

SUMMER INTERNSHIP PROGRAM

at

SunPharma



From 1st May 2024 to 30th June 2024

A REPORT BY

Akshat Sharma

Master of Business Administration

(Development Management)

2023-25

under the Mentorship of

Brajesh Choudhary
(General Manager - Corporate Social Responsibility)



Sun Pharmaceutical Industries Limited

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CIN : L24230GJ1993PLC019050



Certificate of Internship

July 23, 2024

Sub: Certificate of Internship Completion

This is to certify that **Mr Akshat Sharma** has successfully completed internship project at Sun Pharmaceutical Industries Ltd. in India Regulatory Affairs Department. The project was for a duration for 2 Months from 1st May 2024 to 30th June 2024. The preliminary objectives of the internship project were successfully met by the intern, as acknowledged by his mentor.

During the tenure with us we found Mr Akshat Sharma, sincere, hardworking & result oriented.

We wish him all the best for his future endeavors.

Yours Sincerely,

For Sun Pharmaceutical Industries Ltd.

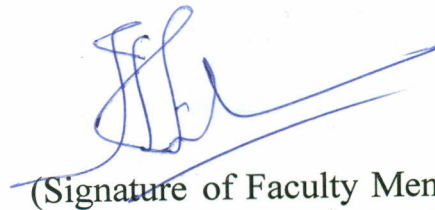
Authorized Signatory

IIHMR University Faculty Mentor Approval

This is to certify that **Mr. Akshat Sharma** of the academic year 2023-25 of **School of Development Studies, IIHMR UNIVERSITY, JAIPUR** has prepared a report and a poster with respect to his summer internship (SIP) held during May- June 2024.

He has carried out work as per the guidelines. His SIP report and the poster are approved for presentation.

Date: **19.07.2024**

A handwritten signature in blue ink, appearing to be 'Himadri Sinha', written over a horizontal line.

(Signature of Faculty Mentor)

Name: **Himadri Sinha, Ph.D.**

**Professor, Provost, IIHMR University
& Dean, SDS**

Weekly Reports

Name of the Organization: SunPharma

Area/ Department/ Project of Summer Internship Program: CSR

Name of the Student: Akshat Sharma

Roll no: 0038

Stream: DM

Week no: 1

From: 1st May 2024 to 4th May 2024

Activity Done	• Met with company officials to understand roles and responsibilities. • Project was assigned by mentor • Began with data normalization
Linking theory (Classroom learning) with practice at your organization	Data normalization 1NF, 2NF, 3NF
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	• In-Depth Data Analysis: Further analyze Anganwadi data. • Field Visits or Surveys: Conduct field visits or surveys as per project timeline. • Training and Discussions: Participate in additional training sessions and discussions to enhance project understanding

Signature of the Student

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Stream: DM

Week no: 2

From: 6th May 2024 to 10th May 2024

Activity Done	• Concluded Excel sheet work at Anwesha Foundation. Tasked with preparing a questionnaire on Anganwadi center renovation. • Prepared a checklist for need identification at Anganwadi centers at Anwesha Foundation. • Discussed further questionnaire development and year-wise data analysis with Brajesh Sir at Sun Pharma. • Started tabulation and analysis of data to assess the effectiveness of secondary data. Made changes to the questionnaire based on discussions.
Linking theory (Classroom learning) with practice at your organization	• Survey Design: Applied theoretical knowledge of questionnaire design to develop a survey for Anganwadi center renovation. • Data Analysis: Used classroom techniques in data tabulation and analysis to interpret secondary data. • Needs Assessment: Leveraged skills in creating checklists for effective need identification at Anganwadi centers.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	• Field Surveys: Conduct field surveys using the developed questionnaire to gather primary data. • Data Analysis: Continue analyzing collected data and refine methodologies as needed. • Further Discussions: Engage in discussions with mentors to improve project strategies and execution.

