genuine and this report neither full nor in part has ever been submitted for award of any other degree to either this university or any other university.

Student Name

IMBA(2019-2024)

College Roll No :-

Regd. No :-

Srusti Academy of Management,(Autonomous) Bhubaneswar, Odisha

Internal Guide Certificate

This is certify that Mr /Ms , a student of MBA of
Srusti Academy of Management, ,(Autonomous) Bhubaneswar has successfully completed
his/her summer Internship Project on the
topic of “.....”.
He / She has worked on the Summer Internship Project fromto
.....
His/ her performance during the project was extremely satisfactory.

Signature

Name of

the Guide:

Dt:

Company Certificate

COMPANY CERTIFICATE



Date: 20th September 2023

Internship Completion Letter

We are glad to inform you that Ms. Gul Andam from Srusti Academy of Management has successfully completed her internship at MeedenLabs Private Limited from 24th Jul 2023 to 20th Sep 2023.

During her internship, she was exposed to IT recruitment for various clients including Fortune 50 companies as well.

We found her extremely inquisitive and hard working. She was very much interested to learn the core of the overall recruitment process. She showed her willingness in understanding the depth of the subject.

She was an excellent team player, a go getter and a person with an optimistic approach.

Her association with us was very fruitful and we wish her all the best in her future endeavors.

For Meeden Labs Private Limited

RAKTHAVATE Digitally signed by
Prabhu Nader
DN: cn=Prabhu Nader, o=Meeden Labs Private Limited

Prabhu Nader

Founder & CEO



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Summer Internship Project Report: 2023

Company Certificate



TO WHOMSOEVER IT MAY CONCERN

Dated:16/10/2023

This is to certify that Ms. Savitri Gupta, a student of Master of Business Administration(MBA) of Srusti Academy of Management(Autonomous) Bhubaneswar, Odisha, Registration No- 2206286126 has successfully completed 62 days (From 20th Jul 2023 to 20th Sep 2023) summer internship programme in this company.

She has worked in the department of Finance & Accounts on a project on Accounts Payable. The aim of the project was to study the importance of Invoice Booking & Payment, maintaining vendor master, Interface Purchase Invoice to oracle, Reconciliation of Bank and other accounting process in the healthcare industry.

During her tenure in our organization she used to be very sincere, punctual, dutiful and obedient.

To the best of our knowledge Ms. Savitri Gupta bears a good moral character and we wish her all the best in the future endeavor.

CA. Subhonkar Kr Suman
Unit Finance Head- Finance & Accounts
Apollo Hospitals, Bhubaneswar

Apollo Hospitals Enterprise Limited

Registered Office : No. 19 Bishop's Gardens, Raja Annamalapuram, Chennai - 600 028

Corporate Identity Number (CIN) : U85100TN1979PL0008026

Bhubaneswar Office : Plot No. 251, Sanku School Road, Unit-15, Bhubaneswar - 751 005, India

Tel: +91 674 6551016 / 6551068 Fax: +91 674 6551048, E-mail: apollo_bho@apollohospitals.com Web: www.apollobho.com

Company Certificate

ADITYA BIRLA



Dated: 17th Oct, 2023

TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mr Soumyadeep Sasamal pursuing MBA, Srusti Academy of Management**, has successfully completed project-based internship with us from **20th July 2023 to 23rd Sep 2023**.

Throughout the Internship, we found him to be sincere and hardworking. We wish him all the best in all his future endeavors.

For Aditya Birla Fashion & Retail Ltd

Soumyadeep Sasamal
Human Resource

pantaloon's

Aditya Birla Fashion and Retail Limited (formerly known as Pantaloon's Fashion & Retail Limited)
Bhubaneswar : Suruchi Plaza, Plot No. 25 & 35, A/B, Janpath Road Suheer Nagar, Orissa - 751 007, India T :
*91 7604 095525

Regd. Office: Piramat Agastya Corporate Park, Building 'A', 4th and 5th Floor, Unit No. 40a, 403, 501, 502, L.B.S.
Road, Kurla, Mumbai - 400 070, India

T : 191- 8652905000 F : 191- 8652905400 E : secretariat@abfrLadityabirla.com | w: www.abfrL.com
Corporate ID No: T18101MH20077LC2339Q1

Acknowledgement

This project report bears the imprint of many people on it. I am very much thankful to Srusti Academy of Management, ,(Autonomous) Bhubaneswar for the successful completion of my SIPreport.

I would like to thank my project supervisor and guide Prof.....,the FacultyMember, Srusti Academy of Management, for his invaluable guidance and assistance in preparing the

project report and also contributing a lot for accomplishment of this Project.

I am highly indebted Mr/Ms..... (External Guide Name)

(.....Designation) ,..... (Company Name)

,..... (Location) , my corporate guide ,who guided me during theinternship period and suggested many issues which has been taken care in my project work.

I am also expressing my indebtedness to my parents and my friends who gave their full-fledged co-operation for the successful completion of my project.

