

**Silver Oak PGDM**  
**S I P Manual**

## **Manual of Summer Internship Program**

### **1. Preamble:**

In every 2 year full-time post-graduate management program, there invariably is a provision for internship to the participating students. Such management programs have the primary objective of preparing the participating students to become effective and high-profile managers and leaders in their careers in the years ahead. In the Indian context a sizeable percentage of students pursuing the post-graduate management program are fresh from under-graduate programs and lack any industrial or corporate exposure. Most of the post-graduate programs in management organize internships during the summer break between the first and second year of academics. Hence the internship is known as Summer Internship Program [SIP].

### **2. Objectives of SIP:**

The Summer Internship has, inter alia, the following objectives:

- To provide a first-hand exposure to the corporate work environment so that the intern gets to acclimatize to the dynamics and culture of the workplace.
- To create self-confidence and comfort levels in the mind of the intern to manage himself/herself in the workplace to effectively manage the duties and responsibilities inherent therein and thereby lead to a successful career.
- To enable the intern, understand the organization as a dynamic entity with all its diversities and to carry himself/herself in a dignified manner with utmost integrity towards organizational and professional excellence.
- To enable the intern to learn to interact with people inside and outside the organization in professional and ethical manner leading to all-round success and excellence.

### **3. Process of SIP:**

- The internship is designed to happen after completion of 3 trimesters of academics wherein foundation courses in management have already been imparted. At the commencement of internship, the intern is aware of the rudiments of management; the internship offers the first opportunity for experiential learning of the management domain.
- The domain of management is very diverse and offers a wide range of specializations. Hence it is advisable for the student to think clearly about his/her career choices and goals well before the commencement of the internship.
- Based on such choices, the student must identify sectors and organizations where he/she could be doing the internship. Resume preparation follows this act.
- Getting selected to the preferred organizations in the next step. Organizations also would prefer selecting an intern who has active interest in the assignments at hand. Hence the

student is advised to identify the type of assignments he/she is most interested in and pitch for an internship in those areas.

#### **4. Nature of Assignments in SIP:**

- Organizations support the internship program of institutions for two reasons.
  1. They would like to support the educational institutions to develop the skills of the students so that they become more oriented to the needs of industry.
  2. They use the opportunity of engaging interns to strengthen their sourcing of skilled manpower. They believe that observing an intern through his/her learning process over 8 to 12 weeks would give them far better insights into their skills, aptitudes, and capabilities than interviewing candidates for 30 to 60 minutes each.
- Most organizations generally identify in advance the nature of assignments that they would like to offer to the interns during the season. In such situations, they would select students whose aptitude fits such engagements.
- It is not possible to give an exhaustive list of the nature of the assignments likely to be given to an intern. Some illustrative examples are listed below:
  - An intern may be assigned to make an independent study and report to his supervisor/guide. This type of engagement requires fair knowledge of the subject, and the intern would need to gather data from multiple sources and compile a report. Such an assignment would make sense to a highly accomplished intern. [Ex: Customer satisfaction level of a product. Opinion survey on a specific issue. Technical/Market/Financial feasibility of a project. Etc.] Such engagements are generally appropriate to an intern who has industrial exposure; otherwise, the intern would need continuous guidance from his supervisor/guide.
  - An intern is asked to function as an assistant to a senior executive. This type of assignment can be very rewarding. The intern would be working very closely with the supervisor and there would be continuous learning from the supervisor. The intern would learn lots of analytical skills as well as human and executive skills. [Ex. Intern working as Assistant to Marketing Manager/ Finance Manager / HR Manager/ Project Manager etc.]
  - An intern is asked to join a group of junior executives working on a specific task. [Ex. The group is working on market survey, feasibility study, project planning etc.]. The group members are colleagues to the intern and their boss is the supervisor to the intern also.] In such assignments, the intern learns the techniques, how to work with other members, how to take responsibility for specific tasks etc. Interns learn gradually and gain confidence to take responsibility for specific tasks over a period of time. This is group learning at its best.

## **5. Duration of the SIP, General Rules**

- Duration: In the Silver Oak PGDM, the SIP is designed to have a duration of 12 weeks. Accordingly, the summer break is designed to be 14 weeks; the additional 2 weeks is for the social needs of the students going home etc.
- Attendance: During the period of the SIP the intern is expected to attend to work on every working day of the organization where he engaged in without fail. For exigencies, the intern is allowed to take 1 day of leave of absence from work every calendar month. This must be done with explicit permission of his/her supervisor at the workplace.
- Working from Home will not be considered as forming part of Internship.
- The timing and rules of the workplace will have to be adhered to completely. Entry to and exit from the workplace must be recorded. For intermittent exits and entries must be with explicit permission of the Supervisor.
- An intern shall not access any information/data/file/document for which he/she has not been given permission.
- He/ She shall not carry any of the data/information/file/document belonging to the organization outside the workplace without the permission of supervisor.
- He/she shall not transmit any data/information of the organization in any manner without the permission of his/her supervisor. He/she shall not sign any document on behalf of the organization.
- An intern is expected to be courteous, positive, and honest in his/her behavior with every person in the organization, its clients, vendors and all other stakeholders.
- An intern is expected to treat the property of the organization as well as its intellectual property in the same manner as the employees of the organization are expected to.
- In any such matter the intern shall be guided by his/her supervisor.
- The intern is expected to maintain a diary of his activities related to the Summer Internship on a daily basis. Weekly Reports will be generated from this diary. During any of the evaluations [ R1, R2, R3 or R4X], the diary must be presented to the Faculty Guide or the Supervisor on demand.

