

# **Guidelines for Summer Training Project Report & Viva Voce MBA 3<sup>rd</sup> SEM**



**MANGALMAI INSTITUTE OF MANAGEMENT & TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

  
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**Mangalmai Institute of**  
**Management & Technology**  
**Greater Noida**




## 1.0 AKTU- ORDINANCE

\$	KMBN308	Summer Training Project Report & Viva Voce	0	2	0	0	50	0	50	0	100	150	4
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### SUMMER TRAINING PROJECT REPORT

1. At the end of the second semester examination, it is mandatory for every student of MBA to undergo on-the-job practical training in any manufacturing, service or financial organization. The training will be of 6 to 8 weeks duration. The college/institute will facilitate this compulsory training for students.
2. During the training, the student is expected to learn about the organization and analyze and suggest solutions to a live problem. The objective is to equip the students with the knowledge of actual functioning of an organization and problems faced by them for exploring feasible solutions.
3. During the course of training, the organization (where the student is undergoing training) will assign a problem/project to the student.
4. The student, after the completion of training will present the work to his/her faculty guide/mentor. Guide will assess student's contribution and will award internal marks out of 50. Thereafter students will submit a report to the College Institute which will form part of the third semester examination. However, the report must be submitted by the end of October 30.
5. The report (based on training and the problem/project studied) prepared by the student will be known as Summer Training Project Report. The report should ordinarily be based on primary data. It should reflect in depth study of a micro problem, ordinarily assigned by the organization where the student undergoes training. Relevant tables and bibliography should support it. One comprehensive chapter must be included about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance products/services and problem faced. This chapter will form part 1 of the report. Part 2 of the report will contain the study of micro research problem. The average size of report ordinarily will be of minimum 100 pages in standard font size (12) and double spacing. Two neatly typed (one sided only) and soft bound copies of the report will be submitted to the College Institute. The report will be typed on A-4 size paper.
6. The report will have three certificates, one by the Head of the Department, another by the Faculty guide and third one from reporting officer of the organization where the student has undergone training. These three certificates should be attached in the beginning of the report.

  
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- The Summer Training Project Report will carry 150 marks and will be evaluated by two examiners (external and internal). The evaluation will consist of (1) Project Report evaluation (2) Project Presentation and Viva Voce.
- 8. The Project Report evaluation will comprise of 50 sessional marks and would be evaluated by internal project guide. The Presentation and Viva Voce would comprise of 100 marks and would be evaluated by two examiners (1 external and 1 internal). The average of the marks awarded by the 2 examiners will be taken into account for the results. In case the difference in the awards given by the examiners is 30 or more marks, the project report will be referred to a third examiner. Only such person will evaluate the project report who has minimum three years of experience of teaching MBA classes in a College/University. Experience of teaching MBA classes as guest faculty shall not be counted.
- 9. The parameters on which external evaluation would be carried out are as under:

**Project Report Evaluation:**

Evaluation Criteria & Marks	Understanding of objectives with topic (20)	Understanding of Relevance of topic (20)	Interpretation & Analysis (20)	Presentation (20)	Query handling (20)
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- 10. It is mandatory that the student will make presentation in the presence of teachers and students. The student is expected to answer to the queries and questions raised in such a meeting.
- 11. The student shall prepare the Summer Training Project Report as per the format given in the Summer Training Manual as prescribed by the University.

**\*Teaching and Evaluation Scheme For MBA Main Second Year AS PER AICTE MODEL CURRICULUM Effective from Academic Session 2021-2022 DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY LUCKNOW.**  
[https://aktu.ac.in/pdf/syllabus/syllabus2122/Updated%20MBA%20\\_Common\\_%20%20II%20Year%20Syllabus%202021.pdf](https://aktu.ac.in/pdf/syllabus/syllabus2122/Updated%20MBA%20_Common_%20%20II%20Year%20Syllabus%202021.pdf)

  
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## GUIDELINES FOR SUMMER TRAINING PROJECT REPORT

### 2.1 SCOPE OF THE PROJECT

The project study is to be based on the functional area (such as Marketing, Finance, HRM) that the student opted as major in third and fourth semester. Before commencement of project study, each student is to develop a synopsis in consultation with his/her guide in the chosen functional area covering the broad aspects on which the data is proposed to be collected and analysis is to be conducted. It may be noted that the chosen functional area is not restrictive. If the student finds any other area interesting or otherwise, they must explore it and comment on it in his /her report. Each student is required to carry out the work and submit the report individually.

