



# AMITY UNIVERSITY


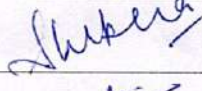
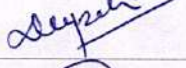

## RAJASTHAN

Kant Kalwar, NH-11-C,  
Jaipur (Rajasthan) 303002  
Tel: 01426-283621/283835,  
Fax: 01426-283836

Date :- 26.04.2019

### Amity Business School (ABS)

#### Board of Studies (BOS) for MBA Program

Mr. Ashish Kumar	Chairperson	
Prof. Nupur Pavan Bang	Member	Absent
Mr. Nilesh Maurya	Member	Absent
Prof. Shikha Sharma	Member	
Dr. Deepali Bhatnagar	Member	
Ms. Ritu Vashistha	Member	






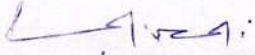
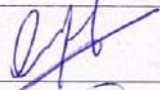

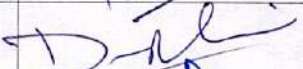

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Date :- 26.04.2019

### Amity Business School (ABS) Board of Studies (BOS) for BBA Program

Mr. Ashish Kumar	Chairperson	
Prof. Harsh Diwedi	Member	
Mr. Navneet Agarwal	Member	
Prof. Vinitaa Agrawal	Member	
Dr. Durgesh Batra	Member	
Dr. Mamta Pankaj Jain	Member	







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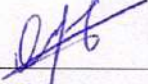
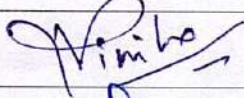
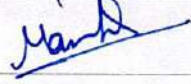
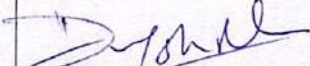
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Date :- 26.04.2019

### Amity Business School (ABS)

#### Board of Studies (BOS) for B.Com(H) Program

Mr. Ashish Kumar	Chairperson	
Mr. Navneet Agarwal	Member	
Mr. Nilesh Maurya	Member	Absent
Prof. Vinita Agrawal	Member	
Dr. Mamta Pankaj Jain	Member	
Dr. Durgesh Batra	Member	



## Amity University Rajasthan Amity Business School

Minutes of the 26<sup>th</sup> Board of Studies meeting of MBA, BBA and B Com (H) Held on April 26, 2019 in Conference Room, Academic Block - A, Amity University Rajasthan

**Members Present:**

Mr. Ashish Kumar (*Chairperson BOS*)  
 Dr. Harsh Diwedi  
 Mr. Navneet Agarwal  
 Dr. Vinitaa Agarwal  
 Dr. Shikha Sharma  
 Dr. Mamta Pankaj Jain  
 Dr. Ritu Vashistha  
 Dr. Durgesh Batra

Chairman granted the leave of absence to the following members:

Dr. Nupur Banga  
 Mr. Nilesh Maurya

S. No.	Comments	Responsibility	Action Status
1.	Chairman opened the session by welcoming all BOS members. He briefed the members about the agenda of the meeting.		
2.	Chairman presented the action taken report of the 25 <sup>th</sup> meeting of BOS		No Action required
3.	Dr. Durgesh Batra presented the report on academic and other activities of ABS since May 15, 2018 (25 <sup>th</sup> BOS Meeting)		No Action required
4.	To provide 60 days summer internship to PG students, the second Semester of PG program was conducted on fast track basis and the ESE were scheduled during April 23 – May 2, 2019. It is proposed to make the second semester a fast track semester from AY 2019-20 onward.	Program Coordinators, PG Programs  Dy. Director	The proposal was approved by BOS and is recommended to be forwarded to forthcoming Academic Council for approval



5.	Chairperson discussed about the new evaluation process of SIP and also discussed that few formats for assessment of same have also been designed.	All faculty Members	To be implemented from SIP in May-July 2019 for both UG and PG programs
6.	Chairperson also discussed about the placements and also suggested that for long term liaisioning with the companies, faculty members should take part and connect to the companies.	All faculty Members	To be initiated from July 2019
7.	Mr. Navneet Agarwal discussed the possibilities of further strengthening the industry-academia tie-ups to provide consultancy, research and extension services so that many opportunities can be explored. Mr. Navneet Agarwal offered the help of WTC to reach out to various industries/associations for the same.	All faculty members	Proposals to be prepared and discussed with WTC

The meeting concluded with a vote of thanks.

