

DIRECTORATE OF DISTANCE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
“Guidelines for Summer Training Report for MBA Students (MBA-304)”

Summer Training or Internship is an integral part of the Master of Business Administration (MBA) programme at Directorate of Distance Education (DDE) in which all the students undergo an on-the-job training with reputed companies. Key objectives of summer training are:

- To provide industrial exposure to the management students to understand the practical situations and operational activities of the organizations.
- To get oriented for corporate culture and functioning.
- To provide the management students a sense of direction in identifying career opportunities and get prepared accordingly.
- To help students in identifying their areas of interest and generating placement opportunities.

As per the scheme and syllabus of MBA, at the end of the second semester, all students will have to undergo summer training of 6-8 weeks with an industrial, business or service organization under the supervision of a supervisor from that organization. Each student will be required to submit a Summer Training Project Report (STPR) in proper format along with a certificate issued by the concerned organization where he/she has undertaken the summer training to the office of Directorate of Distance Education (DDE), GJUS&T, Hisar up to 30th November. Each student will be evaluated based on the STPR and seminar. The evaluation committee duly constituted by the Director will invite a seminar presentation from each student on his/her summer training and the evaluation will be done on the basis of exposure to industry/academics, problem undertaken, communication skills, contents, delivery, body-language and question-answer handling skills of the student on a perform duly notified to the students in advance. It will carry 50 marks.

Guidelines for Preparing a Summer Training Report

1. Summer training through online/ offline mode

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Duration = 6-8 weeks

Summer Training Marks: 50

Key points for online/offline training

- Your training mentor/supervisor/guide must be from the respective organization.

- You are required to maintain a date-wise record of your activities during the online /offline summer training.
- The summer training report title can be confirmed with your training guide. Proper data to be collected according to the title of report. Make sure that your content justifies your summer training report title.
- Your training report should be unique with respect to title and content. No two-training reports should be identical in any case, as this may lead to the cancellation of the training report by the Department.

1.1 Number of pages

As per the requirement of the project/course undertaken (minimum 30 and maximum 100 typed pages on A4 size papers excluding initial pages such as cover page, certificate, table of contents, list of tables etc.). Number of pages may increase if need arise.

1.2 Typing instructions

- Page Numbering–Bottom centred,
- Font Type–Times new roman,
- Font Colour–Black only,
- Font Size–Uniform & consistent throughout the report,
- Chapter Heading–16(Bold), Titles–14(Bold), Normal Text–12(Regular),
- Line Spacing–1.5,
- Graphical Presentation–Colour-Black & White
- Reference Number-Each and every Table/Exhibit/Figure must be assigned its reference number. e.g.– Table 1.1, Fig.1.1 etc.

Note: Students are required to maintain the consistency in font and format through-out the text of the report.

1.3 General information to be collected by students during summer training

- Sales performance for last three years (Product wise if possible): in Units/ in Rupees
- Organizational charts (with explanation), Number of departments, Employees
- Photograph (s) in the organization, while discussing with the training supervisor at the company (if possible).
- Product, literature, photographs of the products, technical details, etc.
- List of competitors.

Certification: Certificate of completion of online or offline summer training should mention the project topic and must bear signature and the stamp of the officer concerned in the organization where the student has undergone summer training.

1.4 Arrangement of contents

- Cover page/Title page
- Certificate of training or online course certificate (whichever is applicable)
- Acknowledgement (optional)
- Table of contents
- List of tables (if any)
- List of figures (if any)
- List of symbols and abbreviations
- Chapters with page number
- References
- Annexure

Chapter 1: Introduction

- Overview of industry/sector in which you have completed your online/offline training or online certification course
- Profile of the organization
- Competitive landscape of the industry/sector
- SWOT analysis of the organization

Chapter 2: Task(s) assigned and work plan

- Main task(s) assigned to you during your online/offline training project or online certification course.
- Time, duration, geographical area where task is carried out.
- Mention your work plans that you followed to accomplish the assigned task(s).

