



अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान
Arun Jaitley National Institute of Financial Management
(An Autonomous Institution of Ministry of Finance, Government of India)

SUMMER INTERNSHIP GUIDELINES

MASTER OF BUSINESS ADMINISTRATION (FINANCE)
Batch 2025-27



अरुण जेटली राष्ट्रीय वित्तीय प्रबंधन संस्थान
Arun Jaitley National Institute of Financial Management
(An Autonomous Institution of Ministry of Finance, Government of India)
Sector-48, Pali Road, Faridabad – 121001.

1.0 Summer Internship Program (SIP) Guidelines:

The Summer Internship Program (SIP) is an integral part of the curriculum is conducted in a company under the guidance of an organizational mentor.

1.1 Duration and Structure

The summer internship will last for a period of 8 weeks. Students are expected to develop a sound understanding of the organization, its functioning, and the project assigned. They must adhere to the action plan under the close supervision of the organization's mentor.

1.2. Conduct and Disciplinary Actions

1.2.1 Change of Organization:

No student will be allowed to leave the company mid-internship or switch to another organization. This will lead to disciplinary action, including cancellation of the summer internship. All placement assistance will be withdrawn in such cases.

1.2.2 Leave Policy:

Leave during the SIP will be governed by the rules and regulations of the organization. For every absence, pre-approval from the organization's mentor is required. The institute will not play a role in leave sanctioning; this will be strictly governed by the organization's policies.

1.2.3 Professional Conduct:

Students are required to be punctual, maintain professional conduct, and adhere to the code of conduct of their respective SIP organizations, including any dress code.

1.2.4 Misconduct:

Any student found engaging in misbehaviour, unethical conduct, or the disclosure or misuse of data, documents, resources (such as letterhead, telephone, and stationery), or sharing financial and confidential information with outside sources shall be subject to disciplinary actions. The Management committee (comprising the Chairperson of Management Committee, Placement Officer and Head of Placement Committee among the students and nominated faculty members) will determine the appropriate actions. These may include termination of the SIP, or withdrawal of placement assistance.

1.3 Stipend and Certification:

Non-payment or delays in stipend, the release of the SIP completion certificate, and reimbursement of any expenses incurred during the SIP are solely at the discretion of the company. Any queries related to these matters should be routed through the Career Development Centre (CDC) only, in case it is provided by the CDC. Under no circumstances should candidates reach out directly to company officials.

1.4 No Dues Certificate:

Students must obtain and submit a No Dues Certificate from the company (if they require so after handing back the assets issued by them) after completing the summer internship.

1.5 Social Media Conduct:

Students should refrain from posting any derogatory content about the organization on social media and should avoid adverse discussions on all platforms. If the organization charges any student with such offenses, suitable disciplinary proceedings will be initiated.

1.6 Reporting Requirements:

Students are required to submit the desired report and annexures through Moodle, adhering strictly to timelines. A mid-review of internship progress will be conducted by the Placement Officer, Career Development Centre physical or Zoom interaction, to be completed within 20-25 days from the commencement of the SIP. This review will carry overall performance of the students. It is the student's responsibility to initiate and plan this meeting after discussing it with the Placement Officer.

1.7 Project Reporting:

In cases where similar projects are assigned to multiple students, each student must submit a separate report, and evaluations will be conducted accordingly. While the topics may be the same, each report should focus on different issues, parameters, or factors.

1.8 Selection process for SIP:

In case, the selection of a student for a company is facilitated by the Placement Officer and once the SIP is finalized by the Placement Officer, under no circumstances will a change of company or location be allowed without obtaining necessary clearance from both the company and the Placement Officer. Students must submit a formal request for any such changes, which will be evaluated by the Placement Officer. If the Placement Officer is not convinced, they may deny the request, and the student will be required to join the internship as allocated by the institute.

1.9 Pre-Placement Offers (PPO):

If a student receives a Pre-Placement Offer (PPO), they should request their supervisor or the company HR to inform the institute in writing. Students should avoid discussing any PPO-related issues directly with the company; the concerned HR should be requested to communicate with the Placement Officer.

1.10 Building Relationships: All students are advised to establish a good rapport with their supervisor and request them to be an industry mentor as well. This will help them prepare better for the placement process.

