SUMMER INTERNSHIP PROGRAM (ONLINE) - 2021

STUDENT HANDBOOK

CALENDAR

Summer Internship Program 2021 for all UG Programs			
In-house SIP	**External SIP**		**Events**
1st June , 2021 (Tuesday)	1st June , 2021 (Tuesday)	:	Commencement of SIP 2021
4th June , 2021 (Friday)	7th June , 2021 (Monday)	:	Submission of Initial Information Report
14th June , 2021 (Monday)		:	Submission of Project Proposal
22nd June, 2021 (Tuesday)		:	Submission of Interim Report
30th June, 2021 (Wednesday)		:	Submission of Final Report
1st July to 7th July, 2021		:	SIP Ends (Presentation)

Summer Internship Program 2021 for PG programs(MBA and MCA)		
External SIP		**Events**
1st June , 2021 (Tuesday)	:	Commencement of SIP 2021
7th June , 2021 (Monday)	:	Submission of Initial Information Report
14th June , 2021 (Monday)	:	Submission of Project Proposal
29th June, 2021 (Tuesday)	:	Submission of Interim Report
14th July, 2021 (Wednesday)	:	Submission of Final Report
15th July to 16th July, 2021	:	SIP Ends (Presentation)

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Guidelines to Student

SUMMER INTERNSHIP PROGRAM

1.   INTRODUCTION

The Summer Internship Program (SIP) forms an important component of education at The ICFAI University Jharkhand (IUJ). It is an attempt to bridge the gap in the student's perception between theory in books and practice in the corporate world. Under this, students undertake a 4-week internship at any organization during the intervening period between close of Semester II for Post Graduates Semester IV for under graduates and commencement of Semester III for Post Graduates Semester V for under graduates.

The program is almost equivalent to one semester and carries a academic weightage which differs from program to program, which is normally equivalent to academic courses. The internship, which would be a simulation of real work environment, requires the students to undergo the rigor of professional environment both in form and substance. It exposes them to technical skills, and helps them to acquire social skills by drawing them into contact with real professionals.

For proper coordination of the Internship program, each student would be under the guidance of an IUJ faculty. A representative of the industry/organization also guides the student and assists the faculty in monitoring the student's progress.

Objective

Internship is a vehicle for introducing students to real-life situation, which cannot be simulated in the classroom. Therefore, internship assignments must necessarily be those of direct interest to the host organization. Students are encouraged to take up time bound multi-disciplinary and goal-oriented assignment involving team work. Solutions to various problems confronted in the assignment might be open-ended, involving an element of analytical thinking, processing and decision-making in the face of insufficient data parameters and uncertain situations. Students are advised to read the contents of the handbook carefully prior to commencement of internship.

2.   REGISTRATION

Registration is a mandatory reporting of the student at the University for undertaking SIP. But due to COVID 19 Registration can be done through mail to their respective Faculty Guides. All students should positively report to their faculty Guide through mail on or before 1st June, 2021 and register for SIP just through mail.

The students should report at their SIP Organizations through mail and telephonic call only after completing the registration formalities and taking briefing & clearance from Faculty Guide. The students reporting later than the stipulated date will not be permitted to register for SIP.

3.   DISCIPLINE AND CONDUCT

Attendance

100% attendance during SIP is mandatory. However, if for any genuine reason a student is not in a position to report to the SIP organization on any day, he/she should obtain formal permission for leave of absence as per the rules and regulations of the SIP organization. Permission should also be taken from the University Faculty Guide. Such leave of absence should not be taken for more than 04 days in the entire duration of SIP.

Conduct and Behaviour

The students during SIP are placed in the role of ambassadors of the University. The University would always expect students to maintain professional and social imprints of high standards in the organization even when Internship is online.

The University expects the students to confirm to the rules and regulations of the organization during SIP. It is particularly important to be regular, punctual and well-mannered during their Online interaction. During the period of SIP, the student shall be subject to the leave rules of the SIP organization and should ensure strict adherence to the timings of the organization.

Unprofessional behaviour, misconduct, indiscipline, irregularity and unsatisfactory performance will lead to cancellation of SIP or award of Not Cleared report (NC). Consequently students will not be permitted to register in Semester III (Post Graduates) / Semester V (Under Graduates) or resulting in the loss of at least one academic year besides any other form of academic action, the University might deem fit to impose.

The student will indemnify, defend and hold the University harmless from and against any and all loss damage, liability and expenses arising out of any third party claim, actions or proceedings by him or by any agents, during the period of Internship program.

4. EVALUATION

Each Student will be allotted a Faculty Guide by the University. Students will also have a Company Guide (if External SIP) at the SIP organisation as in charge of the project. SIP evaluation is based on assessment of Learning Outcomes (LOs) and is done on ongoing basis. Both the Company and Faculty Guide will be involved in the evaluation.