Preface

It is a great opportunity for me to pursue my MBA in Srusti Academy of Management under BPUT, Rourkela, Odisha. In the accomplishment of Summer Internship Programme I am submitting a report on “.....”. Subject to the limitation of time, efforts and resources every possible attempt has been made to study the matter deeply. The whole project is measured through the questionnaire, the data further analyzed and interpreted and the result was obtained. The purpose of this report is to give a brief idea about what has been done in the summer training. This report comprises of various things and knowledge I have got during my summer internship at.....(company name) . The objectives of preparing this report are as follows:

- 1.
- 2.
- 3.
- 4.

(objectives of SIP is needed to be write here)

Contents

Chapter-1

Page No

Background of the study

Rationale of the study

Objectives of the Study

Scope of the Study

Research methodology

Chapter -2

Company Profile

Chapter-3

Theoretical Background (Topic related theoretical concept)

Chapter-4

Data Analysis and Interpretation

Chapter-5

Findings, Suggestion and Conclusion

Bibliography

Annexure (Questionnaire)

List of Companies Offered Stipend

List of Students received Stipend (STP-2023)						
Batch: 2022-24				Stream: MBA		
Sl. No.	REGD NO	NAME OF THE STUDENT	SIP Area	SIP Topic Name	Name of the Company	Stipened Amount (Rs.)
1	2206286023	AUROSMITA PARIDA	HR	Employee satisfaction at Meeden Labs	Meeden Labs	8,000
2	2206286029	BISWAJINI JAGDEV	HR	Effectiveness of training and development	Meeden Labs	8,000
3	2206286035	CHINMAYEE MOHARANA	HR	A Study of Performance Appraisal system	Meeden Labs	8,000
4	2206286041	DEEPAK LENKA	Finance	A study on Credit Policy And Npa	DVARA KGFS	10000
5	2206286044	DIPIKA PRIYADARSINI KAR	HR	Exit Interview Process at Meeden Labs	Meeden Labs	8,000
6	2206286048	GUL ANDAM	HR	The impact of Recruitment & selection on organizational performance-	Meeden Labs	8,000
7	2206286049	H. PRATYUSHA PRIYADARSHINI	HR	Role of HR policies in the organization: A study at Meeden Labs	Meeden Labs	8,000
8	2206286065	LAYATMIKA PARIDA	HR	HR POLICY at DVARA KGFS	DVARA KGFS	10000
9	2206286075	MOHIT MOHANTY	HR	Talent Acquisition process	Meeden Labs	8,000
10	2206286076	MONALI PRADHAN	HR	ATS-Application tracking system in meedenlabs	Meeden Labs	8,000
11	2206286080	NIKITA SAHU	HR	Recruitment process Dvara Kgfs	DVARA KGFS	10000
12	2206286090	PRIYANKA PRIYADARSINI	HR	Recruitment and selection process	Meeden Labs	8,000
13	2206286092	PRIYANKA RAUL	HR	Training & Development	Meeden Labs	8,000
14	2206286114	SANDEEP SETHI	Finance	A study on Credit Policy And Npa	DVARA KGFS	10,000
15	2206286118	SARITA PATRA	HR	HR AUDIT ON Meedan labs at Bangalore	Meeden Labs	8,000
16	2206286125	SAUMYARUP DUTTA	HR	Welfare Measure practices	Meeden Labs	8,000
17	2206286133	SOMANATHA DAS	HR	Employee satisfaction towards facilities provided by the organization	Meeden Labs	8,000
18	2206286152	SUMAN PATRA	HR	Effectiveness of Promotion and transfer scheme in the	Meeden Labs	8,000
19	2206286160	SWARNA PRAVA SAHOO	HR	Compensation Management system in Meedenlabs	Meeden Labs	8,000

Prepared By 15.11.23

Verified By 15.11.23

Approved By 15.11.23

Faculty Members' Company Visit Statement

Sl. No	Date	Faculty/Placement Officer who visited	Company
1	24.08.2023	Mr. J. Das Mohaptra/Mr. D.K. Rout	Pantaloons
2	24.08.2023	Ms. Debadeepti Jagaty	AMRI Hospital
3	25.08.2023	Dr. Bhabani Mallia	Lotusmint
4	25.08.2023	Mr. Satyaprakash Nayak	Mannapuram Finance
5	26.08.2023	Ms. Kalyani Senapati	HDB Finance
6	26.08.2023	Dr. Arpan Mahapatra	Alankit Assignemnt
7	29.08.2023	Dr. Jakki Samir Khan	NJ India Investment
8	29.08.2023	Mr. Sandhya Darshan Dash	Globe Capital
9	30.08.2023	Dr. Anuradha Mishra	DVARA KGFS
10	30.08.2023	Mr. Nirmal Kumar Routra	IIFL

Format of Request Letter to Company HR

To

Sub: SIP ENLISTMENT LETTER (MBA)

Dear Sir/Madam,

Greetings from Srusti Academy of Management, Bhubaneswar!

