

GUIDELINES FOR SUMMER PROJECT (MBA)

Summer Project is an integral part of the 24 months MBA programme of School of Management, JaganNath University. The period for the training is two to two and half months, tentatively from **4th May, 2009 to 11th July, 2009**. No student is allowed to change the organization of training assigned to him/ her. In case such a thing happens the summer project will be considered invalid.

Objective of the Summer Project :

1. To provide an extensive exposure to the student of hands on experience in a corporate environment.
2. To ensure that the corporate gets adequate return from the students in terms of the money and time he/she spends on them during the training so that there is a mutual return of experience and learning.
3. To provide a platform for the corporate to test the reliability, quality and performance of the students and make a match for final job offer later if they so deem fit.

Supervision :

During the training the student will be under the supervision of a person in the organization who will act as his/her corporate guide. He/she will provide guidelines on how the student should work during the stay with the organization. In addition, each student will be guided by a faculty of SOM. The student will be required to report to the faculty guide immediately after joining the company for the project (**in the format No.- 01**). The student is required to meet the faculty guide before departing for the summer training and take necessary instruction from him/her.

The faculty guide will consult the corporate guide from time to time for obtaining information on the progress of the Project work of the student.

Conduct/Discipline :

1. The students are required to abide by the rules of the organization where they are undergoing their training.
2. The corporate organization will be taking a strong view of the punctuality and behavior of the student during the training and therefore the student is required to be on his/her best behavior and inculcate the good norms of the organization.
3. In case a student has to take leave of absence, he/she has to take necessary permission from the organization and the faculty guide before he/she proceeds on leave.
4. In case the student is to take up project based work at the instance of the company he/she should conduct it to his/her best capabilities under the guidance of the faculty/corporate guide.
5. No student should try to copy or use information in such a way that will project false and baseless for the company. All students are required to maintain strict confidentiality of any information they come across in the organizations in course of their training. The student involved in any malpractice shall be duly penalized.

Project Report : All the students have to prepare and submit a written project at the end of the training. This is not necessarily be a statistical or analytical report; it could be a learning and experience sharing too. The project report will have to be certified by the organization. Detailed guidelines for writing Project Report is attached herewith for your reference (**Refer Format No.- 06**)

Last date of submission of the project reports : 3rd August, 2009

The Project evaluation criteria:

Evaluation by the Corporate Guide : **100%**

A – Excellent (80-100%), **B** – Very Good (60-79%) , **C** – Good (60-79%)

D – Average (49-59%), and **E** – (below 40%)

Evaluation by the Faculty Guide : **100%**

A. Final Report : **80%**

1. Objective : 10%

2. Review of the Literature / text : 15%

3. Methodology : 15%

4. Survey / Data gathering & Analysis : 15%

5. Logical sequence of organizing the report : 15%

6. Finding & Conclusion : 10%

B. Presentation : **20%**

1. Logical flow of presentation : 5%

2. Oral Communication : 5%

3. Self Confidence : 5%

4. Answer to question : 5%

Summer Project

(INITIAL JOINING REPORT)

01. Name of the Student :
02. Roll No. :
03. Name of The Company :
04. Address for Communication :
05. Project Title :
-
06. Project Description :
-
07. Date of Joining :
08. Name of the Project Guide :
- a. Designation :
- b. Address :
- c. Telephone Number :
- d. Mobile Number :
- e. Email Address :

(Signature of the Student)

**Signature of the Project Guide/
Departmental Head)**

Note : Send the hard copy/mail the scanned copy to the respective project guide latest by : 15th May, 2009

Summer Project
(MID-SUMMER EVALUATION FORM)

Name of the organization :

Name of the Project Guide :

Designation :

Name of the Student :

Roll No. :

01. Report of the Project Guide :

a. Efforts being put in by student :

b. Attitude towards work :

c. General discipline & attendance :

d. Improvements required :

(Signature of the Student)

**Signature of the Project Guide/
Departmental Head)**

Note : Send the hard copy/mail the scanned copy to the respective project guide latest by : 20th June, 2009

Summer Project
(COMPLETION REPORT)

Name of the student :

Roll No. :

Name of the Company :

I Have completed the project and all other assignments as part of **Summer Project**, assigned to me at the Company on _____ (date) and have handed over all reports, material, files and books to the satisfaction of my project guide, departmental head of HR. I have also discussed and submitted my final summer project to the company.

Signature of student :

Date :

No dues certificate (by the Company)

Mr/ Ms _____ worked with our company for his/ her summer internship from _____ (date) to _____ (date). During this period his/ her conduct was good. We have no complaints against him/ her. All the files, books, reports or any other material issued to him/ her during the process of his/ her summer internship have been returned and there is no due against him/ her in our Company. We wish him/ her the best in all his/ her endeavors.

**(Name & Signature of the
Project guide with Date)**

**(Name & Signature of
Departmental Head with Date)**

In case the company or any of the above mentioned authorities wish to report a matter in a manner different from the certification above, the space provided below should be used.