4.1 Learning Outcomes (LOs)

Learning outcomes focus attention on explicit and detailed statements of what students learn – the skills, understanding and abilities we seek to develop in them and then test. Outcomes describe what a student actually achieves, and not what the institution intends to teach. Therefore student becomes the focus of the entire learning process with curriculum, faculty, University and Organization contributing to this process.

4.2 LOs for SIP

The interns are advised to maintain the SIP Diary on daily basis.

On completion of the SIP, the Student will be able to:

1. **Apply** the basic knowledge and concepts, tools and techniques learnt in core courses to the real world. **(Knowledge domain)**

2. **Adapt** the skills set (Communication, Problem Solving, Analytical and Self Management skills) to a real life situation. **(Skills domain)**

3. **Maintain** ethical goal orientation and positive attitude at work place. **(Attitudinal/Behavioral domain)**

4.3 Schedule

Evaluation Stages	Activity	Evaluator	Marks
Stage – I	Project Proposal	Faculty and Company Guide	15
Stage – II	Interim Evaluation	Evaluation Committee (including Respective HODs), Faculty and Company Guide	40
Stage – III	Final Evaluation (Final Report & Presentation)	Evaluation Committee (including Respective HODs Registrar & Vice chancellor) Faculty and Company Guide	45

4.4 Weightages

All the parameters for evaluation will be assessed by the Faculty and Company Guide. The average of total marks given by faculty and company guide at each stage will be considered for evaluation.

4.5 Process

The details of evaluation parameters, the reports to be submitted and the details of seminars presentation are described in subsequent paragraphs. The Faculty Guide and Company Guide will rate the performance of the student on each parameter.

Initial Information Report (IIR)

This report is to be submitted to the University as per the format given at ***Annexure-I in Softcopy through mail to the concerned Faculty Guides***. Care must be taken to ensure that all information provided in this report is accurate.

The IIR is not a component of evaluation but it is mandatory and subsequent events are executed on the basis of the information provided in IIR. All students must submit a copy to the University Faculty Guide and Company Guide.

Evaluation Stage I: Project Proposal

The Project Proposal must cover the following aspects:

1. *Synopsis:* A statement of about 1000 words describing what the project is about.
2. *Objective:* Stating what the project will accomplish and the value-addition to the organization.
3. *Limitations of the Study.*
4. *Proposed Methodology.*
5. *Schedule:* A time frame indicating steps that will be required and the expected date when they will be completed.
6. *References:* Initial list of bibliographic and other reference material that would be used to complete the project.

A copy of Project Proposal should be submitted as per the format given at ***Annexure-II as an Softcopy through mail to the concern University Faculty Guides*** as well as the Company Guide (If External SIP) as per the SIP Calendar

Evaluation Stage II: Interim Evaluation

Interim Evaluation comprises of observations made during presentations, report, and presentation.

Report: The Interim Report is an interim version of the final report. By this time the student would have done substantial work on the project. This report is an attempt to document the work done so far by the student and how to proceed further. An interim report must contain:

1. Cover Page
2. Title Page
3. Abstract of the work till that date

4. Introduction
5. Main Text (should contain detailed progress of the project and discussions till that date.)
6. References

A copy of the interim report should be submitted to Faculty Guide as well as the Company Guide (If External).

Evaluation Stage III: Final Evaluation

Project Final Evaluation comprises of observations made during online, Final Report and Presentation.

Report: The Final Report (project report), the written component of evaluation, is to be submitted on completion of the final project. The Project Reports are to be prepared based on the guidelines given at **Annexure-III.**

A soft copy of Final Report should be submitted to the University Faculty Guide as well as the Company Guide (If External SIP) well before the final Presentation.

Presentation: The students are expected to present the total work done in the project. The Presentation should be conducted through Video conferencing in the presence of Faculty Guide, Company Guide/Officials & Evaluation Committee. Students (Interns) required to give presentation on power point presentation (PPT) approved by the faculty guide. At the end of the presentation there will be viva voce for individual students Online.

The Schedule for the Presentation will be communicated to all the students by corporate Relation Cell in due course after submission of final Project report

5. SIP COMPLETION (Applicable only to External SIP)

On successful completion of the SIP Program the student must collect a **relieving letter / no dues certificate or completion Certificate** from the SIP organization which must be submitted at the University after the Lock down to the respective Faculty Guides along with Two (hard) copies of Final Report.

Extension of Duration for Completion of Internship Program

In case, any student requires additional days for completion of the project, the same should be approved by the Faculty Guide/Dean / HoDs of respective departments. A student can get an extension for a maximum period of 4 Days.

6. SIP GRADING

The grading of SIP is done on the basis of marks obtained by the students in different evaluation parameters.