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Stream: DM

Week no: 3

From: 13th May 2024 to 17th May 2024

Activity Done	- Completed and finalized corrections in the initial Excel sheet for data collection. - Participated in a video conference with Anwesha Foundation and Mr. Prateek from Sunpharma CSR; reviewed the data collection questionnaire. - Developed a plan for data collection via phone calls to Anganwadis; familiarized myself with the questionnaire. - Conducted phone calls to Anganwadis and collected data; organized and translated responses into English. - Participated in a Google meeting with Anwesha Foundation; discussed next steps for data analysis and collection.
Linking theory (Classroom learning) with practice at your organization	- Data Collection Methods: Applied theoretical knowledge of survey techniques to collect data via phone calls. - Data Management: Utilized classroom training on data organization and translation for clear and consistent analysis. - Communication Skills: Practiced effective communication through video conferences and phone interviews, enhancing professional interaction skills.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	- Data Analysis: Begin in-depth analysis of the collected data. - Follow-Up Surveys: Conduct follow-up surveys if necessary to fill any data gaps. - Further Discussions: Continue discussions with mentors and stakeholders to refine data collection methods and plan subsequent project steps.

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Week no: 4

From: 20th May 2024 to 24th May 2024

Activity Done	• Began data collection for Anganwadis through personal phone calls; initial outreach was smooth. • Continued data collection via phone calls; faced language barriers and accent variations. • Resumed phone calls to Anganwadi centers; continued efforts to mitigate communication issues. • Compiled and reported calling statistics and identified problems to the Anwesha Foundation; planned a visit to discuss and resolve communication challenges.
Linking theory (Classroom learning) with practice at your organization	• Data Collection: Applied theoretical knowledge of survey techniques and data collection methods during phone calls. • Problem-Solving: Used problem-solving skills to address and find solutions for communication barriers. • Reporting: Practiced compiling and reporting data, a key aspect of project management and stakeholder communication.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	• Visit to Anwesha Foundation: Discuss and resolve communication challenges encountered during phone calls. • Data Review: Review collected data for accuracy and completeness. • Follow-Up Calls: Conduct follow-up calls if necessary to clarify any ambiguous information. • Training Sessions: Participate in training sessions to improve language and communication skills for more effective data collection.

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Week no: 5

From: 27th May 2024 to 31st May 2024

Activity Done	This week began with a visit to Anwesha Foundation, where I cleared doubts regarding the data collection process and initiated calls to Anganwadis for data gathering. The following day, I visited Sunpharma and discussed progress and challenges with Brajesh Sir, gaining valuable insights for overcoming current obstacles and planning the next steps. Midweek, I conducted field visits to seven Anganwadis with Anuradha Ma'am and Janvi Ma'am from Anwesha Foundation, collecting data through direct interactions. The week concluded with compiling the report and continuing phone calls to collect additional data, ensuring thorough and accurate information gathering.
Linking theory (Classroom learning) with practice at your organization	Primary research methods
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	• Data Analysis: Begin detailed analysis of the collected data. • Follow-Up Visits/Calls: Conduct follow-up visits or calls to Anganwadis to fill any data gaps. • Continuous Reporting: Maintain regular reporting and communication with mentors and stakeholders to keep them updated on progress. • Process Optimization: Explore ways to optimize data collection processes based on insights gained from this week's activities.

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Week no: 6

From: 3rd June 2024 to 7th June 2024

Activity Done	This week began with completing data collection efforts through phone calls to Anganwadis. The following day, I visited Sun Pharma and met with Brajesh Sir to discuss the progress of data collection and collaborated on determining the next steps for the project. Midweek, I participated in a field visit to Halol for an inauguration event related to the Anganwadi initiative. The week concluded with dedicating time to compiling and analyzing the collected data, as well as continuing work on developing the main report summarizing the findings and recommendations for the project.
Linking theory (Classroom learning) with practice at your organization	• Data Collection Techniques: Applied classroom knowledge of data collection methods during phone calls and field visits. • Project Management: Utilized skills in project planning and stakeholder engagement during discussions with Brajesh Sir and event participation. • Data Analysis: Leveraged theoretical knowledge in data analysis while compiling and interpreting the collected data.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	• Finalize Report: Complete the main report summarizing findings and recommendations. • Presentation Preparation: Prepare for presenting the report to stakeholders. • Follow-Up Data Collection: Conduct any necessary follow-up calls or visits to ensure data completeness and accuracy. • Continued Learning: Participate in training sessions or workshops to enhance skills in data analysis and communication