## **6. Monitoring and Evaluation**

Summer Internship is an important component of the PGDM program. SIP carries weightage of 8 credits out of a total of 110 credits for the program.

- During the internship, for all matters within the internship organization and the internship, the Supervisor has the final word.
- For coordination with the institution [SOIBM] and the internship organization, a faculty member is assigned for every student as the Faculty Guide. The Faculty Guide is assigned with the task of ensuring the active student engagement in the internship process, enabling the student cope with the expectations and challenges of the internship, and wherever

necessary interacting with the Supervisor for necessary facilitation. The intern shall help and facilitate the interaction between the faculty Guide and the Supervisor.

- Monitoring and Evaluation of the Internship is structured into a set of components as shown in the table below:

Report		Time of Reporting	Content	Marks	Evaluation
R1	Initial Report	Within 2 weeks of Joining date	As per format	10	By Faculty Guide, based on submission
R2	Interim Report	Between June 15 and June 25	As per format	30	Jointly by Faculty Guide & Supervisor
R3	Final Report	Between July 20 and July 25	As per format	36	Jointly by Faculty Guide & Supervisor
R4-X	Weekly Reports	Every Saturday	As per format	24	By Faculty Guide every week

- Formats of Reports are placed as Annexures.
  - Initial Report [R1] and Weekly Reports [R4-X] will be evaluated by the Faculty Guide based on the submission: Quality of content and timeliness will be the basis of evaluation.
  - Weekly Reports are expected to be sent by e-mail on the last day of the week [say Saturday]. By Monday the Faculty Guide is expected to respond with comments for improvement.
  - Every Weekly Report will carry 2 marks. Quality of Report in terms of content and learning will decide marks. When no report is received, zero marks will be awarded. Delayed reports will fetch less marks. Weekly Reports will be evaluated solely by Faculty Guide.
  - Faculty Guide will have more than one intern to guide; he/she will have to maintain the details of the marks awarded to weekly reports and other reports.
  - Interim Report and Final Report will be evaluated jointly. Ideally the intern must make a presentation before Faculty Guide and the Supervisor, preferably at the workplace and evaluation should be done there and then.
  - Marks of each student/intern must be compiled by the Faculty Guide and submitted to the PGP office before 1<sup>st</sup> August. Format for this compilation is also placed in Annexure.
  - The marks scored by the students will be converted into grades as per the grading system.

**Annexure-1**

**R1: INITIAL REPORT**

*[To be submitted within two weeks of joining the Internship]*

**A**

Name of Student-Intern: -----  
Enrolment No: ----- Mobile: -----  
E-mail id: -----  
Name of Faculty-Guide: -----  
E-mail id: ----- Mobile: -----

**B. Organizational Details**

Name of Organization: -----  
Address of Registered Office: -----  
Address of Workplace: -----  
Businesses of the Company: -----

Is the company listed? Yes/No. If Yes, Current Stock price Rs -----  
Division/Dept the Intern is assigned to: ----- Date of Joining-----  
Name of Supervisor: ----- Designation: -----  
Contact-Mobile: ----- E-Mail id: -----  
Nature/Description of Project: -----

Company's Turnover [Net Revenue] in FY 24: -----  
Equity Capital [FY 24] ----- Net worth: -----  
Does it have Exports/ Global Operations? Yes /No If Yes, % of global Business -----

**Names of Chairperson, Managing Director & Directors**

Chairperson: -----  
Managing Director -----  
Directors: -----  
-----  
-----  
-----  
-----  
-----

Signature of Student-Intern:  
Date:

**Annexure-2:**

**R2: INTERIM REPORT**

*[Due between 15<sup>th</sup> June and 20<sup>th</sup> June]*

Name of Student-Intern: -----

Enrollment No.: -----

1. Definition/Description of the Project/Assignment/Task. [If the assignment is a set of small tasks, list them and give details preferably in a tabular form]
2. People involved in the Project/Assignment /Task
3. Brief Organization for the Project/Assignment/task [ with your supervisor at the apex]
4. Objective of the Project/Assignment/Task
5. Method of executing/ implementation of the project/assignment/task
6. Target date for completion of the project/ assignment/task
7. Indicate the level of completion. Comment on the Outcome of the project/assignment/task [ If the task is not completed, comment of the portion that is completed.]
8. Challenges/difficulties faced in the task
9. Having completed the task [ at least part of it] can you think of doing the same task in a more effective way? Explain
10. Your learnings from the project/assignment/Task
11. Suggestions for improvement