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# AMITY UNIVERSITY

## RAJASTHAN

No. : AUR/ABS/BOS/

Dated: 02/04/2019

### **Board of Studies [BOS]**

#### **Amity Business School (ABS) – Bachelor of Business Administration (BBA)**

For structuring, revision and updating of Academic Programmes, viz. framing of Curriculum, Syllabi and Scheme of Evaluation etc. the Board of Studies of Amity Business School (ABS) is proposed to be re-constituted as under :-

1. **Mr. Ashish Kumar** **Dy. Director – ABS** **Chairperson**

#### **Internal subject Experts**

2. Prof (Dr.) Vinitaa Agarwal Professor - ABS Member  
3. Dr. Durgesh Batra Associate Professor – ABS Member  
4. Dr. Mamta Pankaj Jain Associate Professor – ABS Member

#### **Outside Experts**

5. Prof. Harsh Diwedi Dean & Director – R. A. Poddar Institute of Management, Jaipur Member  
Email ID :- directorrupim@gmail.com  
6. Mr. Navneet Agarwal Assistant Director Member  
Trade Promotions – World Trade Center, Jaipur  
Email ID – navneet@wtcjaipur.org



**Cdr. Vishwadeepak Singh (Retd.)**  
**Registrar - AUR**





# AMITY UNIVERSITY

## RAJASTHAN

No. : AUR/ABS/BOS/

Dated: 02/04/2019

### **Board of Studies [BOS]**

#### **Amity Business School (ABS) – Master in Business Administration (MBA)**

For structuring, revision and updating of Academic Programmes, viz. framing of Curriculum, Syllabi and Scheme of Evaluation etc. the Board of Studies of Amity Business School (ABS) is proposed to be re-constituted as under :-

1. **Mr. Ashish Kumar** **Dy. Director – ABS** **Chairperson**

#### **Internal subject Experts**

2. Prof. (Dr.) Shikha Sharma Professor – ABS Member  
3. Dr. Deepali Bhatnagar Associate Professor - ABS Member  
4. Ms. Ritu Vashistha Assistant Professor – ABS Member

#### **Outside Experts**

5. Prof. Nupur Pavan Bang Associate Director - Thomas Schmidheiny Centre for Family Enterprise, Indian School of Business  
Email ID - nupur\_pavan@isb.edu Member  
6. Mr. Nilesh Maurya Director – Investment Banking Omega Capital, Mumbai Member  
Email ID – nilesh.maurya@omegacapital.in



**Cdr. Vishwadeepak Singh (Retd.)**  
**Registrar - AUR**





# AMITY UNIVERSITY

## RAJASTHAN

No. : AUR/ABS/BOS/

Dated: 02/04/2019

### **Board of Studies [BOS]**

#### **Amity Business School (ABS) – Bachelor of Commerce (Hon.) (B Com (H))**

For structuring, revision and updating of Academic Programmes, viz. framing of Curriculum, Syllabi and Scheme of Evaluation etc. the Board of Studies of Amity Business School (ABS) is proposed to be re-constituted as under :-

1. **Mr. Ashish Kumar** **Dy. Director – ABS** **Chairperson**

#### **Internal subject Experts**

2. Prof. (Dr.) Vinita Agrawal Professor – ABS Member  
3. Dr. Mamta Pankaj Jain Associate Professor – ABS Member  
4. Dr. Durgesh Batra Associate Professor – ABS Member

#### **Outside Experts**

5. Mr. Navneet Agarwal Assistant Director Member  
Trade Promotions – World Trade Center, Jaipur  
Email ID – navneet@wtcjaipur.org  
6. Mr. Nilesh Maurya Director – Investment Banking Omega Capital, Member  
Mumbai  
Email ID – nilesh.maurya@omegacapital.in



**Cdr. Vishwadeepak Singh (Retd.)**  
**Registrar - AUR**



# SUMMER INTERNSHIP

Course Code: MBA350

L:0,T:0,P/FW:18 C:09

There are certain phases of every Intern's professional development that cannot be effectively taught in the academic environment. These facets can only be learned through direct, on-the-job experience working with successful professionals and experts in the field. The internship programme can best be described as an attempt to institutionalize efforts to bridge the gap between the professional world and the academic institutions. Entire effort in internship is in terms of extending the program of education and evaluation beyond the classroom of a university or institution. The educational process in the internship course seeks out and focuses attention on many latent attributes, which do not surface in the normal class room situations. These attributes are intellectual ability, professional judgment and decision making ability, inter-disciplinary approach, skills for data handling, ability in written and oral presentation, sense of responsibility etc.

In order to achieve these objectives, each student will maintain and submit a file (**Internship File**) and a report (**Internship Report**)

## INTERNSHIP FILE

The Internship File aims to encourage students to keep a personal record of their learning and achievements throughout the Programme. It can be used as the basis for lifelong learning and for job applications. **Items can be drawn from activities completed in the course modules and from the workplace to demonstrate learning and personal development.**

The File will assess the student's analytical skills and ability to present supportive evidence, whilst demonstrating understanding of their organization, its needs and his/her own personal contribution to the organization.

The File is essentially a comprehensive documentation of how one proceeds while working on the assignment and should be regularly checked by the faculty guide/ supervisor, issues discussed with the students, doubts if any clarified and signed as having done so. This will form the basis of **continuous evaluation** of the project.

The File will include **five sections** in the order described below.