### 2.2 OBJECTIVES

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Following are the intended objectives of internship training:

- Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job
- Learn to apply the Technical knowledge in real industrial situations.
- Gain experience in writing Technical reports/projects.
- Expose students to the Manager's responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations.
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

### 2.3 GENERAL INSTRUCTIONS

- 2.3.1 Internship is always more valuable compared to a college project as it enables the interns to understand how companies work, build new contacts, develop a network and most importantly work on real-life projects executed within the company.
- 2.3.2 Many interns seem to judge the company by the number of employees in the organization. Do use more meaningful criteria to judge the company for the internship

  
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such as the time and training that they are willing to devote for you, type of products, value addition and services offered by the company in relation to what you want to learn, technologies employed by the company with respect to what you want to master etc.

- 2.3.3 An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
- 2.3.4 If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big-picture in better understanding the career prospects in relation to his ambitions.
- 2.3.5 Attitude and mind-set play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- 2.3.6 Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- 2.3.7 Interns must be inquisitive and try to gain maximum knowledge and exposure.
- 2.3.8 Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
- 2.3.9 Interns should enjoy during the internship and leave with tangible accomplishments.
- 2.3.10 The intern will maintain a regular internship schedule determined by the Intern and his/her Project Guide.
- 2.3.11 Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship:
  - The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
  - The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.
- 2.3.12 The candidate should submit a synopsis of the proposed work to be done during Internship programme.
- 2.3.13 Intimation of commencement of internship shall be submitted to the HOD concerned.
- 2.3.14 Two guides will supervise the internship project work, one from the department and another one from industry.
- 2.3.15 If the internship project is not found to be of high quality, then the student will have to reappear for their internship work.
- 2.3.16 Industry/ Institute should allow to produce results obtained during project/ internship period in the project report. The written certificate to this effect from the industry/ institute is mandatory before consideration of the proposed project/ internship.
- 2.3.17 Immediately after the completion of the Second Semester, the students shall proceed for their Summer Training of 6-8 weeks duration in an industrial organization approved by the Institute. The candidates shall be required to undergo training in the functional area (such as Marketing, Finance, HRM) of the organization concerned.
- 2.3.18 The organization may assign a specific project to the candidate, which will be completed by him / her during this tenure. The work done by the candidate in the training on the project shall be submitted by the candidates in the manner as specified in the Ordinance.

  
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- 2.3.19 The Summer Training Project Report prepared after the completion of Summer Training shall be assessed in the third Semester as a compulsory paper of 150 marks and will be evaluated by two examiners. The evaluation will consist of (1) Project Report Evaluation (50 sessional marks to be evaluated by internal project guide (2) Project Presentation and Viva Voce (100 marks to be evaluated by 1 external and 1 internal examiners).
- 2.3.20 The Faculty guide has the liberty to visit the Organization where the student is undergoing training to assess and evaluate fruitfulness of the training.
- 2.3.21 No two students should work on a Single Topic during their Summer Training Project Report. Even if the students are assigned the same project it is expected that they work on different aspects or demographic area of the project and present accordingly.
- 2.3.22 All the students are required to meet their respective Faculty Guides on regular basis before submitting the report finally.
- 2.3.23 It is obligatory for students to get their draft approved from concerned guide before giving final draft of the Summer Training Project Report for submission.
- 2.3.24 The Guidelines for writing Summer Training Report is given in **Section-A**
- 2.3.25 The format of the Report Writing is attached as **Section-B**
- 2.3.26 Specifications for Body of the STPR is attached as **Section-C**
- 2.3.27 Objectives/ Guidelines/ Agreement: Internship Synopsis (This will be prepared in consultation with Faculty Guide) is attached as **F-1**
- 2.3.28 Student's Daily Diary/ Daily Log is attached as **-F-2**
- 2.3.29 Student Feedback of Internship (to be filled by students after internship completion) is attached as **- F-3**