7.   SIP NOT CLEARED REPORT

The following cases would be awarded Not Cleared (NC) report:

a)   The student who does not give opportunity for evaluating or does not undergo evaluation process as per evaluation schedule would be awarded Not Cleared (NC) report in SIP. These students would be required to repeat SIP in next academic year, when it is offered.

b)   The students who are not able to complete the SIP within the schedule due to genuine reasons should seek extension by putting up an application to the Dean/ HODs of the respective Departments of IUJ, Ranchi for extension of time. This application should be recommended by Company Guide and Faculty Guide. The student who does not complete SIP within the time frame will be awarded **'NC'** report unless extension is given by the Dean/ HODs. The extension should not exceed 04 Days from the date of SIP completion as the students have to register for next Semester.

8.   IMPORTANT TIPS

- Apart from providing an exposure to real work situations, the SIP is also an opportunity of learning the art of information/data identification, classification, acquisition, processing and presentation.

- Projects under the SIP could be of a significant importance to the host organization - in terms of their objective of "Technical Documentation" aiming at updating or modernization of information systems. Therefore, **proper care should be taken while documenting the project. The Faculty Guide may be consulted for any problems faced during the process.**

- **During SIP students are placed in the role of ambassadors of the University. The students are expected to maintain professional and social imprints of high standards in the organization**. Good behaviour and mannerism would help in nurturing a long-term relationship with the organization, which could even translate into placement opportunity.

- The students are advised to strictly adhere to the deadlines of submission of reports and making presentations. Non-submission of reports by the due date may lead to non evaluation of the student for the particular component.

- The students are advised to submit the softcopy of project report to the host organization for scrutiny before submitting to the Faculty Guide but in consulting to faculty Guide. This gives assurance to the host organization about maintaining secrecy of the certain confidential data.

- In case a student faces any problem with respect to evaluation of SIP, the students are advised to report the matter to the concern Dean/HOD's through the SIP Coordinator.

9. DO'S AND DON'TS FOR STUDENT INTERNS DURING SIP

Do's: Student Interns should –

✓ get an overview of the company/Industry in which Student Interns are placed. This includes understanding the core business of the company, organizational chart, key personnel in the company, manufacturing units, marketing channels, financial policies, etc.

✓ obtain a copy of the latest annual report Online and analyse the financial statement, (if Management Students) other domain NOT Required.

✓ make an analysis of the company vis-a-vis the industry and prepare SWOT analysis.

✓ always maintain formal dress code During online sessions.

✓ always be polite in dealing and maintain cordial relationship with the Company Executives during telephonic calls and online sessions.

✓ always be positive and open for suggestions.

✓ always make a note of the important points during Online meetings/discussions.

✓ get in touch with the Faculty Guide through phone or message , if the situation warrants.

✓ maintain strict confidentiality of company information.

✓ consult Faculty Guide or refer textbooks or authentic website to reinforce relevant concepts.

✓ focus on assignment and complete the individual tasks allotted on schedule.

✓ submit all reports through online.

✓ two hard Copies of Final report should be submitted to the concerned Faculty guides after Lock Down, dully signed by the authority.

✓ the interns are advised to maintain their attendance on a regular basis.

✓ the interns are advised to maintain SIP Diary on a daily basis.(Format mentioned in Annexure V)

✓ the recording of dairy to be sent to the concerned faculty guide on a daily basis

✓ all the interns, faculty guides with respective Head of Departments and company guides will join the whatsapp group separately for proper and smooth communication

✓ mutually decide minimum one day for the video meeting with company guide and faculty guide in a recording mode to update and address the following agenda-

    a. attendance during the week

    b. progress during the week

    c. problem faced during the week

Don'ts: Student Interns should not –

- criticize the company policies and/or Company Executive.
- criticize or make adverse observation about IUJ and/or Faculty Guide.
- attend the online sessions in informal dress.
- get into arguments and lose temper.
- misuse the facilities offered by the company.
- attend in Online meeting and presentation unprepared or ill-prepared.
- be late to attend any online activities.
- leave the work without prior permission from the Company Guide.
- be impolite or rude to Company Executive.
- exceed the mandate given by the Company Guide and
- collects information that is confidential in nature.
- borrow money or any other personal effects of the Company Executives.
- interfere in third party assignments.

Name:_____ UID:_____

Mobile No.:_____ E-mail Id:_____

SUMMER INTERNSHIP PROGRAM
Initial Information Report (IIR)
(To be submitted on or before 4th / 7thJune, 2021)

I.   **Project Details:**
Title of the project:...
Area of the project:..
Objective of the project: ....
Description of the project in brief: ....
....

II.   **Organizational Details: (Not Applicable to In-house SIP)**
Name of the Organization:...
Address of the Organization:...
....
Telephone Numbers: .... E-mail:....................................
Main activity of the Organization: ....
Name & Designation of Head of the Organization:..
Work Timings: .... Amount of Stipend if Expected:............................
Facilities/ perks available to the student:...

III. **Company Guide: (Not Applicable to In-house SIP)**

Name: .... Designation: ....
Telephone Numbers: .... E-mail:...