Signature of Student-Intern

Date:

**Annexure-3:**

**R3: FINAL REPORT**

*[Due between 20<sup>th</sup> July and 25<sup>th</sup> July]*

Name of Student-Intern: -----  
Enrollment No.: -----

1. Title and Description of the Project/Assignment/Task.
  
2. Brief Organization for the Project/Assignment/task [ with your supervisor at the apex]
  
4. Objective of the Project/Assignment/Task
  
5. Method of executing/ implementation of the project/assignment/task
  
6. Outcome of the project/assignment
  
8. Challenges/difficulties faced in the task
  
9. Learnings from the project/assignment/Task
10. Suggestions for improvement

Signature of Student-Intern  
Date:

**Annexure-4:**

**R4-X: WEEKLY REPORTS**

*[Due to be sent every Saturday by mail]*

Name of Student-Intern: -----

Enrollment No. ----- Mobile. -----

Activities of the week from ----- to -----

Signature of Intern

Date: -----

***Annexure-5***

**R5: EVALUATION SUMMARY**

*[For Use of Faculty-Guide. Use separate sheet for each student-intern]*

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Name of Student Intern: -----

Enrolment No. ----- Internship Organization -----

Date of Joining ----- Date of Internship Completion -----

<b>WEEKLY REPORTS [ see Explanatory Notes for Evaluation]</b>					
Report	Exp. Date of Receipt	Actual Date of Receipt	Observation on the Quality of Report & the performance of the Intern. [For each weekly report, 1 Mark for timeliness and 1 Mark for the quality of the report]	Marks awarded by Faculty Guide	Remarks
R4-1					
R4-2					
R4-3					
R4-4					
R4-5					
R4-6					
R4-7					
R4-8					
R4-9					
R4-10					
R4-11					
R4-12					
<b>INITIAL REPORT</b>					
	Exp. Date of Receipt	Actual Date of Receipt	Observation on the contents and promptness of the of the Report. [10 Marks for the Initial Report]	Marks by Fac-Guide	
<b>R1</b>					
<b>INTERIM REPORT</b>					
	Exp. Date of Report	Actual Receipt of Report	Observations:[1] Timeliness, [2] Quality of contents [3] Presentation /Assessment without presentation. [15 Marks each from Fac-Guide and Supervisor]	Marks by Fac-Guide	
<b>R2</b>					
			Marks from Supervisor. Out of 15		
<b>FINAL REPORT</b>					

	Exp Date	Actual Date of Receipt	Observations:[1] Timeliness, [2] Quality of contents [3] Presentation /Assessment without presentation. [18 Marks each from Fac-Guide and Supervisor]	Marks by Fac-Guide [Out of 18]	
<b>R3</b>					
			Marks from Supervisor [ out of 18]		
	<b>Total Marks [ R1 + R2 + R3 + R4] [ out of 100]</b>				

Name of Faculty Guide  
 Signature of Faculty Guide  
 Date: -----

***Explanatory Notes***

1. *Each Weekly Report is to be evaluated with 2 marks.  
 1 mark for timely submission; 0.5 Marks if the weekly report is received within 1 week. Delay beyond 1 week means no mark on this count.  
 1 mark is for the quality of the content. Faculty-Guide to assess the relevance, value, comprehensiveness, resourcefulness, independence of the student in the given context.*
2. *The Intern is expected to commence sending the Weekly reports from the first week of his joining. Faculty would expect to see the weekly report in his/her mailbox from the first Monday immediately after the Intern has joined for Internship. The Exp. Date of the Report shall be every Monday from thereon. The date recorded in the mailbox against the report shall be the operating date for all practical purposes. No claims or disputes will be entertained in this matter except the mailbox entries.*
3. *Initial Report [R1] carries 10 marks. Faculty Guide to evaluate the content and quality of the report in terms of completeness of information reg. the organization, the contextual information on the assignment, nature of the assignment, expected learning opportunities etc.*
4. *Reports R2 and R3 are to be evaluated by the Supervisor and the Faculty Guide collectively or separately. Their assessment shall consider the following:*
  - *Given the context of the assignment, is the Intern putting in hard work to diligently complete the tasks given to him?*
  - *Is he/she working hard to learn new things? Is he /she taking initiatives to learn new things? Does he/she show adequate curiosity and eagerness to acquire new knowledge? Is he/she enterprising /resourceful to gather data/information, learn new things, to meet people and network with them etc.?*

*5. Even when the Supervisor and Faculty-Guide have submitted separate evaluation sheets, it is the responsibility of the Faculty Guide to compile all information on R5 and submit them to the Institution for final evaluation.*

*6. Once the students come back to campus, there will be a final presentation before all students and faculty and guests, if any, by each intern before finalizing the overall grade.*