

# Summer Internship Program

## 1. INTRODUCTION

The Summer Internship Program (SIP) forms an important component of education of PGDM program of IMB. It is an attempt to bridge the gap in the student's perception between the academic institution and corporate world. Under this program, students undertake a 45 days internship at any organization during the intervening period between close of Trimester III and commencement of Semester IV.

The program is almost equivalent to one Trimester and carries a weightage of 6 credits, which is normally equivalent to one academic courses. The internship, which would be a simulation of real work environment, requires the students to undergo the rigor of professional environment both in form and substance. SIP exposes the students to technical skills, and helps them to acquire social skills by drawing them into contact with real professionals.

For proper coordination and ensuring organized and smooth conduct of the program, each student would be under the guidance of an IMB faculty. A representative of the industry/organization also guides the student and assists the faculty in monitoring the student's progress.

## 2. Objective

Internship is a vehicle for introducing students to real-life situation, which cannot be simulated in the classroom. Therefore, internship assignments must necessarily be those of direct interest to the host organization.

Students are encouraged to take up time bound multi-disciplinary and goal-oriented assignment involving team work. Solutions to various problems confronted in the assignment might be open-ended, involving an element of analytical thinking, processing and decision-making in the face of insufficient data parameters and uncertain situations.

Students are advised to read the contents of this handbook carefully prior to commencement of internship.

## 3. Attendance and Conduct

The students during SIP are placed in the role of ambassadors of IMB. The Institute would always expect students to maintain professional and social imprints of high standards in the organization.

IMB expects the students to adhere to the rules and regulations of the place of work during SIP. It is particularly important to be regular, punctual and well-mannered at work. During the period of SIP, the student shall be subject to the timings and leave rules of the organization.

100% attendance during SIP is mandatory. However, if for any genuine reason a student is not in a position to report to the SIP organization on any day, he/she should obtain permission for leave of absence from Company Guide, as per the rules and regulations of the SIP organization and from the Faculty Guide. Such leave of absence should not be taken for more than one week in the entire duration of SIP.

*Unprofessional behaviour, misconduct, indiscipline, irregularity at work and unsatisfactory performance will lead to cancellation of SIP leading to award of Not Cleared report (NC). Consequently, students will not be permitted to register in Semester III, resulting in the loss of at least one academic year, besides, any other form of academic action, IBS might deem fit to impose.*

*The student will indemnify, defend and hold IMB harmless from and against any and all loss damage, liability and expenses arising out of any third party claim, actions or proceedings by him or by any agents, during the period of Internship program.*

#### **4. FACULTY GUIDE AND COMPANY GUIDE**

Every student is assigned a Faculty Guide by IMB Campus at the beginning of the SIP. The role of the Faculty Guide is to enable the student to undertake a meaningful project, provide the necessary academic guidance, and to facilitate evaluation, with the aid of the company executives. The Faculty Guide would be involved at all stages of the SIP, beginning from the 'definition of the work content' to the project completion.

Every student works under the counsel of a Company Guide, who supervises and evaluates the performance of the student at every stage of the SIP and gives the feedback to Faculty Guide. It is the responsibility of the students to utilize the knowledge and experience of the Company Guide to complete the SIP.

**It is therefore necessary that the students interact with the Faculty Guide and Company Guide regularly to update him about the progress and seeking guidance on SIP. The responsibility of contacting and interacting with the Faculty Guide vests with the students only.** During these interactions, the student would be informed about his/her performance, progress in the project, his/her strengths and weaknesses, as observed through various evaluation components and also ways for improvement. However, the student also has the responsibility to seek clarification regularly from the respective faculty on these aspects.

#### **5. EVALUATION**

Evaluation is done at various stages of internship on ongoing basis by both the Company Guide and Faculty Guide. The details are:

##### **5.1. SIP GRADING**

The grading of students for internship program is done by a three-member committee constituted by dean on the basis of marks obtained by the students in evaluation parameters and Project specific evaluation.

## **5.2. Discontinued from Program (DP)**

In the following cases student would be declared as “Discontinued from Program” (DP):

- a) When the student does not register for SIP.
- b) When student after registering for SIP, does not report to SIP organization.
- c) When student withdraws from SIP due to sickness or any personal reasons.
- d) When student is withdrawn for not meeting minimum academic requirement to progress to Semester-III.

## **5.3. Registration Cancelled (RC)**

In the following cases student registration to SIP will be cancelled:

- a) When disciplinary action is taken against a student for resorting to unprofessional behavior at SIP organization.
- b) Breach of discipline.
- c) When student resorts to any unfair means while doing Internship Program
- d) When students resort to plagiarism.