1. **The Title Page** – An Internship Experience Report For (Your Name), name of internship organization, name of the Supervisor/Guide and his/her designation, date started and completed, and number of credits for which the report is submitted.
2. **Table of Content** – An outline of the contents of the file by topics and subtopics with the page number and location of each section.
3. **Introduction** – Short, but should include how and why you obtained the internship experience position and the relationship it has to your academic/professional and career goals.
4. **Main Body** – Should include a brief summary/ executive summary of the **Internship Project Report** that the student has worked on, an **analysis of the company/organization** in which the student is working, a **personal review** of the student's management skills and how they have been developed through the programme, the daily tasks performed, major projects contributed to, dates and hours spent on a task, observations and feelings, meetings attended and their purposes, listing of tools and materials and their suppliers, and photographs if possible of projects, buildings and co-workers.
5. **Appendices** – Include pamphlets, forms, charts, brochures, technical and descriptive literature, graphs and other information related to your Internship experience.

## INTERNSHIP REPORT

The **Internship Report** is the research report that the student has to prepare on the project assigned by the organization. (Incase a student is not assigned a specific research project in the organization, he has to select any one aspect of the organization and prepare a research report on it). The lay out of the report should be as per the standard layout prescribed by the organization wherein the student undertakes the Internship. In case, there is no layout prescribed by the organization the following components should be included in the report:

- **Title or Cover Page**  
The title page should contain Project Title; Student's Name; Programme; Year and Semester and Name of the Faculty Guide.
- **Acknowledgements**  
Acknowledgment to any advisory or financial assistance received in the course of work may be given. It is incomplete without student's signature.





➤ **Abstract**

A good "Abstract" should be straight to the point; not too descriptive but fully informative. First paragraph should state what was accomplished with regard to the objectives. The abstract does not have to be an entire summary of the project, but rather a concise summary of the scope and results of the project. It should not exceed more than 1000 words.

➤ **Table of Contents**

Titles and subtitles are to correspond exactly with those in the text.

➤ **Introduction**

Here a brief introduction to the problem that is central to the project and an outline of the structure of the rest of the report should be provided. The introduction should aim to catch the imagination of the reader, so excessive details should be avoided.

➤ **Materials and Methods**

This section should aim at experimental designs, materials used (wherever applicable). Methodology should be mentioned in details including modifications undertaken, if any. It includes organization site(s), sample, instruments used with its validation, procedures followed and precautions.

➤ **Results and Discussion**

Present results, discuss and compare these with those from other workers, etc. In writing this section, emphasis should be laid on what has been performed and achieved in the course of the work, rather than discuss in detail what is readily available in text books. Avoid abrupt changes in contents from section to section and maintain a lucid flow throughout the thesis. An opening and closing paragraph in every chapter could be included to aid in smooth flow.

Note that in writing the various sections, all figures and tables should as far as possible be next to the associated text, in the same orientation as the main text, numbered, and given appropriate titles or captions. All major equations should also be numbered and unless it is really necessary, do not write in "point" form.

While presenting the results, write at length about the various statistical tools used in the data interpretation. The result interpretation should be simple but full of data and statistical analysis. This data interpretation should be in congruence with the written objectives and the inferences should be drawn on data and not on impression. Avoid writing straight forward conclusion rather, it should lead to generalization of data on the chosen sample.

Results and its discussion should be supporting/contradicting with the previous research work in the given area. Usually one should not use more than two researches in either case of supporting or contradicting the present case of research.

➤ **Conclusion(s) & Recommendations**

A conclusion should be the final section in which the outcome of the work is mentioned briefly.

Check that your work answers the following questions:

- Did the research project meet its aims (check back to introduction for stated aims)?
- What are the main findings of the research?
- Are there any recommendations?
- Do you have any conclusion on the research process itself?

➤ **Implications for Future Research**

This should bring out further prospects for the study either thrown open by the present work or with the purpose of making it more comprehensive.

➤ **Appendices**

The Appendices contain material which is of interest to the reader but not an integral part of the thesis and any problem that have arisen that may be useful to document for future reference.

➤ **References**

References should include papers, books etc. referred to in the body of the report. These should be written in the alphabetical order of the author's surname. The titles of journals preferably should not be abbreviated; if they are, abbreviations must comply with an internationally recognised system.

**Examples**

**For research article**

Voravuthikunchai SP, Lortheeranuwat A, Ninrprom T, Popaya W, Pongpaichit S, Supawita T. (2002) Antibacterial activity of Thai medicinal plants against enterohaemorrhagic Escherichia coli O157: H7. Clin Microbiol Infect, 8(suppl 1): 116-117.





**For book**

Kowalski,M.(1976) Transduction of effectiveness in Rhizobium meliloti. SYMBIOTIC NITROGEN FIXATION PLANTS (editor P.S. Nutman IBP), 7: 63-67

**The Layout Guidelines for the Internship File & Internship Report**

- A4 size Paper
- Font: Arial (10 points) or Times New Roman (12 points)
- Line spacing: 1.5
- Top and bottom margins: 1 inch/ 2.5 cm; left and right margins: 1.25 inches/ 3 cm

**Examination Scheme:**

Continuous Evaluation by faculty guide	15%
Continuous evaluation by CRC	15%
Feedback from industry guide	35%
Report, Presentation & Viva Voce	35%
<b>TOTAL</b>	<b>100%</b>