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Week no: 7

From: 10th June 2024 to 14th June 2024

Activity Done	This week was dedicated to data analysis and report preparation. The first day involved analyzing data collected from various Anganwadi centers to assess impact and identify key insights. On the second day, I worked remotely from our flat, focusing on drafting and refining the report as Brajesh Sir was out of town. The third day continued with data analysis and planning for SunPharma's CSR initiatives. The week concluded with collaboration, seeking assistance from Anuradha Ma'am at Anwasha Foundation, and finalizing the report draft.
Linking theory (Classroom learning) with practice at your organization	• Data Analysis: Applied theoretical knowledge of data analysis techniques to assess the impact of initiatives. • Remote Work Management: Utilized project management skills learned in class to effectively work remotely and manage tasks. • Collaboration: Engaged in collaborative efforts to finalize the report, leveraging classroom experience in teamwork and stakeholder engagement.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	• Report Finalization: Complete the final report and prepare for its presentation to stakeholders. • Feedback Integration: Incorporate feedback from mentors and stakeholders into the report. • Presentation Preparation: Develop and practice the presentation of findings and recommendations. • Continued Learning: Participate in any available training sessions or workshops to enhance data analysis and remote work skills.

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Stream: DM

Week no: 8

From: 17th June 2024 to 21st June 2024

Activity Done	This week focused on finalizing the report for Sun Pharma. On Day 1, I initiated the data gathering process and started compiling and organizing the collected data. On Day 2, I finalized the headings and table of contents for the report, discussing the structure and content with Anuradha Ma'am to ensure alignment with project objectives. On Day 3, I continued working on the detailed content of the report, integrating feedback and making necessary revisions to improve its quality. On Day 4, I concentrated on formatting and finalizing the report before submitting the completed document to Brajesh Sir at Sun Pharma and prepared for departure from Vadodara.
Linking theory (Classroom learning) with practice at your organization	• Report Writing: Applied classroom knowledge on report writing and structuring to create a comprehensive and well-organized document. • Feedback Integration: Used theoretical skills in incorporating feedback to improve the quality of the report. • Project Management: Practiced effective project management by coordinating with stakeholders and ensuring timely completion of the report.
Gaps identified on the working area.	NA
Suggestions for improvement	NA
Plan for the next week	• Transition Planning: Focus on transition planning and handing over any ongoing tasks to ensure continuity. • Reflective Analysis: Conduct a reflective analysis of the internship experience to identify key learnings and areas for personal development. • Future Planning: Develop a plan for leveraging the skills and experiences gained during the internship in future projects or roles.

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Compiled Report

Name of the Organization: SunPharma

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Roll no: 0038

Stream: DM

Activity Done	During my two-month internship at Sun Pharma, in collaboration with Anwasha Foundation, I focused on data collection and analysis related to Anganwadi center renovations, assessing the impact of CSR initiatives. I met with company officials to understand my roles, completed Excel data normalization, and prepared a questionnaire for need identification. Throughout the weeks, I conducted phone interviews with Anganwadis, overcame communication barriers, and collected data through field visits. I analyzed the data, drafted a comprehensive report, and collaborated with team members to ensure alignment with project objectives. This experience significantly enhanced my skills in data management and report writing while allowing me to apply theoretical knowledge in a practical context.
Linking theory (Classroom learning) with practice at your organization	• Data Analysis: Applied techniques learned in coursework to normalize and tabulate data from Anganwadi centers, enhancing clarity and usability. • Communication Skills: Utilized principles of effective communication to navigate language barriers and establish rapport during phone interviews and field visits. • Project Management: Implemented project management strategies to coordinate tasks, set timelines, and manage collaborations with Sun Pharma and Anwasha Foundation. • Report Writing: Employed report writing skills to structure the final report, ensuring it met academic standards and aligned with organizational objectives. • Stakeholder Engagement: Applied theories of stakeholder engagement to effectively interact with team members and respondents, fostering positive relationships.
Gaps identified on the working area.	• Communication Barriers: Encountered challenges with language and accents during data collection, affecting the quality of responses. • Advanced Data Analysis Skills: Recognized a need for more training in advanced data analysis techniques and tools.
Suggestions for improvement	• Enhanced Training Programs: Provide regular training for Anganwadi workers. • Community Involvement: Increase community involvement in maintenance and development. • Focus on Accessibility: Ensure necessary accessibility features for children with disabilities. • Regular Assessments: Implement regular assessments to monitor impact and identify ongoing needs.

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