Order No: DIHENOIDA/AICTE/2025/ST0284   **Date:25/04/2025**

GUIDELINES FOR SUMMER INTERNSHIP PROJECT (BBA/BCA)
2025-28 Batch

1.Introduction

Summer Internship Project (SIP) is an integral part of the three-year BBA/BCA Program at DELHI INSTITUTE OF HIGHER EDUCATION, Noida Extension.

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 2nd/3rd year of BBA/BCA into practice while working on a business 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 of the BBA/BCA.

2. SIP Objectives

The students are required to undergo six to eight weeks' summer internship after completion of 4th semester examination. The training is basically meant to help student understand the organizational working and apply concepts learned during first year classroom teaching in the real business situations. The students are expected to participate in projects relating to the different specialization areas preferably of their choice.

Objectives of Summer Internship Project are to help students develop necessary skills, knowledge and attitudes required in corporate/ management profession.

Important objectives of Summer Internship Project are:

1. To provide students with an opportunity to gain insight into the selected business and to understand the working culture of organizations.
2. To have an understanding of specific functional areas of the business organization and identify the problems faced by them and develop creative solutions.
3. To provide a platform for the corporate to test the reliability, quality and performance of the students and to make a final job offer later if they so deem fit.

3. SIP Outcomes

1. Gain practical of the working environment in an organization and apply business concepts and theories to real-world decision-making
2. Develop and improve business skills in communication, technology, quantitative reasoning, teamwork and develop a solid work ethic and professional demeanor, as well as a commitment to ethical conduct and social responsibility.
3. Enhance career development and employability skills by assessing abilities and interests within a professional environment

SUMMER TRAINING PROJECT REPORT

1. At the end of the fourth semester examination, it is mandatory for every student of BBA 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 fifth semester examination. However, the report must be submitted by the end of 5th semester.

5. The report (based on training) prepared by the student will be known as Summer Training Project Report.

6. 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.

7. 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.

8. 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

9. 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.

10. The Summer Training Project Report will carry 100 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

11. 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.

GUIDELINES FOR SUMMER TRAINING
PROJECT REPORT

1. 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 sometime 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 class room will be used in class room 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. GENERAL INSTRUCTIONS

2.1 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.

2.2 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 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 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.

2.4 If a student joins saver 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.

2.5 Attitude and mind-set play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.

2.6 Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.

2.7 Interns must be inquisitive and try to gain maximum knowledge and exposure.

2.8 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.

2.9 Interns should enjoy during the internship and leave with tangible accomplishments.

2.10 The intern will maintain a regular internship schedule determined by the Intern and his/her Project Guide.

2.11 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.

2.12 The candidate should submit a synopsis of the proposed work to be done during Internship program.

2.13 Intimation of commencement of internship shall be submitted to the HOD concerned.

2.14 Two guides will supervise the internship project work, one from the department and another one from industry.

2.15 If the internship project is not found to be of high quality, then the student will have to reappear for their internship work.

2.16 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.

2.17 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.

2.18 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.

2.19 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).

2.20 The Faculty guide has the liberty to visit the Organization where the student is undergoing training to assess and evaluate fruitfulness of the training.

2.21 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.

2.22 All the students are required to meet their respective Faculty Guides on regular basis before submitting the report finally.

2.23 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.

- The Guidelines for writing Summer Training Report is given in *Section-A*
- The format of the Report Writing is attached as *Section-B*
- Specifications for Body of the STPR is attached as *Section-C*
- Objectives/ Guidelines/ Agreement: Internship Synopsis (This will be prepared in consultation with Faculty Guide) is attached as *F-1*
- Student's Daily Diary/ Daily Log is attached as *-F-2*
- 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 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   Chapter 1: 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
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.

Section-B

4.0   **FORMATS FOR SUMMER TRAINING PROJECT REPORT**

The final report is comprised of the following:

- Cover Page
- Certificates
- Acknowledgement
- 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   Acknowledgement

In the "Acknowledgement" 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	-
6.	Chapter III :Research Methodology	
7.	Chapter VI: Summary & Conclusions	
8.	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   Appendix

The appendix 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 world 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

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.
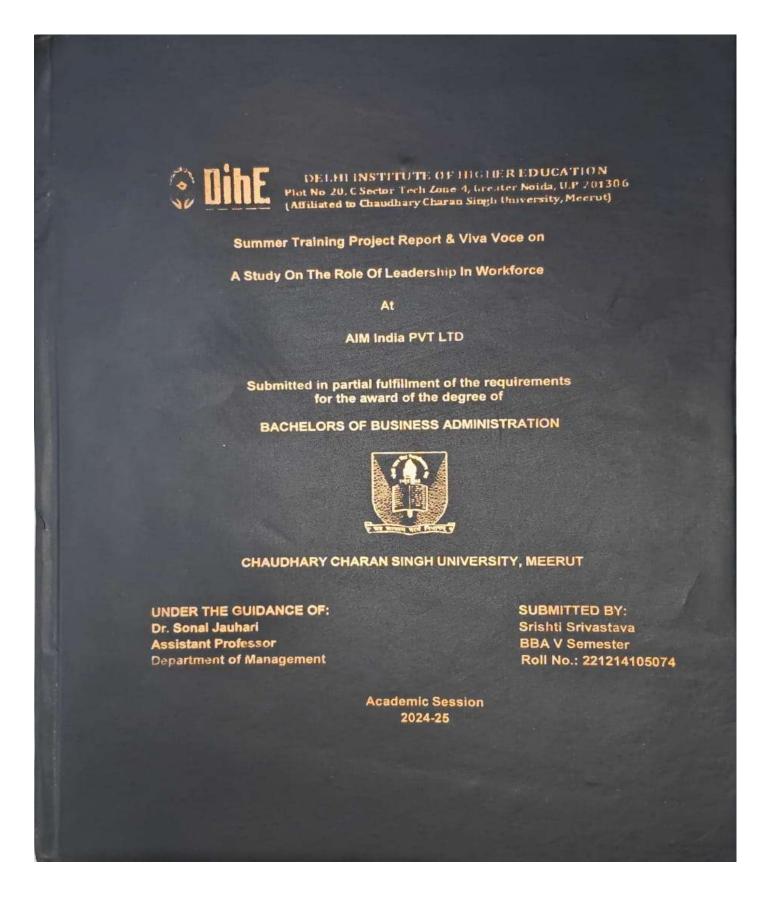
(e) Normal Body Text