IV.   **Project Implementation and Schedule:**
Schedule:... Methodology:..
Any other details: ....

V.   I will submit the following reports as per the schedule given below:
Evaluation component: **Date Planned:**
Project Proposal ....
Interim Report ....
Final Report..
Faculty Guide Name: ....

_____
Date: Signature of the Student

Name:_____ UID:_____

Mobile No.:_____ E-mail Id:_____

<div align="center">

SUMMER INTERNSHIP PROGRAM
Project Proposal
(To be submitted on or before 14thJune, 2021)

</div>

I.   **Project Proposed:**...
....
....

II.   **Description of Project in brief:**...
....
....
....

III.   **Objective of the Project:**...
....
....

IV.   **Methodology:**...
....
....

V.   **Schedule:**...
....
....

VI.   **Limitations of the Study:**...
....
....

VII.   **References:**...
....
....

Faculty Guide Name:...

Company Guide Name:(Not Applicable for In-house SIP)..

<div align="center">

(Use additional sheets)

</div>

_____

Date: Signature of the Student

SUMMER INTERNSHIP PROGRAM
Guidelines for Writing a Final Project Report

A Project Report is a written presentation of the work done by the student on a given assignment. It is important to bear in mind that even though the project report is submitted only at the end of any given assignment, in reality it is a culmination of continuous efforts on the part of the student.

Writing a Final Project Report: The SIP requires submission of project report not just to the University but also to the organization where the student is undergoing SIP. What follows are general guidelines on writing a project report.

The parts included in a report depend on the type of report you are writing, the requirements of your audience, the organization you are working for, and the length of your report. In a generalized sense, an ideal project report should cover the following elements:

i)   Cover.

ii)   Title Page.

iii)   Authorisation.

iv)   Acknowledgments.

v)   Table of Contents.

vi)   Synopsis/ Abstract/ Summary (*if applicable*).

vii)   List of Illustrations.

viii)   Introduction.

ix)   Main text.

x)   Findings/ Conclusions/ Recommendations (*if any*).

xi)   Attachments (*if necessary*).

xii)   References.

xiii)   Glossary (*if necessary*).

i)   Cover: This is the first page of the report. It should contain the title of the report, name(s) of the author(s), name of the organization for which the project was undertaken. The format of this page is given below and should be adhered to. No logo of the company should appear as this might violate copyright/trademark privileges of the company.

```
                  A REPORT
                     ON

         (Title of the Project in CAPITAL
                    LETTERS)



                     By
            (Name of the Student)
                   UID No.

         (Name of the organization):
```

ii)   **Title Page:** This element may contain the following information:

     a)   Title of the report.

     b)   Name of the author.

     c)   Name of the Authority for which the report was written.

     d)   Contract, project or job number (if any).

     e)   Date of submission.

```
                  A REPORT
                     ON
         (Title of the Project in CAPITAL
                    LETTERS)

                     By

         (Name and UID. of the Student)

                  (Program)

     (Name of the Organisation for whom
           the Project was written)

  A report submitted in partial fulfilment of

            the requirements of

            ……….. Program of

         ICFAI University Jharkhand

   Date of Submission
```

iii) Authorisation: This indicates the person or the department which authorised the making of the report. It also includes the Authorization Form. For example:

"The report is submitted as partial fulfilment of the requirement of MBA/MCA/BBA/BCA/B-TECH/BJ/DIT/BBA LLB Program of the ICFAI University Jharkhand"

iv) Acknowledgments: There are many persons who may have helped you during the course of your project. It is your obligation to acknowledge and thank them for their help. Customarily, thanks are due to the following persons in the given order.

a) Head of the Organization.

b) Company Guide.

c) Faculty Guide.

d) Others.

v) Table of Contents: The main function of this element is to give the reader an overall view of the report. The main divisions as well as the subdivisions should be listed with the number of the page on which they first appear. It helps the reader locate a particular topic or sub-topic easily. While preparing the Table of Contents you have to bear in mind the following points about its layout:

- Leave a 1" margin on the left and a 1" margin on the right, the top and the bottom.
- Write the phrase 'Table of Contents' on the top in CAPITALS.
- Write the number of the item to indicate the sequence of items. After the number, leave three or four spaces and then type the first heading.
- Indent second-order headings three or four spaces.
- Leave two spaces between main headings and one space between sub-headings.

An example of a Table of Contents is given below. Observe that for numbering pages up to 'Abstract' lower case Roman numerals have been used and from 'Introduction' onwards Arabic numerals have been used.

