



Rajeev Gandhi College of Management Studies

Office of: **APRC Committee**

NOTICE

Ref No: RGCMS/APRC/Notice/25-26

Date: 14/5/2025

Subject: Summer Projects Guidance & Report Preparation

Kind Attention: FYMMS Students

Students are instructed to prepare a **Summer Internship Project** in semester III. Kindly use the attached **guides list & guidelines for project preparation**.

Students must read guidelines & then only contact respective guides to discuss topics & queries

Note:


1. **Meet/call for guidance/ clarity with your respective guides only during college hours**
2. **Minimum 10 interaction with the guide are mandatory**

Students are instructed to follow the given Timeline for timely creation of Project Report.


Sr. No.	SIP Report Timeline	Scheduled Dates
1	Selection of Project Title & its approval	31-7-25
2	Register relevant Project Topic with Internal Guide	
3	Frame Research Methodology (Objectives, Scope, research design, statistical techniques used, Limitation – of the study)	9-8-25
4	Design & approval of Questionnaire	23-8-25
5	Data Analysis, Interpretation	15-9-25
6	Findings, Conclusion, bibliography & Recommendations (if any)	20-9-25
7	Send Soft Copy of completed project for Approval to Guide (Duly Plagiarism checked)	21 to 30-9-25
8	Viva-Voce Examination & Upload approved softcopies of Project PDF on Google Classroom	4-10-25
9	Submission of Black Book/ Dissertation Report	6 to 11-10-25

Guiding Documents Attached herewith:

1. Project Guide allocation List
2. Guidelines to Prepare Final Project Templates
3. Project Evaluation Rubric
4. Front pages template
5. Guide - student Project mentoring sheet


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