Remark :

Name :

Signature :

Designation :

Date :

Note : The completion report should be submitted on completion of the Summer Project latest by **25th July, 2009**. The report should be sent by the Company in a sealed envelope by hand of the concerned student.

Summer Project

(FEEDBACK ON SUMMER TRAINING)

(To be filled up by the Project Guide / Departmental Head)

Name of the Student : _____

Roll No. : _____

Project Title : _____

PLEASE TICK THE APPROPRIATE BOX

S.No.	Parameter	Excellent 90% and above	Very Good (70-89%)	Good (50-69%)	Average (50-49%)	Poor (Below 30%)
01	Extent of conceptual reading and clarity					
02	Comprehension of the project					
03	Seriousness, sincerity & thoroughness in planning before the study started.					
04	Sense of responsibility and commitment					
05	Time and quality orientation					
06	Initiative, drive and enthusiasm					
07	Communication effectiveness and keeping the superiors informed about the progress					
08	Prevention of mistakes and seeking guidance from the experienced persons					
09	Acceptance of mistakes					
10	Depth of study in relation to the scope envisaged					
11	Quality of analysis and diagnosis, Depth & breadth					
12	Practicality or recommendation Vis-à-vis purpose of the study					
13	Behavior and conduct					
14	Discipline, punctuality and regularity					
15	Quality of reporting and presentation					

02. Is the report useful to company : Yes _____ No _____

03. Would you implement it : Yes _____ No _____

04. If yes, to what extent and in what respect can you implement it?

05. If no, can you please specify the reasons for it?

06. Any weaknesses observed, which he/ she needs to correct and School of Management should pay attention.

07. Any aspect on which he/ she should pay more attention to be more professional and effective.

Date : _____

Name : _____

Designation : _____

Company : _____

Tel No. : _____

Fax No. : _____

Email : _____

(Signature of the Project Guide / Departmental Head with Date)

Company seal

Note : The completion report should be submitted on completion of the Summer Project latest by **25th July, 2009**
The report should be sent by the Company in a sealed envelope by hand of the concerned student.

Summer Project

(Undertaking by the Student before joining the Summer Project)

I, _____, Bearing Roll No. _____, hereby undertake that I will adhere to all the rules and regulation for Summer Project as circulated to me by SOM, JaganNath University.

I understand that I have been allowed to undertake my Summer Project on a Provisional basis. I also understand that this Summer Project will stand cancelled in case I fail to submit the required information on time.

Name of the Student :

Signature of the Student :

Email ID of the Student :

Permanent Telephone Number :

Date :

Place :

Name & Address of the Organization :

Area of Interest on Summer Project :

PROJECT REPORT PERFORMA FOR MBA STUDENTS


Aim and Objectives of the Project Work

The project is an activity assigned to each student to identify a problem at the firm level/industry level and undertake a research study, through a systematic research methodology. The students have to analyze the data using appropriate techniques and draw-up conclusion and recommendations.

Guidelines for the Project Report Submission:

1. The guidelines for the Project Report structuring are mentioned hereunder and all students are advised to follow the same:

1. **Title Page**

Performance Evaluation for Managerial Personnel at Maruti, Gurgaon
By: Mr.....
MBA Part-I (2008-2010)
Project report submitted to Jagannath University in partial fulfillment of MBA program

Rampura, Tehsil Chaksu, Jaipur. Website: www.jagannathuniversity.org

2. **Student's Undertaking**

I have been undertaking that this is my original work and have never been submitted elsewhere

Project Guides:

- Faculty

(By Student Name)

3. **Contents**

- Headings and subheading with page numbers

4. **Acknowledgment**

5. **Executive Summary**

6. **Certificate from the Organisation**

7. **Objectives**

- (Very clear objectives in bullet form)

8. **Research Methodology**

- Sample size
- Secondary Data
- Primary Data
- Limitation (if any)

9. **Chapter-1 Introduction**

- Overview of the industry

10. **Chapter-2 Company Profile**

- History, Organization Structure, List of key Management personnel
- Current Sales, Product Mix, Market position, Direct competitors, Future Plans

11. **Chapter-3 Main Chapter**

- “Any Suitable Title” Specific problem dealt with

12. **Chapter-4 Analysis and Findings**

13. **Chapter-5 Conclusions and Recommendations**

14. **Appendices**

- Questionnaires
- List of tables
- Glossary
- Bibliography
- References

15. **Annexure**

- (if any)

- II. The report should demonstrate the ability of the candidate in data collection, analysis and recommendations based on sound reasoning.
- III. The project work should be done under a competent Manager from the organisation where the student has undergone the summer training. A certificate from the organisation should be submitted along with the project.
- IV. Any further guidance / clarification can be sought from the designated faculty member, regarding research methodology etc.

Please Note: Projects not confirming to the above standards, will be rejected by the Institute.