1.11 Evaluation Participation: It is mandatory for all students to participate in all evaluation activities of the Summer Internship.

2.0 Submission Deadlines and Formatting Guidelines for SIP Report:

2.1 Deadline for report submission:

Hard copy of SIP report should be submitted to Placement Officer within 10 days of joining 5th trimester.

2.2 Formatting Guidelines:

Font Name: Times New Roman
Font Size: 12 for main body,
Main Title :16
Sub- Title -14
Margin: 1 inches on each side
Table and Figures: Centre Align
Line spacing: 1.5
Page No: 35 to 70 Maximum
Alignment: Justified for main content

2.3 It is advised to make 3 Hard Copies of SIP report, 1 each for Institute, organization and student.

3.0 Content and flow of SIP Report

Following instructions, guidelines should be used while making a SIP Report. These are indicative and anything beyond/in addition that adds value to SIP should be added as well.

- 3.1 Cover page {Use Standard Format as per Appendix 1}
- 3.2 Title Page {Use Standard Format as per Appendix 2}
- 3.3 Declaration {Use Standard Format as per Appendix 3}
- 3.4 Certificate from Company {Use Standard Format as per Appendix 4}
- 3.5 Acknowledgement { Use Standard Format as per Appendix 5}

3.6 Executive Summary:

This should be written very carefully in around 2-3 pages covering the job assigned, job approached, title of the project, major findings, recommendations and learning. This should be a perfect summary of what student has done in his/her SIP. This will be the base document, which should be used to present your internship work in SIP pitching and to recruiters (during final placement) as well. This should be written in most impressive and impactful manner.

- 3.7 Table of Contents
- 3.8 List of Tables
- 3.9 List of Figures

3.10 Chapters

The students is required to identify/assigned some problem to probe further. The student will be required to explore secondary data and collect primary data with the help of various data collection techniques (like questionnaire, focus group discussions, in depth interviews etc. For all such internships, the tentative structure will be as follows :(this is indicative only and anything, which adds value, should be incorporated):

Chapter 1 INTRODUCTION (will provide an overview of entire SIP, details of every heading should be provided in subsequent chapters.

- 1.1 Problem Statement (This will include the problem identified/chosen for study)
- 1.2 Rationale of the Problem: This should cover why this problem should be studied in detail and what may be the benefits of the same.
- 1.3 Methodology: will cover the secondary data collected and analysed. The data collection technique used and the sampling plan.
- 1.4 Scope of the Study: This will cover the applicability of study.

Chapter 2 DETAILS OF THE ORGANIZATION (1500 – 2000 words)

2.0 Company Overview

- 2.1 General understanding of industry and the firm's environment related to the project using PESTLE and SWOT analysis (words limit 800-1000)
- 2.2 Major Clients of the firm (words limit 300-500)
- 2.3 Major Product of the firm covering Product Mix analysis

2.4 Major Competitors of the firm using competitors mapping (words limit 500-800)

2.5 Organization structure of the firm mentioning hierarchy and functions

2.6 Financial snapshot of company: The data should be assessed from the latest Annual Reports of company (wherever applicable). In 1 page all such data should be presented in a tabular format.

2.7 Sustainability initiatives: One page should summarise the sustainability initiatives taken by company (wherever applicable). This information is available in annual report or a separate sustainability report.

Chapter 3 Approach Methodology (each heading has to be explained in detail, generic explanation should be avoided and only specifics to be covered)

3.1 Type of research: Type of research used in the study to be explained.

3.2 Methodology: will cover the secondary data collected and analysed. The data collection technique used and the sampling plan. For all secondary data, proper referencing should be provided.

Chapter 4 Analysis & Outcome

4.0 Choice of Data Analysis Techniques: Brief Description of the Choice of Techniques Utilized and Justification

4.1 Outcomes and Interpretation of Outcomes: Present a consolidated representation of result of the analysis, avoid using unnecessary graphs and diagrams. The interpretations should be explained in detail with possible implications/utility for company.

Chapter 5 Conclusion & Learning Outcome

5.1 Brief Description of Recommendations: The recommendations should be specific and related to outcome of study done. Avoid giving generic recommendations.

5.2 Learning from the project

5.3 Limitation of the Project: Any limitations or constraints, which lead to dropping certain issues or cutting down the size/scope, should be covered here.