#### Section-A

### 3.0 GUIDELINES FOR WRITING STPR

The Guidelines for carrying out the STPR is given in the following paragraphs. Each student is to compile his/her study in six chapters as detailed below:

#### 3.1 Chapter-I Introduction

##### 3.1.1 Introduction:

It should include (a) Meaning of the concept, ie, Job Satisfaction, Consumer Satisfaction, Working Capital Management, (b) Rationale for choosing the topic/problem under study, (c) Implementation strategy of concept in your present study.

- 3.1.2 **Objectives of Study:** It should be pragmatic and consistent with the title of the study and achievable during the course of study within the prescribed schedule. Students are advised to develop the objectives in consultation with their respective guides. The objectives must start with action oriented verbs. A sample of objectives is given below as example:

- “(a) To study the growth of sales of RO Water Purifiers.  
(b) To compare the market share of branded and local manufacturers of RO Water Purifier.”

- 3.1.3 **Scope of Study:** The scope of the study refers to the parameters in which the study will be operating in. This also reminds a researcher that his method of investigation should be centred around trying to solve the problem within the provided scope. The scope of study should

  
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clearly mention the activities that are actually performed in the study. It should include the period of study, the functional area (HR, Finance and Marketing) and volume of work carried out in the study. With reference to above objectives, the scope of study could be as follows (note this is suggestive and not exhaustive):

- (a) To collect and analyze the sales data of RO Water Purifiers in Delhi region of last five years. For this purpose secondary data from the published sources and the dealers is collected.
- (b) To carry out market survey of customer perception for the use of RO Water Purifier. For this purpose the geographical area selected is Dwarka locality. Data is collected through a structured questionnaire."

#### 3.1.4 Company Profile:

Following aspects need to be covered in the first chapter in order to know the company profile:

- 3.1.4.1 Name of the firm/company, its complete address along with telephone numbers, email address, website name. Mention whether local, national or multinational. If national/multinational, give location & address of the registered office and geographical areas of operation of the company.
- 3.1.4.2 Explain the nature of the Organization and its business (service/production/trading etc), i.e., type of industry & business in which the company is operating. Mention specific functional area, if any, such as marketing, finance, HR, logistics etc, in which the company is operating.
- 3.1.4.3 Company's vision & mission, Brief history of the organization.
- 3.1.4.4 Product/sERVICE range of the company.
- 3.1.4.5 Size (in terms of manpower & turnover) of organization.
- 3.1.4.6 Organization structure of the company.
- 3.1.4.7 Market share & position of the company in the industry.

#### 3.1.5 Industry Profile:

Brief profile of the Industry including its current status from which the company belongs.


#### 3.2 Chapter-II: Review of Literature

Students have to carry out a methodical examination of available study material (books, journals, periodicals, official gazettes, etc) on the topic of your study. Provide the existing information on the work already done by way of fundamental nature of the study and the writer's name and references of publications.

#### 3.3 Chapter-III: Research Methodology

It must specify the following:

- a. Universe, Research design, Sampling Type, Sample size, Sample location, Data type, Instrument used, Analytical Tools, Hypothesis, Identified independent and dependent variables, Contents analysis– Notes (References)
- b. Framing of Questionnaire wherever applicable & relevance of each question asked in questionnaire

  
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- c. Constraints under which the study has been undertaken

### 3.4 Chapter-IV: Data Reduction, Presentation & Analysis

Raw data (primary or secondary) collected must be reduced to standard formats such as tables, charts, graphs, diagrams etc and is to be presented in this chapter. This chapter will include Decodification of data, Classification of Data, Tabulation of the data, Application of analytical tool(s), Use of graphs, Depiction of Bar diagrams, Histogram and its observation and inferences drawn. Proper titles, legends, scales, source (s) etc must be mentioned along with each diagram.