Chapter 3: Conceptual discussion

- In this chapter you have to present your understanding about various concepts used in your training report.
- A brief theoretical backdrop and literature review about the core concepts and their business implications is required to be given by referring to some standard textbooks, journals, magazines,

newspaper, etc. Attempt should be made to collect updated information by reading latest articles published in periodicals, journals, etc.

- Please note that latest authentic data adds to the quality of project and gives good impression to viva committee as well as the organization, where in student is placed for Summer Training.

Chapter 4(a): Skills learnt during summer training

In this chapter students are required to mention their daily/weekly activities or tasks completed and their learning thereof during their online/offline training. A suggested format for activity report is given below:

Date	List of activities	Learning
18.07.2021	Meeting with supervisor about sales activity	learned how to conduct meeting
19.07.2021	Called 15 potential clients over phone	learned how to talk to people, when to make a call, what to talk etc.
So on.....		

Chapter 4 (b): Data analysis

Primary data (if applicable) collected through questionnaires, observation, inspection of records, interviews and/or Secondary data collected from published records be systematically analyzed and presented in form of tables, graphs, diagrams. Every table/graph/diagram should be followed by suitable interpretation.

Students are advised to mention here the actual task performed during the summer training. Ensure that you meet your training/course objectives (tasks assigned) mentioned in Chapter 2.

Chapter 5: Findings and recommendations

Based on data analysis presented in earlier chapter(s), relevant observations and inferences to be made/drawn. In second part of this chapter, practical suggestions/recommendations are to be given to the organization.

1.5 End matter (References)

Books: (Example)

Kotler, P. (1998), Marketing Management: Analysis, Planning Implementation & Control (9th Edition). New Delhi, Prentice Hall of India Ltd., New Delhi.

Journals: (Example)

Kumar (Last name), N. (initial letter of first name) & Kumar, P. (2006), “Role of Advertising in Print Industry”, Journal of Management, volume number (issue number), page-page (like 60-67). DOI or Retrieved from URL (if retrieved from online sources).

Newspaper article: (Example)

Kumar, N. & Kumar, P. (Year, Month date of publication). Title of article. Newspaper title, page-page (53-55). Retrieved from URL (if retrieved from online sources).

Magazine: (Example)

Kumar, N. & Kumar, P. (Year, Month date of publication). Title of article. Magazine title, volume number (issue number), page-page (53-55). Retrieved from URL (if retrieved from online magazine).

1.6 Annexure (s)

Include the following details in this section:

- Sample Questionnaires
- Reporting Sheets
- Financial Statements (optional)

1.7 Instructions for submission

One hard bound copy of the project report (in black colour background) should be submitted and pages should be both side printed excluding the cover page, annexure etc. A hard copy of summer training report is to be submitted on or before due date to in the office of the Directorate of Distance Education (DDE) for the purpose of evaluation and last date for submission of training report is 30th November.

Format of Cover Page

FORMAT OF COVER PAGE

A

Summer Training Report
On

TOPIC OF THE PROJECT
at
Full Name and Logo of Organization

Submitted in partial fulfillment of the requirements of
Master of Business Administration (MBA)

Under the Guidance of:
Name: Project Guide at Industry
Designation

Submitted By:
(Name of the Student)
MBA: 3rd Semester
Roll. No.



**DIRECTORATE OF DISTANCE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SCIENCE & TECHNOLOGY, HISAR
SESSION.....**

FORMAT OF SUMMER TRAINING CERTIFICATE

(This matter has to be on the company's official letterhead)

Date

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. / Ms. of Master of Business Administration Final Year has successfully completed six/eight weeks Summer Training on the topic with this organization /name of organization from..... to (*Exact Date has to be mentioned*)

As per our assessment and reporting structure, we found him/ her hard working and excellent performer during the training programme.

We wish him/ her all the success for his/ her future.

Signature

(Name of Concerned Person)

Designation

(With seal of the company)