## **6. GUIDANCE TO STUDENTS**

- Prior to reporting to the SIP organization, the Faculty Guide should brief in detail the students about the SIP.
- The Faculty Guide and Company Guide should facilitate the student to undertake a meaningful project, provide necessary academic guidance and facilitate evaluation with the help of the company executives.
- The TPO and faculty is required to explain to all the executives he/she is interacting in the SIP organization, the basic tenets and features of the SIP at IBS and the importance attached to it. The importance of periodic monitoring of the progress and the contribution of the Company Guide and other representatives of the organization for ensuring SIPs success must be effectively stressed.
- During this period of 45 days the Faculty Guide/TPO has the entire responsibility of the student’s performance. It is therefore necessary that faculty meet the students in the organization on a timely basis to ascertain not only their physical presence but also to periodically monitor their work. During the interaction with students, the students are to be informed about their performance, progress, strengths and weaknesses as observed through the various evaluation components and also the ways for improvement and to offer clarifications sought by students.

- Faculty/TPO are advised to ensure that the student discusses the progress made and seek clarification of any doubts related to work with the Company Guide and professional experts. Faculty should see that the students come well prepared for these interactions so that the Company Guide's and the experts' time is optimally utilized.
- Faculty Guide should interact with the Company Guide and professional experts regularly. This exercise is initially to chalk out an effective interaction plan and later to know about the student's progress in relation to the quality and quantity of work put in by the student. The exercise helps in continuous monitoring and guiding the student in the assigned work. Inviting the Company Guides and experts to the seminars and group discussions is an excellent way of involving them in the SIP Program.
- The Faculty Guide and Company Guide should be involved at all stages beginning from the 'definition of the work content' to the project completion.
- Faculty Guide should advise the students to complete the project within the stipulated time. A student who does not give opportunity for evaluation should be given a warning at each stage of evaluation as required which in turn will culminate in awarding 'Not Cleared' (NC) report and student will not be eligible for registration in Semester-IV.
- Faculty Guide will submit a progress report to SIP Coordinator at every stage of evaluation, showing the progress made by the students allocated to him/her during SIP. The Faculty Guide will also mention the action taken/suggested by him/her for those students whose progress in project is not satisfactory. The formats for SIP progress report for all the stages are given at **Annexure**.
- On completion of evaluation the Faculty Guide will submit a list of marks along with the suggested grades (not to be disclosed to students) to SIP Coordinator (preferably the Academic Coordinator) by the end of the session.

## **7. SIP COORDINATOR / ACADEMCI COORDINATOR**

- SIP Coordinator (at IMB, it is the responsibility of Academic Coordinator) will assign the Faculty Guide for each student.
- SIP Coordinator should monitor the progress of students at every stage of evaluation. On the receipt of progress report at each stage of evaluation from the Faculty Guides, the SIP Coordinator should give the feedback and advise the course of action for those students whose progress in the project is not satisfactory to the Faculty Guide.
- The SIP Coordinator should update the information to the DEAN on compiling the progress of each stage of evaluation of all Faculty Guides.
- On completion of final evaluation, SIP Coordinator should consolidate the lists of marks and suggested grades submitted by the Faculty Guides and submit the same to DEAN through the examination coordinator.

- **SIP Coordinator will be the Faculty Guide for the students who are undertaking their SIP overseas.** The SIP Coordinator will contact the designated Company Guide for evaluation and feedback on the progress of the students. In case the Company Guide is unable to evaluate the student, the SIP Coordinator should involve another senior faculty of the IBS Campus for evaluation.

## 8. Evaluation Weightage

The evaluation shall be done out of 100 marks and the DEAN shall constitute the team for evaluation. He may invite outside expert/s from the industry/academics who have a Ph.D degree/experience from the industry/corporate in the relevant field. The process should be completed well in time and the marks shall be sent to the AICTE.

The weightage for carrying out evaluation of the SIP shall be distributed as follows:

### **SIP Report (50 marks)**

- Adequacy of work undertaken by the student
- Application of concepts and analytical capabilities
- technical writing and documentation skills
- Outcome of the project
- Relevance of the learning experience

### **SIP Presentation (50 marks)**

Each student shall also submit an Initial Report and Progress Report in the time as requested by the faculty guide, before the submission of the final seminar project report.