1-inch

TABLE OF CONTENTS

1-inch

1-inch

1-inch

vi)   **a.**   **Synopsis:** The Synopsis provides a brief outline of the purpose of the project, deliverables of the project, and the methodology/approach of completing the project. It usually covers the introduction to the specific problem of interest (Current issues, importance and rationale for the study), objectives, methods and scope of the proposed study. This may or may not be a part of the project. In some cases, the synopsis is submitted to the authorities before a project/ assignment is undertaken to ensure that the outline plan of the project or assignment is on the right lines.

     b.   **Abstract:** An Abstract is a technical summary. It is read by persons who are familiar with the report. Therefore, technical terminology can be used. Abstracts may be read either before, during or after the report is read. Sometimes, only the abstract is read rather than the report proper. An abstract can be a part of the report.

     c.   **Summary:** The Summary conveys in condensed form what the report is about. The purpose of this element is to enable the reader, to grasp the main issues of the report quickly without having to go through the whole report. An executive summary should be self-sufficient and intelligible, without reference to any other part of the report. It is never intended as a substitute for the original document. But it must contain sufficient information to allow the reader to ascertain his/her interest.

vii)   **List of Illustrations:** A separate list of illustrations is given immediately after the table of contents in case of a large number of (more than ten) tables and figures. Its layout is the same as that of the table of contents and it gives information about the number, title and page reference of each illustration. If the number of illustrations is very large, divide it into two parts, namely, List of Tables and List of Figures.

viii)   **Introduction:** The topic is introduced in this element. It should contain the purpose and scope of the report, limitations, scope of study, specifying its limitations, methods of collecting data and their sources, sufficient background materials, including literature survey to present the reader a clear picture of the work. An outline of the work should also form a part of the introduction.

ix)   **Main Text:** This section discusses or describes the main business of the report. The main function of this part is to present data in an organized form, discuss its significance and analyse the results that flow there from. Usually it has several sections grouped under different headings and sub-headings. It contains the experimental work, data collection, the survey done, a description of activities, the results obtained, illustrations, the discussion and interpretations, etc.

Significant discrepancies in results should be called to the reader's attention, even when it is admitted that no reasonable explanation can be offered.

x)   **a.**   **Findings:** These are results of research, investigation, survey, etc. These could be in the form of statements or data.

     b.   **Conclusions:** These relate to inferences or interpretations reached after a careful study of the findings of the research.

c. Recommendations: These are based on the findings and the conclusions. The recommendations offer the reader/appropriate authorities to base their decisions related to various issues involved in the project.

The findings, conclusions and the recommendations have to be drafted with extreme care as in a large number of cases the readers do not have the time to go through lengthy reports and often confine themselves to reading these parts of the report.

xi)   Attachments: The attachments are essentially those, which support or elaborate the matter in the main text. These are included as Appendices or Annexures. The matter, which is essential but which diverts the attention of the reader from the main topic, is generally put as attachments. Given below are some items, which normally form part of the attachments. These are:

(a) Calculation sheets, (b) Supplementary Details of Instructions, (c) Flow Charts, (d) Computer Programs, (e) The Questionnaire, (f) Large Maps, (g) Samples of the Work Done, etc.

xii)   References: All references should be given in this section. Harvard style of referencing may be followed. Refer to *Annexure-IV*.

xiii)   Glossary: A glossary is a list of technical words used in the report and their explanation. However, if the number of such words is limited, they are generally explained in the footnotes.

Whether you should include a glossary in your report will depend upon who is going to read your report. If the reader's field of expertise is the one to which your report relates, there is no need for a glossary. But, if the audience is drawn from other areas, it is advisable to give a glossary.

The Harvard Style of Referencing

INTRODUCTION

Articles, research papers, project reports, etc., should be written in clear English language with grammatically correct sentences and properly spelled words. While writing these papers/ reports, we generally refer or cite different citations taken from other sources. The details of these sources are included under 'References' or 'Bibliography'. For the purpose of referencing, different styles such as Chicago style, MLA style, APA style, Harvard style, etc., are followed by universities, educational institutions and organisations in different countries. The Harvard style of referencing is being followed by most of the universities and institutions worldwide. Some guidelines related to Harvard style are given in subsequent paragraphs.

USE OF REFERENCE CITATIONS WITHIN TEXT

Reference citations give information on the sources used in your text, at the point at which you use them. In the Harvard system, the reference citations, which are mentioned within the text, consist of a note of the author's name and the date of the work, in brackets. This enables the reader to find the full details in the "References" list at the end. If you are quoting directly from the source, then the reference will usually indicate the precise place to which you are referring.

According to Kleinmuntz (1982), personality is a "Unique organization of factors that determines an individual's pattern of interaction … …

… … the preferences of the individual and the availability of positions in the market (Ginzberg *et al.*, 1951).

In the reference list, all the sources you have cited are listed in alphabetical order by author, and if there is more than one item by a particular author, then they are listed in order of year of publication. Please note that a separate "Bibliography", which would include items you have consulted but not cited in the text, is not required in the Harvard style.

Ginzberg E., Ginzberg S.W., Axelrad S. and Herma J. L. 1951. *Occupational Choice*

New York: Columbia University Press Kleinmuntz B. 1982. *Personality and Psychological Assessment*, New York: St. Martin's Press

When to Cite?

