

Submission of Project Report – Summer Projects

Dear Students,

How are you? We have prepared some format and guidelines for summer Internship project (SIP). Hope it will be very useful for your SIP (only format for reference, **DO NOT MAKE ANY COPY & PASTE**). All the best for your project work.

As you are aware the Utkal University requires the students of MFC 3rd semester to complete 6 weeks summer training after the completion of their semester-II examination. You are therefore required to complete your summer project and also submit a project report to the institute on or before the commencement of the 3rd semester exam positively without fail...

Any clarification pl get in touch with your concerned guide.. Students should note the following guidelines.

GUIDELINES FOR SUMMER PROJECT (SUMMER INTERNSHIP PROJECT)

Summer project (summer internship project, i.e., now popularly known as SIP), is an integral part of the academic curriculum of MFC. For the successful completion of the MFC programme, the students are required to complete the SIP. After completion of the 2nd semester of the programme, and before the commencement of the 3rd semester of the programme, the students are required to work with an organization for hands on experience.

The duration of the SIP is four to six weeks. In some cases this period may be a little longer, but in no case the duration should be more than seven weeks. SIP aims at widening the student's perspective by providing an exposure to real life organizational and environmental situations. This will enable the students to explore an industry/organization, build a relationship with a prospective employer, or simply hone their skills in a familiar field.

SIP also provides invaluable knowledge and networking experience to the students. During the internship, the student has the chance to put whatever he/she learned in the 1st year of MFC into practice while working on a financial plan or trying out a new industry, job function or organization.

The organization, in turn, benefits from the objective and unbiased perspective the student provides based on concepts and skills imbibed in the first year at the MFC institute. The summer interns also serve as unofficial spokespersons of the organization and help in image building on campus. Some ideal projects for summer internships can be in the areas of working capital management, financial market, ERP implementation, investment banking, market analysis, market research, etc., among others.

However, this is not an exhaustive list of areas but can be varied to suit the requirements of the organisations where the student has to undergo internship. In some cases, even field work can also become an integral part of SIP. The student need not shy away from taking up such projects. In case the scope of the project is large, even more than one student also can undertake the SIP project jointly.

Similarly, if the scope of the project is limited, the student can undertake more than one project during the specified period with the same organization or with another organization. An additional benefit that organizations may derive is the unique opportunity to evaluate the student from a long-term perspective. Thus the SIP can become a gateway for final placement of the student. The student should ensure that the data and other information used in the study report are obtained with the permission of the institution concerned. The students should also behave ethically and honestly with the organization. The SIP process involves working under the mentorship of an executive/manager of the concerned organization and also with a faculty member of the institute where the student is studying, if required.

The student is expected to first understand the organization and its setting and the industry/field in which the organization is operating. Thereafter, the student is expected to concentrate on the specific topic of study, its objectives, its rationale, and adopt a methodology and identify a suitable analysis procedure for the completion of the study. Wherever possible the student may provide recommendations and action plans, along with the findings of the study. Thereafter, the student should prepare a report and submit one copy to the organization and one copy each to the institute and the university.

The student should also obtain a certificate from the organization/s where the SIP was done and attach the same with the copy submitted to the institute. The university will arrange for evaluation of the SIP reports submitted by the students. For the purpose, the university will nominate one expert faculty from outside the institute and one faculty member from the institute who will be the examiners.

The student/s is/are expected to make a 10 minute presentation (If required) before the examiners regarding the SIP project work undertaken, which will be followed by questions by the examiners.

The total marks for the SIP project will be 100.

The marks will be awarded for the following aspect.

Basic Formalities are required before you start the project.

Inner cover page

Company certificate

Internal guide certificate on college letter head.

Declaration

Acknowledgement

Content

Synopsis/preface

Now we can go for chapters.....

i) Introduction:

Clear understanding of the topic/subject; understanding of the organisation/unit//field.

ii) Literature Review:

Published studies, review of similar studies

iii) Details about the study:

Objectives, formulation of the problem, scope, and rationale of the study.

iv) Methods/Research methodology adopted for the study:

Analytical, Survey, Field Work or any other method with appropriate justification and reasoning.

v) Analysis of Data :

The logic of analysis, source of data, whether the conclusions are in line with the objectives, etc.

vi) Summary & findings

Vii) Conclusion

Viii) Bibliography & References

DECLARATION

I do hereby declare that this project work entitled “_____” being submitted by me for the partial fulfilment of the requirement for the award of Master of Finance & Control (MFC) is a record of my own research work. The report embodies the finding based on my study and observation and has not been submitted earlier for the award of any degree or diploma to any Institute or University.

Date:

Name: ABCXYZ

Place: BHUBANESWAR

Roll No: xxxxxxxxxxxxxx

ACKNOWLEDGEMENT

It is really a great pleasure to have this opportunity to describe the feeling of gratitude imprisoned in the core of my heart. I convey my sincere gratitude to your external guide name_____ for giving me the opportunity to prepare my project work in _____. I express my sincere thanks to all the staff members of _____. I have the proud privilege to express my heartfelt gratitude to my guide and revered teacher

____ Whose scholarly supervision and creative suggestion have made this study viable. He was always giving me valuable and timely suggestion all through my study. I express my deep gratitude to Prof. _____ for his advice and guidance. I express my

gratitude to the faculty and staff members of my Institute Arya School of Management & Information Technology, Bhubaneswar, who helped me a lot in the collection of materials for the study. Also I extended my thanks to the staffs of where you have did your sip, for their timely help and co-operation, Who have rendered their help in various ways to accomplish the undertaking. I am indebted to my parents & relatives who have always given me inspiration and encouragement to complete the project work. I wish to express my sincere thanks to my friends, who have rendered their help in various ways to accomplish the project.

Date:

Name: ABCXYZ

Place: BHUBANESWAR

Roll No: xxxxxxxxxxxxxx