### 3.5 Chapter-V: Data Interpretation

This chapter is the most important part of the study, wherein students are required to apply established theoretical concepts/tools/techniques to the data presented in Chapter-IV and draw inferences. Students are required to discuss rational and logic for drawing inferences. For each inference, proper linkages are to be established either with the data analysed in Chapter-IV or with the calculation (s) to be included in this Chapter. Wherever, calculations are to be carried out, it must be provided before drawing any inference. The inferences are to be presented in narrative form from each data set along with limitation (s) due to data insufficiency, if any.

### 3.6 Chapter-VI: Summary & Conclusions

This Chapter should comprise the following:

- 3.6.1 Results of the Study:** These are to be presented and supported by facts & figures in narrative form and be culled out from the Chapter-IV. The sequence of the results must be consistent with the objectives of the study mentioned in Chapter-I. Also, mention the achievement of objectives or otherwise.
- 3.6.2 Limitations:** The limitations could be mentioned in terms of data insufficiency, time & expertise constraints etc.
- 3.6.3 Suggestions, Scope for further Study & Conclusion:** Suggestions based on results of the study is to be provided. Any scope for extension of the study to new geographical areas, segments, time with larger data, is to be mentioned under this heading. Finally, Conclusion should cover findings of the work, whether the stated objectives of the work is achieved with full justification, recommendations, limitations, directions for future development.

  
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#### 4.0 FORMATS FOR SUMMER TRAINING PROJECT REPORT

The final report is comprised of the following:

- Cover Page
- Certificates
- Acknowledgements
- Executive Summary
- Contents
- Body of the project Report (*As per Section C*)
- References/ Bibliography
- Appendices
  - List of Tables
  - List of Figures

##### Cover Page

The format of the Cover page is attached as **STPR-1**

#### 4.2 Certificates

The format of the certificate (from Students, Faculty Guide & HoD) is attached as **STPR-2**  
The draft copy of the certificate (from Industry Guide) is attached as **STPR-3**

#### 4.3 Acknowledgements

In the "Acknowledgements" page, the student recognizes his indebtedness for guidance and assistance to the adviser and other members of the faculty. Courtesy demands that he also recognizes specific contributions by other persons or institutions such as libraries and research foundations.

#### 4.4 Executive Summary

An Executive summary is a brief or condensed summary of the work assigned and performed for higher-level management positions. It should be about 3-4 pages in length. It is comprised of problem definition, work assigned, methodology adopted for the performance of work assigned, findings, limitations, directions for future development, if any.

#### 4.5 Contents

The format of Contents is as follows:

##### CONTENTS

S No	Topic	Page No
1.	Certificates	-
2.	Acknowledgement	-
3.	Executive Summary	-
4.	Chapter I: Introduction	-
5.	Chapter II: Review of Literature	-

  
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6.	Chapter III: Research Methodology	
7.	Chapter IV: Data Reduction, Presentation & Analysis	
8.	Chapter V: Data Interpretation	
9.	Chapter VI: Summary & Conclusions	
10.	References/ Bibliography	
	Appendices	
	- List of Tables	
	- List of Figures	

#### 4.6 References/Bibliography

Examples are given below:

1. India today, "The Melt down: End of good times", Oct 27, 2008.
2. James M, Kaplan; and et.al., "Managing it in a Down Turn: Beyond Cost Cutting", *Indian Management*, vol.47 issue 11, Nov 08.
3. "How to Save Your Job in Recession", *Harward Business Review*, September 08.
4. <http://www.ibm.com/in> ( Date of visit with complete address)
5. <http://www.intel.com/india> ( Date of visit with complete address)

#### 4.7 Appendices

The appendices are to be attached at the end of the report and to be numbered as Appendix-A, Appendix-B etc. right justified at the top of the page. Below the word Appendix write in parenthesis "Refer Para No\_\_". The para number is to be the number in the body of text where the reference of appendix is given. An appendix may have annexure (s). If there are annexure, there are to be attached immediately after the said appendix. The annexure are to be numbered as Annexure-I, Annexure-II etc.