When you quote directly from other sources in your text, then you:

* make clear it's a quotation (put it in quotation marks).
* cite the reference in the body of your text.
* include the work it comes from in the reference list.

When you refer indirectly to someone's work in your text (e.g. summarizing their argument, paraphrasing what they say, etc), then you:

- make clear what you are saying is taken from another source.
- cite the reference in the body of your text.
- include the work it comes from in the reference list.

Please note that you should not rely too heavily on quotations, citations, paraphrases, etc., of others' work in work of your own. Readers of your work will be looking for evidence of your own thoughts and conclusions, and your own answers to the questions set – but not just a patchwork of the ideas of others.

When you draw on the work of others it should be as evidence for or against your own conclusions, but not as a substitute for showing that you have understood, and thought about, the resources you have looked at.

What should a Reference List Contain?

The reference list provides the details of all the works cited in your text. The style of referencing of the various sources is given below:

I.   **REFERENCES FROM PRINT MATERIALS**

1) *From a book:* The details are mentioned in the following order:

a)   Name(s) of author(s)/editor(s)/compiler(s) or the institution responsible.

- For individual authors – surname followed by initial(s).
- For editors – name followed by ed. or eds.
- For organizations – name in full.
- The Harvard (British Standard) style as set out in BS 1629 requires the authors' names to be in capitals.

b)   Year of publication.

c)   Full title of publication, in italics or underlined.

d)   Edition of the work.

- Only if there has been more than one edition.
- If there has, you must say which one, as the page numbers and content may change between editions.

e)   Volume number – if the book is in more than one volume.

f)   Place of publication (as given on title page)

- If there are several, use only the one relevant to the country in which this edition was published.

g) Publisher (not printer).

- If the publisher's name is abbreviated on the title page it can be abbreviated in your reference, but otherwise the name should be given in full.

CHAKRABORTY S K., 2003. *Managerial Effectiveness and Quality of Work Life: Indian Insights*. New Delhi: Tata McGraw-Hill Publishing Co., Ltd.

DEPARTMENT OF HEALTH, 2006. *Purchase of Services: Guidance and Practice Material for Primary Health Workers*. New Delhi: Govt. of India.

2) ***From an anthology:*** When you refer to a section in an anthology, or a book where different authors have written different chapters, then the details are mentioned in the following order. If you have used the whole book as background reading, you should refer to it as a whole:

a) Editor(s) of the volume, followed by "ed." or "eds."
b) Year of publication.
c) Full title of publication, in italics or underlined.
d) Edition, if there has been more than one.
e) Volume number, if there is more than one.
f) Place of publication.
g) Publisher.

KOTHARI, N., ed. 2000. *Concepts of modern art*. revised ed. New Delhi: Thames and Hudson.

If you have referred/ cited a part of the book, you should refer to the part you have used. If you have cited more than one part, then you should list them separately.

a) Author(s) of the part or chapter (surname followed by initial(s))
b) Year of publication
c) Title of the part or chapter
d) "In:", then details of the book.
e) First and last pages of the chapter or part, preceded by "pp.".

JORDAN, LISA, 2006. Mechanisms for NGO Accountability. In: HARSH BHARGAVA and DEEPAK KUMAR, eds. *NGOs: Role and Accountability - An Introduction*. Hyderabad: The Icfai University Press. pp. 110–130.

3) ***From a thesis:*** There will be no publisher for a thesis, so you should indicate instead the degree for which it was submitted and the awarding institution. The date will be the year in which the final version was approved.

VENKAT, J.N., 2001. *A quantitative model for adaptive task allocation in human-computer interfaces*. Unpublished Ph.D. thesis, University of Hyderabad.

4) ***From an article in a journal, magazine, etc.:*** The details are mentioned in the following order.

   a) Author(s) of the article, surname followed by initial(s).

   - If there are more than three authors, list only the first one, followed by "et al."

   b) Year of publication.

   c) Article title.

   d) Periodical title, in italics.

   - Give the full title, avoid using abbreviations.

   e) Volume number, and part number in brackets.

   f) First and last pages of the article, preceded by "pp."

PRASAD, T.D. and TIWARI, A.K., 2007. Relevance of Soft Skills Training in Management Education. *The Icfai Journal of Soft Skills,* I (1), pp. 7-18.

For newspapers and magazine-type periodicals with no volume number, give the date of the issue:

SWAMI, PRAVEEN, 2008. Martyred for the cause of hatred. *The Hindu.* 20 August. p. 12.

5) ***From conference papers/ proceedings:*** If you are citing an individual paper from a volume of conference proceedings you should cite it as you would for a chapter in a book:

a) Author(s) of the paper.

b) Year of publication

   - Note that this may not be the same as the year in which the conference was held.

c) Title of the paper.

d) "In:"

e) Editor(s) of the volume, followed by "ed(s)".

f) Full title of the volume, in italics

g) "Proceedings of … ", and details of the conference

h) What number it was, if part of a series; the body whose conference it was in italics

i) Date the conference was held.

j) Place of publication.

k) Publisher.

l) First and last pages of the paper, preceded by "pp.".

