

PROJECT REPORT

GUIDELINES

(2009-11)

May 10, 2011

Sub: Summer Training Guidelines to MBA-PTU (2009-11) Students

Dear Student,

A time has come to undergo a dedicated training in a professional organization and to apply your knowledge in a real business situation. A Summer Training Programme is an essential component of your course and each one of you must have clarity regarding the objectives of Summer Training to be achieved. After acquiring knowledge of the core management subjects, it is important that students have an exposure to the working environment of the corporate world. This would help you to understand how organizations actually work and you would be able to bridge the gap between your textbook knowledge and the real industry environment.

During the process of your training, you are required to identify real-life problems and provide scientific and logical solutions to the industry. To assist you in this process DiHE has a **Student Mentor Guide System** where in, students have been allocated to a faculty and CRMC. You are required to be in regular contact with your Teacher/Mentor Guide and seek guidance wherever necessary.

The objectives of Summer Training are:

1. To gain first-hand knowledge of the day-to-day operations of the organization;
2. To acquire managerial skills especially related to your area of interest and specialization; and
3. To develop interpersonal relationship with key management personnel in the organization.

The fulfillment of the above objectives along with solutions provided for the problems identified in the organization; have to be documented in the form of a Summer Training Project Report. **The guidelines of Project Report** is enclosed for your reference and record.

Please remember your guide is the person who is supposed to be with you throughout the Summer Internship. Don't hesitate to bring your problems to his/her notice.

We wish you all the best for your summer Internship and hope that it would be a wonderful learning experience for each one of you.

Summer Training Project

Aim and Objective of the Project Work

The project is an activity assigned to each student to identify a problem at the firm level/industry level and undertake a research study, through a systematic research methodology. The students have to analyze the data using appropriate techniques and draw-up conclusion and recommendations.

Guidelines for the Project Report Submission:

The guidelines for the Project Report structuring are mentioned hereunder and all students are advised to follow the same:

Summer Training : Project Report Instructions/Guidelines

- # **Total Copies to be submitted** : **1**
 - **Hard Bound**
(Black Cover specifically with Letters in Golden Embossing)
 - **One Soft Copy mailed to sheelu_Sharma@jimsindia.org**

- # **Paper : A-4 Size paper (One copy Bond Paper- 80 gsm)**
- # **Margins:**
 - Left** : **1.5 Inch**
 - Right** : **1 Inch**
 - Top** : **1 Inch**
 - Bottom** : **1 Inch**

- # **Font: Times New Roman (Only)**
- # **Font Size:**
 - Chapter Heading** : **16**
 - Titles** : **14**
 - Normal Text** : **12**

- # **Graphical Presentation** : **Graphs should be colored**

- # **Reference No.** : **Each Table/ Exhibit/ Figure**
must be assigned a reference No.

- # **Page Numbering** : **Bottom Centre aligned**
- # **Line Spacing** : **1.5**
- # **Annexures to be Numbered and put in sequential manner**
- # **Bibliography is must and should be mentioned in last in an orderly manner.**

SEQUENTIAL ORDER OF THE PROJECT REPORT

Title Page(Format attached at the back)

Students Declaration (Format attached at the back)

Company Certificate

Attach original copy, if any

Acknowledgment

Executive Summary

CONTENTS

PAGE NO.

Chapter 1. Introduction

Overview of the industry, Introduction to the topic
Use Prowess for getting the requisite data.

Chapter 2 Company Profile

Origin, Mission, Vision
History, Organizational Structure, List of key Management personnel
Current Sales, Product Mix, Market position, direct competitors, Future Plans
Use Prowess for getting the requisite data.

Chapter 3 Research Methodology

Research Objectives
Research Design
Sample Element/ Sample Unit [Those who are to be interviewed through
Questionnaire Survey (Structured or unstructured)]
Extent (Territory in which survey is to be carried out)
Time Frame
Sampling Frame
Sampling Technique
Sample Size
Limitations

Chapter 4 Conceptual Discussion/Literature Review

Chapter 5 Data Analysis

Use of analysis tool is essential

Chapter 7 Conclusion and Recommendations

Annexures

Copy of questionnaire
List of tables/Graphs/Annual Reports of the Co./Industry etc.
Glossary

References

(Reference Books, Journals, Newspapers, Websites Etc are to be listed out here)

The report should demonstrate the ability of the candidate in data collection, analysis and recommendations based on sound reasoning.

The project work should be done under a competent Manager from the organization where the student has undergone the summer training. A certificate from the organization should be submitted along with the project.

Any further guidance / clarification can be obtained from the designated faculty member, regarding research methodology etc.

Please Note: Project not conforming to the above standards, will be rejected by the Institute.

Last Date of Project Report Submission: June 30, 2011. If a student fails to submit the same on due date, a fine of Rs. 50/- per day will have to be paid by him/her.

DECLARATION

This is to certify that the project Report entitled “ -----“ is my original work and this has not been submitted in part or full to this or any other university/institution for the award of any degree or diploma.

Signature of candidate

NAME :

ENROLMENT NO.:

Main Title Page of Project for II year

A SUMMER TRAINING PROJECT REPORT ON

(Topic)

COMPANY NAME

**SUBMITTED IN THE PARTIAL FULFILLMENT OF THE REQUIREMENT OF
MASTERS IN BUSINESS ADMINISTRATION (MBA)
IN PUNJAB TECHNICAL UNIVERSITY**

TRAINING SUPERVISOR :

MR. _____

DESIGNATION

SUBMITTED BY:

ENROLLMENT NO. _____

INTERNAL FACULTY :

EXTERNAL FACULTY :

SESSION : 2009 – 2011

PUNJAB TECHNICAL UNIVERSITY

JALANDHAR (PUNJAB)