#### 4.8 List of Tables/Figures/Symbols

The format of list of Tables/Figures/Symbols is as follows:

##### LIST OF TABLES

Table No	Title	Page No
1	Number of Employees in Organization ABC	
2		

##### LIST OF FIGURES

Figure No	Title	Page No
1	Sales Figures of ABC Company for 2002 - 08	
2		

##### LIST OF SYMBOLS

S No	Symbol	Nomenclature & Meaning
1		At the rate
2		

##### LIST OF ABBREVIATIONS

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S No	Abbreviated Name	Full name
1	CRM	Customer Relationship Management
2	EPS	Earning Per Share.

## Section-C

### 5.0 SPECIFICATIONS FOR BODY OF THE STR

Following aspects must be adhered to as given in while compiling the body of report

- (a) **Page Size:** Good quality white A4 size executive bond paper should be used for typing.
- (b) **Chapter/Para Numbering:** The chapters are to be numbered as Chapter-1, Chapter-2 etc. The heading/title of the chapter is to appear below the chapter number in uppercase. Paragraphs are to be numbered as 1,2,3 etc in every chapter separately. Sub-paras are to be numbered as 1.1, 1.2, 1.3----, 2.1, 2.2, 2.3-----etc. Sub-sub paras are to be numbered as 1.11, 1.12, 1.13, 2.11, 2.12, 2.13 etc.
- (c) **Page Specifications**
  - (i) Left Margin : 1.25 inch
  - (ii) Right Margin : 1.25 inch
  - (iii) Top Margin : 1 inch
  - (iv) Bottom Margin : 1 inch
  - (v) Double Spacing
- (d) **Page Numbers:** All text pages starting from Body of the Project Report as well as program source code listings should be numbered at the **bottom center** of the pages.
- (e) **Normal Body Text**
  - (i) **Font Size:** 12, Times New Roman, 1.5 Spacing, Single Side Writing.
  - (ii) **Paragraphs Heading Font Size:** 12, Times New Roman, Underlined
  - (iii) **Page/Title Font Size:** 14
- (f) **Table and Figure Number:** Table and figure numbers are to be written at the bottom of the table/ figure as given below:
  - (i) **Table No-1:** Number of Employees in Organisation ABC
  - (ii) **Figure No-1:** Data Flow Diagram
- (g) **Binding & Color Code of the Report**
  - (i) Hard Bound Report
  - (ii) Background of the cover page - Red
  - (iii) Color of Letters: Silver
- (h) Average size of report ordinarily will be of minimum 100 pages.

  
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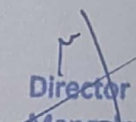


## Scheme of Evaluation

S.NO.	DETAILS	MARKS	External
1	Project Presentation and Viva Voce- 1 External and 1 Internal examiners	100	As per Univ. Notifications
2	Project Report Evaluation -Internal Project Guide	50	As per Schedule given below

SCHEDULE	PARTICULARS
	Briefing Session
	Commencement of STRP work
	Objectives/ Guidelines/ Agreement: Internship Synopsis (This will be prepared in consultation with Faculty Guide)
On every Monday of ensuing week	Student's Daily Diary/ Daily Log at e mail id of Faculty Guide/Internship Coordinator
	First Progress Report to the respective guides (Chapter-I-Introduction, Chapter-II, Review of Literature, Chapter-III-Research Methodology) through e mail or in person
	Second Progress Report to the respective guides.( Chapter-IV-Data Reduction, Presentation, Analysis Chapter-V- Data Interpretation, Chapter-VI-Summary & Conclusions) through e mail or in person
	Correction Phase -Chapter I-VI with respective Faculty Guide
	Final- Power Point based Presentation & Defending of Work to the respective Faculty Guide
	Spiral bound submission
	Final Submission of two hard bounds, one spiral bound & 1soft copy duly completed in all respect
As per Univ. Notifications	Project Presentation and Viva Voce- 1 External and 1 Internal examiners

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## FACULTY GUIDE

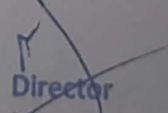
Session: Programme: Semester: Paper Code: Paper:

Subject: Teaching and Evaluation Scheme For MBA Main Second Year AS PER AICTE MODEL CURRICULUM Effective from Academic Session 2021-2022 DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY LUCKNOW for MBA semester-III, Code: KMBN308: Sub: Summer Training Project Report & Viva Voce