GOVINDRAN A. and RANGARAJU M.K. 2005. Creativity and advertising. In: R.BENNETT, ed. *New challenges for corporate and marketing communications. Proceedings of the Eighth International Conference on Corporate and Marketing Communications.* 7–8 April 2003. Mumbai: The Icfai University. pp. 54–63

6) ***From an exhibition catalogue:*** The details are mentioned in the following order.

   a) Artist or author

      - Where the exhibition is of a single living artist's work this will usually be the artist.

      - Where there are a number of living artists involved it will usually be the gallery or sponsor.

      - If the catalogue explicitly states it was written by someone other than the artist (e.g. where the exhibition is a retrospective, or is historical), then use the name of the person who wrote or edited it.

   b) Publication date

      - The date the catalogue was published. This may be different from the date of the exhibition itself.

   c) Title of the catalogue, including any details of where the exhibition took place.

   d) Exhibition dates (in the format e.g. "12 - 16 September 2006").

   e) Place of publication of the catalogue (not the location of the exhibition).

   f) Publisher.

TATA GALLERY. 2007. *Art from South India. Catalogue of an exhibition at the Tata Gallery.* 15 April - 21 June 2007. Mumbai: Tata Gallery.

7) ***From committee reports:*** Often a government committee report will be known informally by the name of the chairman/ chairperson of the committee (e.g. "the Dearing Report"). When citing it you should give the full name of the committee as the author, but you may add "Chairman:" and the chairman/ chairperson's name in brackets after the title if this will help readers of your work to identify the report.

NATIONAL COMMITTEE OF INQUIRY INTO HIGHER EDUCATION, 1995. *Higher education in the learning society.* (Chairman: Ashok Singhal). New Delhi: The Government of India

8) ***From works where there is no author:*** For an unsigned article in a journal or newspaper (such as an editorial), the title of the periodical should be given in place of the author.

Indian Journal of Cancer Care. 2007. Editorial. *Indian Journal of Cancer Care*, 8 (3), p. 5

Other anonymous authors (for example of a poem or a cartoon) can be listed as "ANON."

II. REFERENCES FROM ELECTRONIC RESOURCES

1) **From CD-ROMs:** Materials in electronic formats, even when posted free to the Internet, are still the intellectual property of the person or organization who produced them, and you must acknowledge them as you would for printed materials.

   a) Author(s)/Editor(s).

   b) Year of publication – usually the release date of the disk, etc.

   c) Title

   - If you are using an article from within a larger resource, the article title should be cited as for a print journal, followed by "In:" and the details of the larger resource.

   - Otherwise give the title of the CD-ROM (or other resource) as a whole.

   d) Format – e.g. "CD-ROM", in square brackets.

   e) Place of publication/production.

   f) Publisher.

   NATIONAL COMMITTEE OF INQUIRY INTO PRIMARY EDUCATION, 1997. *Primary education in the learning society.* (Chairman: RenuRastogi). [CD-ROM]. New Delhi: The Government of India.

2) **From Films, Videos, DVDs, Radio Broadcasts, Television Telecasts, etc.:** In most cases, these will be collaborative efforts and they should be listed in the reference list under their title.

   a) Title.

   b) Date – for films and videos this should be the year of release. For broadcasts it should be the year of first broadcast. If you are referring to a long-running series as a whole, there may not be a date.

   c) Medium (e.g. Film, Video) in square brackets.

   - For films you can add "Directed by" and the director's name if you wish to.

   d) Place of publication (normally the main offices of the studio or production company).

   e) Publisher (normally the film, broadcasting, or production company).

   PatherPanchali. 1955. [Film]. Directed by Satyajit Ray. Kolkata: Government of West Bengal.

   The Archers. 2006. [Radio series]. Mumbai: All India Radio FM Gold. 20 August.

3) ***From online books, journals, web pages, etc:*** For online resources that are based on their print counterparts (online journals or books) it is fairly straightforward to identify authors, dates etc. and the only difference is that you add the format, the web address and "accessed date". For an online book by a single author/group of authors this will be:

a) Author(s).
b) Year of publication.
c) Title in full.
d) Medium e.g. "online" in square brackets.
e) Edition of the work – only if there has been more than one edition.
f) Place of publication.
g) Publisher.
h) "Available from:" and the web address.
i) "Accessed" and the accessed date in square brackets.

FRAZER, Sir J.G., 1922. *The Golden Bough*. [online] New York: Macmillan.