5.4 Scope of further Work

6. References

7 Appendices

Summer Internship Report
Submission Timeline – Within 10 days after completion of the Internship

S.No.	Particular	Details (to be filled by student)
1	Name of the Student	
2	Enrolment No.	
3	Date of Joining	
4	Date of Completion	
5	Organization	
6	Location of the SIP	
7	Title of the Report	
8	Details of Mentor assigned by organisation	
	▪ Name	
	▪ Email-Id	
	▪ Department	
	▪ Designation	
	▪ Contact No.	
9	Details of Reporting HR of organisation	
	▪ Name	
	▪ Email Id	
	▪ Designation	
	▪ Contact No.	

Appendix 1 – Cover Page

(A typical Specimen of Cover Page & Title Page)

TITLE OF PROJECT REPORT

<1.5 line spacing>

A PROJECT REPORT

Submitted by

<Italic>

NAME OF THE PARTICIPANT

***in partial fulfilment for the award
of***

<1.5 line spacing><Italic>

NAME OF THE PROGRAMME

(Academic Year)

IN

SUMMER INTERNSHIP

Under

Logo of the Internship Organization

NAME OF THE INTERNSHIP ORGANIZATION

Internship Period

(Start Date to End Date)

**Arun Jaitley National Institute of Financial Management
(An Institute of Ministry of Finance, Government of India)**

TITLE OF PROJECT

A PROJECT REPORT

Submitted by

NAME OF THE PARTICIPANT

In partial fulfilment for the award

Of

NAME OF THE PROGRAMME

Academic Year

in

SUMMER INTERNSHIP

Under the Guidance of

Name of the Guide

**Arun Jaitley National Institute of Financial Management
(An Institute of Ministry of Finance, Government of India)
Sector - 48, Pali Road, Faridabad – 121001 , Haryana**

DECLARATION

I hereby declare that the project work entitled “**TITLE OF THE PROJECT**” submitted to the **Arun Jaitley National Institute of Financial Management (An Institute of Ministry of Finance, Government of India)**, is a record of an original work done by me under the guidance of () and **[Name of the Authority and Designation of the Internship Organization]** and this project work is submitted in the partial fulfilment of the requirements for the award of the **Master of Business Administration (Finance), 2025-2027**. The results embodied in this project have not been submitted to any other University or Institute for the award of any degree or diploma.

Signature of the Participant

Name of the Participant
Programme Name, (Academic Year)
Enrolment No._____

Date:-_____

Place: _____

This is to certify that above statement made by the candidate is correct to the best of my knowledge.

Appendix - 4
Format of Summer Internship Certificate
Only on the Letter Head of the Organization

Date: _____

TO WHOM IT MAY CONCERN

This is to certify that **[Participant Name]**, S/O- **[Father's Name]** and **[Mother's Name]**, successfully completed **[Duration of the Summer Internship]** **[(From Start Date to End Date)]** internship at **[Name of the Organization]** under the guidance of **[Name of the Authority, Designation, Department Name]**. His/her internship activity includes **[Nature of work allotment in three to five lines]**. We wish him/her every success in his/her career.

For, **[Name of the Company]**

Signature of Authorized Officer
Common Seal of the Organization

Appendix 5 – Acknowledgement

ACKNOWLEDGEMENT

I express my sincere gratitude to _____ [Name of the Organization/Institution] for providing me the opportunity to undertake my Summer Internship Project and for extending the necessary support and guidance throughout the internship period.

I would like to convey my heartfelt thanks to _____ [Name & Designation of Supervisor/Mentor] for their valuable guidance, encouragement, and continuous support during the course of this study. Their insights and suggestions greatly contributed to the successful completion of this report.

I also extend my appreciation to the faculty members and officials of Arun Jaitley National Institute of Financial Management for their academic support and encouragement.

I am thankful to all the employees, respondents, colleagues, and individuals who directly or indirectly contributed to this project by sharing their knowledge, expertise, and valuable inputs.

Finally, I express my gratitude to my family and friends for their constant encouragement and moral support throughout the internship and preparation of this report.

The participant may draft the acknowledgement in his/her own words. The above format is only indicative and may be modified suitably.

Date: _____

Place: _____

Signature of the Student