  (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.

Scheme of Evaluation

S.NO.	DETAILS	MARKS	External
1	Project Report -1Externaland1Internal examiners	50	As per Univ. Notifications
2	Project Report Viva Voce -1Externaland1Internal	50	As per Univ. Notifications

PLACEMENT CELL
(DEPARTMENT of MANAGEMENT)

Summer Training Project Report & Viva Voce on

A Study On The Role Of Leadership In Workforce

At

AIM India PVT LTD

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

BACHELORS OF BUSINESS ADMINISTRATION

CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT

UNDER THE GUIDANCE OF:
Dr. Sonal Jauhari
Assistant Professor
Department of Management

SUBMITTED BY:
Srishti Srivastava
BBA V Semester
Roll No.: 221214105074

**Academic Session
2024-25**

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Academic Session
2024-25

CERTIFICATE

I, Srishti Srivastava bearing Enrolment No. 22406643 from BBA- Vth Semester, of the Delhi Institute of Higher Education, Greater Noida, and U.P. Hereby declare that the Summer Training Project Report entitled A study on the role of leadership in workforce at Accrual Intelligence Manuals, India is an original work and the same has not been submitted to any other Institute for the award of any other degree.

Date 16th December 2024

Srishti

Signature of the Student

2

CERTIFICATE

Certified that the Summer Training Project Report submitted in partial fulfillment of the requirements for the award of the degree of BACHELOR OF BUSINESS ADMINISTRATION to CHAUDHARY CHARAN SINGH UNIVERSITY, MEERUT by Srishti Srivastava, Roll No. 221214105074 has been completed under my guidance and is Satisfactory.

Signature of the Faculty

Dr Sonal Jauhari

Assistant Professor

Department of Management

Signature of the HOD

Dr Sumit Aggarwal

3

"A Data-Driven Approach to Personalized Movie Recommendations"

Major Project Report

SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR
THE AWARD OF THE DEGREE OF

BACHELOR OF COMPUTER APPLICATIONS

Academic Session 2024-2025

Submitted by:

Rishabh Pant
Roll No. 2211410n094

Submitted to:

Dr. Manjeet Kaur Ratan
Associate professor

DihE

Department of Bachelor of Computer Applications
Delhi Institute of Higher Education (1214), Greater Noida
Affiliated to Chaudhary Charan Singh University, Meerut

"A Data-Driven Approach to Personalized Movie Recommendations"

Major Project Report

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BACHELOR OF COMPUTER APPLICATIONS

Academic Session 2024-2025

Submitted by:

Rishabh Pant
Roll No. 221214106094

Submitted to:

Dr. Manjeet Kaur Ratan
Associate professor

Department of Bachelor of Computer Applications
Delhi Institute of Higher Education (1214), Greater Noida
Affiliated to Chaudhary Charan Singh University, Meerut

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Internship Completion Certificate

Shiksha Planets

CERTIFICATE
OF COMPLETION

This certificate is proudly presented to

Rishabh Pant

for successfully completed a Two Month Internship as a Software
Development Intern at Shiksha Planets.

Mahesh Singh
Founder & CEO

anirudh
Anirudh Singh
HR Coordinator

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Internship Completion Letter

T03, THIRD FLOOR A86 SECTOR 4, NOIDA,
201301 LANDMARK: HDFC BANK
NEAREST SECTOR 16, METRO STATION

TO WHOM IT MAY CONCERN

This is to certify that RISHABH PANT has successfully completed the Software Development Internship program at SHIKSHA PLANETS for a duration of Two Months from 1st March 2025 to 30th April 2025 as an Intern.

He exhibited performance in this role and made a valuable contribution to our organization during the internship period. He has excellent analytical skills and He quickly acquired new skills and adeptly adapted to emerging technologies, demonstrating a high level of productivity.

He consistently displayed a willingness to provide assistance and fostered. strong collaboration with fellow team members. His dedication and skills make him a valuable asset to any prospective employer, and SHIKSHA PLANETS whole heartedly recommend him for any future endeavor.

Regards.

Founder & CEO

www.shikshaplanets.com   +91 9675829806   info@shikshaplanets.com

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