Carving a legacy for the past 21 years, Srusti Academy of Management today is one of the leading management institutes in Odisha. It has been steadily ranked higher amongst the B-Schools by various credible ranking agencies. The Institute has been accredited in 2011 as **"A" Grade institute by National Assessment & Accreditation Council (NAAC) and continuing its 3rd cycle now.** It has been recently declared as Excellent Business School in Odisha by CMAI, New Delhi, supported by Ministry of MSME, MNRE and AICTE.

An institutional life member of All India Management Association (AIMA) and Association of Indian Management School (AIMS), this Institute is rated as "A⁺⁺" category B-School through pan-India survey conducted by BUSINESS INDIA and AIMA.

The Institute has been able to consistently create multi-dimensional experiences for students that transform them into becoming professional assets who hit the ground running. With quality infrastructure supported by state-of-the-art technology, Srusti continues to look far beyond the routine, in its endeavour to produce leaders capable of a new hallmark in the world of business. Presently, the Institute offers **two- year full time MBA** and **two-year full time MCA programmes**, approved by the AICTE and affiliated to Biju Patnaik University of Technology (BPUT), Rourkela.

We have a modest SIP record. Students doing MBA have been offered SIP by organizations like **Om Logistics, Trident Hilton, Sharekhan Ltd., Overnite Expresss, Mannapuram Finance, Mahindra Finance, Karvy, OTV, Toshali Cements, Mahashakti Cements, Reliance Jio, Polycab, Annapurna Microfinance, Ujjivan, Adhikar Microfinance, Pantaloons, Anmol Biscuits, Chandrika Agro Foods, NALCO, IMFA, Hymee, NEXA , Mayfair, Trutlemint and many more.** Currently, we have a batch size of 180 students in MBA with electives in Marketing, Finance and HR.

We would like to request you to kindly enlist our Institute for SIP recruitment for 2021-23 batch.

Yours truly,

For Srusti Academy of Management

Mr D.K Rout

Placement Officer

Cell: 9437929980

Email: dharmas@srustiacademy.org

Letter of Thanks to the Company HR

To

(Subject : Thanking you for allowing our students in your esteemed organization for summer internship)

Dear Sir,

Greetings from Srusti Academy of Management, Bhubaneswar.

Srusti Academy of Management, one of the favourite destinations of students for business education is strategically located in the Institutional Area of Bhubaneswar city. The Institute, accredited as “A” Grade Institute by National Assessment and Accreditation Council (NAAC), an autonomous body under the UGC, offers two-year full-time MBA and MCA programmes approved by the AICTE and affiliated to Biju Patnaik University of Technology (BPUT), Rourkela.

We are extremely thankful for allowing our students to undergo their summer internship in your esteemed organization. Hope your guidance and the sincerity of the students will yield mutual benefits and establish a long lasting relationship for future.

Expecting your cooperation in this regard.

Thanking you once again.

Sincerely yours,

Principal
Srusti Academy of Management, Bhubaneswar

Format of Student Joining Letter

To

(Address of the company concerned)

Sub: Joining report for summer internship

Sir/Madam

As per the schedule of commencement of summer internship in your esteem organization, I report to duty on Dt. _____

My present address for communication and contact numbers are as detailed below. I shall abide by the rules and regulations of the company during the project period.

I solicit your active guidance and kind cooperation.

Thanking you.

Yours truly,

Signature of the student.

Name:

_____ Year MBA

External guide's signature

Srusti Academy of Management

University registration number _____

Local address: _____

Contact No: _____

Email Id: _____

Forms & Formats for Review

Feedback of External Guide (Company Feedback)

Nome of the Company	
Department/Division	
Feedback for the week	
Name of the student	

Feedback Parameter

Parameters	Very good	Good	Average	Poor
Punctuality				
Receptiveness				
Initiatives				
Obedience				
Communication				

Any Other Feedback

--

Signature of External Guide

Company

Weekly SIP Review Report

Name of the Company: _____

External Guide: _____

Feedback for the Week _____

Date: _____ To _____

Date	Details	Compliance	Signature	
	Assignment Given	Status(Y/N)	External Guide	Student

External Guide Remarks

Signature of External Guide

Internal Guide Remarks

Signature of Internal Guide

Format to Report the Students' Progress by Internal Guide

Sl. No.	Specilization	Name of the Company	Name of the Student	Joined (Y/N)	Joining Report Received(Y/N)	If Not when to Join	Topic given (Y/N)

Student Declaration and N.O.C

I _____ student of 1st year MBA bearing Registration Number _____ do hereby declare that I have understood the evaluation parameters of summer project as stipulated by BPUT properly and undertake that I shall submit my project report on dt. _____

I understand that my physical presence is required for the evaluation of my project report. In case I fail to do so my project may not be evaluated at all and the case will be referred to the evaluation committee for final decision.

Full Signature of the student with date

Countersigned by internal guide with date