Following students are immediately required to meet the Mentor/Faculty Guide wrt Summer Internship proposed to start wef immediately after the completion of end term examinations of II Sem. with reference to Corporate, topic, Specialization, Subject Electives and Guideline/Formats/Reporting Schedule. Also refer AICTE Internship Policy (Attached PDF)

Note: Record be made in individual Faculty Mentor register

Mentors/ Faculty Guide: Name-----Design. -----, e mail id-----, Mobile-----						
S.No	Enroll No	Name	Student's e-mail	Student's Mob. No.	Schedule Received	Sign

  
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**OBJECTIVES/ GUIDELINES/ AGREEMENT: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY GUIDE)**

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the Faculty Guide and Industry Guide. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

PART I: Contact Information			
Student Name			
Roll No.			
Email ID		Contact No.	
Institute Name			
Faculty Mentor Name			
Designation			
Email ID		Contact No.	
Postal Address			
Industry Supervisor Name			
Designation			
Email ID		Contact No.	
Industry Sector			
Organisation Name			
Postal Address			
PART II: Internship Objectives/Learning Activities			
What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories.			
Knowledge and Understanding		Skills	
Learning Activities	How will your internship activities enable you to acquire the knowledge, understanding and skills you listed above?		
On the Job Activities	Describe how your internship activities will enable you to meet your learning objectives. Include projects, research writing, conversations etc. which you will do while working.		
Teaching/Mentoring Activities	How your technical knowledge can be applied at the site of the Internship? How you can create value through mentoring/help people learn new things.		
Off the Job	List reading, writing, contact with faculty supervisor, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.		
PART III: Expected Field of Internship (Prepare after consultation with Industry)			
Describe in brief the Project Title or the expected topic related to which internship will be offered			
PART V: Agreement			
This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon written notice, which is received and agreed to by the other two parties.			
Student Name		Date	Signature
Faculty Mentor Name		Date	Signature
Industry Supervisor Name		Date	Signature

  
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## STUDENT'S DAILY DIARY/ DAILY LOG

Deptt./Division:	
Name of Industry Guide with e-mail id	
Day & Date	Main points of the day
MON DATE:	
TUES DATE:	
WED DATE:	
THURS DATE:	
FRI DATE:	
SAT DATE:	

Name of Student:


Enroll. No.:

Semester:

Mob:

E mail id:

Signature of Industry Guide

  
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## STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

STUDENT FEEDBACK FORM			
Student Name		Roll No.	
Institute Name			
Faculty Mentor Name		Faculty's Designation	
Internship Project Title			
Industry Supervisor Name		Supervisor's Designation	
Organisation Name			
Internship From (Start Date)		Internship To (End Date)	

Give a brief description of your internship work (title and tasks for which you were responsible):

Indicate the degree to which you agree or disagree with the following statements.

Was your internship experience related to your major area of study?	Yes, to a large degree	Yes, to a slight degree		No, not related at all	
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree Strongly	Disagree
Expanded my sensitivity to the ethical implications of the work involved					
Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

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In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?


What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Circle one).

(Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

  
Director  
Mangalmay Institute of  
Management & Technology  
Greater Noida



Summer Training Project Report & Viva Voce  
on  
TITLE

Undertaken at

"NAME OF THE ORGANIZATION"

*Submitted in partial fulfillment of the requirements  
for the award of the degree of*

MASTER OF BUSINESS ADMINISTRATION  
to

DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY LUCKNOW

*Under the Guidance of*  
Name of Faculty Guide:

*Submitted by*  
Name of Student  
MBA-III Sem,  
Enrollment No.:



**MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

**Academic Session**

*Director*  
Mangalmay Institute of  
Management & Technology  
Greater Noida

The format of the certificate (from Student, Faculty Guide & HoD)



MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

### Certificate

I \_\_\_\_\_ bearing Enrolment No. \_\_\_\_\_ from MBA-III Sem of the Mangalmay Institute of Management & Technology, Greater Noida, U.P. hereby declare that the Summer Training Project Report (KMBN 308) entitled \_\_\_\_\_ at \_\_\_\_\_ is an original work and the same has not been submitted to any other Institute for the award of any other degree.