#### **EXHIBIT- 1 [Initial Internship Report (IIR)]**

- Name of the student
- Name of the company/industry/organisation
- Company Guide
- Faculty Guide
- Project Start date
- Project objectives
- Project Scope and activities
- How will be the project be preferred?
- Project Deliverables

Signature of the Student

#### **EXHIBIT - II (SIP Project Progress Report):**

[To be submitted by the student 30days after starting the internship]

- Submission Date
- Name of the student intern
- Faculty Mentor
- Activities completed since the last report

- Activities stalled, if any
- Activities planned for the next fortnight

Signature of the student

The students are must to be advised to submit both hard and soft copy of Seminar Project Report to the Institute before the seminar presentation.

The SIP project report shall contain the following chapters:

**Chapter I (Introduction, Scope & Objectives):** Introduce the selected topic, emphasizing its importance and relevance in the chosen specialization area (Finance/Marketing/HR/Operations), and state the seminar presentation's objectives. Define the scope of the research and clearly outline the objectives that the seminar aims to achieve. Ensure that the objectives are specific, measurable, achievable, relevant, and time-bound.

**Chapter II (Literature Review):** Review relevant literature and research studies related to the seminar topic. Summarize key findings from existing literature. Identify gaps or areas where further research is needed. Critically analyse key concepts, theories, models, and findings.

**Chapter III (Research Methodology):** Describe the research design employed (e.g., qualitative, quantitative, mixed-method). Explain the data collection methods (e.g., surveys, interviews, observations). Discuss any tools or instruments used for data collection and analysis. Justify their suitability for the research objectives.

**Chapter IV (Data Collection and Analysis):** Provide details on how data was collected (e.g., sample size, sampling technique). Describe the process of data analysis (e.g., statistical techniques, thematic analysis). Present findings from the data analysis in a clear and organized manner.

**Chapter V (Conclusion and Recommendations):** Summarize the key findings and insights derived from the seminar presentation. Draw conclusions based on the analysis of the data. Provide actionable recommendations based on the conclusions.

**Chapter VI (Discussion):** Discuss implications of findings for theory and practice, identify strengths, limitations, and areas for future research, and engage in critical reflection.

**References:** List all cited sources using APA style, ensuring consistency and accuracy.

**Appendices (if necessary):** Include supplementary material as needed, numbered sequentially and referred to in the main text.

**Annexure-I**

Name: \_\_\_\_\_ Registration No: \_\_\_\_\_

Mobile No.: \_\_\_\_\_ E-mail Id: \_\_\_\_\_

**SUMMER INTERNSHIP PROGRAM**  
**Initial Information Report (IIR)**  
*(To be submitted on or before \_\_\_\_\_, 2026)*

**I. Project Details:**

Title of the project:.....

Area of the project: .....

Objective of the project:.....

Description of the project in brief:.....

.....

**II. Organizational Details:**

Name of the Organization: .....

Address of the Organization: .....

.....

Telephone Numbers:..... E-mail: .....

Main activity of the Organization: .....

Name & Designation of Head of the Organization:.....

Work Timings: ..... Amount of Stipend Expected: .....

Facilities available to the student:.....

**III. Company Guide:**

Name:..... Designation:.....

Telephone Numbers:..... E-mail: .....

**IV. Project Implementation and Schedule:**

Schedule: ..... Methodology:.....

Any other details:.....

**V. I will submit the following reports as per the schedule given below:**

**Evaluation component:**

**Date Planned:**

Project Proposal.....

Interim Report .....

Final Report.....

Faculty Guide Name: .....

Date:

\_\_\_\_\_  
**Signature of the Student**

**Annexure-II**

**SUMMER INTERNSHIP PROGRAM  
Format for Student Feedback**

Name: \_\_\_\_\_ Registration No: \_\_\_\_\_

Name of the Internship organization: \_\_\_\_\_

Company Guide name: \_\_\_\_\_

IBS Campus: \_\_\_\_\_ Location: \_\_\_\_\_ Faculty Guide: \_\_\_\_\_

S #	Parameter	Excellent	Very Good	Good	Fair	Not Satisfactory
1	Support received from IBS on project identification, orientation, guidelines and registration process					
2	Support received from faculty on clarity of instructions, suggestions, meetings with you (student)					
3	Support received from Company Guide on clarity of instructions, suggestions, meetings with you (student) and Faculty Guide					
4	Support received from Company in terms of access to PC, Internet, other facilities and conveyance					
5	Opportunity to learn from the project work in the Company					
6	Placement opportunities					
7	Success in setting clear project goals					
8	Performance in meeting the deadlines and schedules					
9	Learning benefits from the project work					
10	Benefits to the organization from your (student's) project work					

Put (✓) mark. This form is to be submitted to SIP coordinator/Campus Head.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Student