Available from: http://www.bartleby.com/196/168.html [Accessed 15 June 2008]

GSTEU, M., 2003. The tree: a symbol of life. *PSA Journal*. [online] 69(1). Available from:http://www.ebscohost.com/ [Accessed 10 July 2008]

III. REFERENCES FROM LEGAL MATERIALS

1) ***From patents:*** The details are mentioned in the following order.

a) Applicant/ Assignee (NOTE: The Harvard style does not give the inventor(s) if they are different to the assignee. If the patent is assigned to the inventor's company or university only the company or university is cited.)
b) Year the patent was approved (applied for, if pending).
c) Title.
d) Country / Region (e.g. "European patent" for EP).
e) Patent number, without region abbreviation but with full date.

UNIVERSITY OF CALIFORNIA. 2004. *SQUID detected NMR and MRI at ultralow fields*. European patent 1474707 2004-11-10.

2) ***From cases:*** The reference citation within your text should contain the case name and year. It is usual to put the case name in italics. The reference list should contain:

a) The case name, in italics.
b) The year.
c) The case report series abbreviation.
d) Number of the first page of the case (Do not use "p.").

Union of India v West Punjab Factories. 1966. 1 SCR 580: AIR 1966 SC 395

From legislation: Within your text, the reference citation should take the form of the name of the Act, etc., and the year it was enacted. The year is treated as part of the Act's title, to distinguish it from acts with same title enacted in other years, so there is no need to repeat it in brackets.

a) Short title, in italics, including year of publication.

b) "c." followed by chapter number (Note: This is not a section number within the Act but the Act's own chapter number within the session of its enactment.)

c) If you are quoting a section, "s." followed by the section number.

Copyright (Visually Impaired Persons) Act 2003. c. 33, s.4.

Andhra Pradesh State Council of Higher Education Act, 1998. The Andhra Pradesh Gazette.

Part IV-B Extraordinary. No.22.

3) ***Statutory Instruments:*** The details are mentioned in the following order.

a) Title and year, in italics.

b) "S.I." followed by its number within the year of its enactment, in the format yyyy/(nnn)n.

The Milk Marketing Board (Dissolution) Order 2002. S.I. 2002/128.

IV. MISCELLANEOUS SOURCES

1) ***From figures, tables, illustrations, etc.:*** Where the figure or illustration is the author's own work, or is not a substantial work in its own right (e.g. if it is a family snapshot used in a biography) you should cite the author of the article or book as author, as in this example:

…… Prabhakar's graph (2000 p. 371 Fig. 30.4) shows that the majority of patients ……

In the reference list, the larger work from which the illustration comes will appear.

PRABHAKAR, K.N., 2000. Quantitative analysis (descriptive). In: SUNDARAM, R. *The research process in nursing.* 4th ed. Kolkata: Blackwell Science. pp. 365–382

2) ***From original artworks:*** If you are citing a work of art itself (rather than an illustration of it), you should cite:

a) Artist(s).

b) Date.

- This should be the year in which the work was first exhibited (or the year in which it is thought to have been produced, if it was not exhibited in the artist's lifetime).

- It is acceptable to give an approximate date, in the format e.g. "c. 1470".

c) Title.

d) Format e.g "Oil on canvas" or "Multimedia installation".

e) Place. This should be the town/city of the gallery, etc., in which it can be seen.

f) Institution. This should be the gallery, cathedral, etc., where the artwork can be seen.

RAVI VARMA, RAJA. 1890. *Lady with the Lamp*. Oil on canvas. Trivandrum: Kerala State Art Gallery.

3) *From maps:* A map which is contained in a larger work (e.g. a journal article) should be cited as for any other illustration. For a map which is published separately in its own right you should cite.

a) Cartographer. This may be a company or a corporate body such as the Ordnance Survey, the Geological Survey of India, etc.

b) Date of publication.

c) Title.

d) Scale – expressed as a ratio.

e) Series – if it is part of a series.

f) Place of publication.

g) Publisher.

ORDNANCE SURVEY. 2001. *Ballater, Glen Clova and surrounding area*. 1: 50 000. Landranger. Southampton: Ordnance Survey.

V.   SECONDARY REFERENCING

It is best to quote from the original source, but sometimes you may have to quote a source as it is quoted in another (secondary) work. Where this happens, you must make clear in your text both the source you are quoting and the secondary source you are quoting from. However, it is the secondary source (the one you have actually looked at) that appears in the reference list.

Clark discusses Lewin's work on "action research" in some detail (Clark 2000).

In this example, though Lewin is being quoted, but the reference is to the work of Clark. Therefore, Clark appears in the reference list.

CLARK, J.E., 2000. Action research. In: D. CORMACK, *The research process in nursing*. 4th ed. Oxford: Blackwell Science. pp. 183–196

Format – SIP Diary

SN	Date	Today's activity	Today's progress	Issues/Problems faced (if any)	Remarks
1	01-06-2021				
2	02-06-2021				
3	03-06-2021				
4	04-06-2021				
5	05-06-2021				
6	06-06-2021				
7	07-06-2021				
8	08-06-2021				
9	09-06-2021				
10	10-06-2021				