Date:

Signature of the Student

Certified that the Summer Training Project Report submitted in partial fulfillment of the requirements for the award of the degree of MASTER OF BUSINESS ADMINISTRATION to DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY LUCKNOW by \_\_\_\_\_, Enrolment No. \_\_\_\_\_ has been completed under my guidance and is Satisfactory.

Signature of the Faculty Guide

Name of the Guide:


Designation:

Date:

Signature of the HoD

Name of the HoD:

Date:

  
Director  
Mangalmay Institute of  
Management & Technology  
Greater Noida

The draft copy of the certificate (from Industry Guide)

ON COMPANY'S LETTER HEAD

**CERTIFICATE**

This is to certify that.....(Full Name of the Student), a student of Master of Business Administration (MBA), a class of 20....., from MBA-III Sem of the Mangalmay Institute of Management & Technology, Greater Noida, U.P., Affiliated to DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY LUCKNOW bearing Enrolment No....., has undertaken the Summer Internship at ..... (Name of the Company) during ..... to ..... under my supervision & guidance.

He / She has conducted a study & completed the Summer Training Project Report Titled .....  
.....  
Satisfactorily.

Signature of the Industry Guide  
Name of the Industry Guide:  
Designation:  
Address:

Seal of Organization  
Date:

  
Director  
Mangalmay Institute of  
Management & Technology  
Greater Noida





**MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

**NOTICE (Briefing Session)**

Date:

All the students of MBA-III Sem. are required to attend the briefing session on Summer Training Project Report & Viva Voce (STPRVV) (KMBN308) and collect the guidelines for STPR on \_\_\_\_\_ at \_\_\_\_\_ in Room no. \_\_\_\_\_.

The session resource persons will be \_\_\_\_\_ and \_\_\_\_\_. All the faculty members of the department are required to be present during the session.

Internship Coordinator

Cc: Notice Board

  
Director  
Mangalmay Institute of  
Management & Technology  
Greater Noida



# MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

## Attendance Sheet (Briefing Session)

Date:

Session:

Programme: MBA Semester: III

Paper Code: KMBN308

Paper: STPRVV

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Internship Coordinator

Director  
Mangalmay Institute of  
Management & Technology  
Greater Noida



## CONTINUOUS EVALUATION SHEET

Session:

Programme:

Semester:

Paper Code:

Paper:

Faculty Guide:

[illegible]

Director

Mangalmay Institute of  
Management & Technology  
Greater Noida





## MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

### Notice

Date:


Students of MBA-III Sem, are hereby informed that Project Report Evaluation ( Internal evaluation) of Summer Training Project Report (STPR) (KMBN308) carrying 50 marks is scheduled on ..... Evaluation shall be based on Project Report through Power Point Presentation & defending of Work (10 min for each student). Presentation must incorporate every chapter mentioned in guidelines along with necessary hyperlinks.

Students shall be in formals and adhere to their allotted slots.

Internship Coordinator

**Note-** Students to refer to notice board for their allotted slots.

Cc: Notice Board

  
Director  
Mangalmay Institute of  
Management & Technology  
Greater Noida



# MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

## Schedule for Project Report Evaluation (Internal Evaluation)

Session:

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Internship Coordinator

  
Director  
Mangalmay Institute of  
Management & Technology  
Greater Noida



# MANGAL MAY INSTITUTE OF MANAGEMENT & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

Knowledge Park-II, Greater Noida (U.P.)

## Attendance Sheet for Project Report Evaluation (Internal Evaluation)

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Programme:

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Faculty Guide Name & Sign

Date:

Director  
Mangal May Institute of  
Management & Technology  
Greater Noida







Evaluation Sheet for Project Presentation and Viva Voce by 1 External and 1 Internal Examiners

Session:

Programme:

Semester:


Paper Code:

Paper:

[illegible]

Faculty Expert Name & Sign

Date:

  
Director  
Mangalmay Institute of  
Management & Technology  
Greater Noida

