

GUIDELINES FOR SEMINAR ON SUMMER TRAINING

**APPLICABLE FOR STUDENTS OF
MBA / MCA / M.COM. PROGRAMMES**



LPUOnline
Same Degree, Now Online.

Entitled by UGC

LOVELY PROFESSIONAL UNIVERSITY

Guidelines for Summer Training

The significance of the summer training can be appreciated from the fact that it is an opportunity for the students to put into practice the knowledge gained during the entire first year and also to observe how the principles and concepts are practiced in the workplace. Summer training will provide possible opportunities to learn, understand and sharpen the real time technical / managerial skills required at the job and will give exposure to the current technological developments relevant to the subject area of training.

The experience gained from the summer training will be used in classroom discussions. It will also help the students to identify their areas of interest and various career prospects which will help them to get prepared accordingly.

Guidelines applicable to students who are currently not working

- The students who are currently not working will identify and approach companies / organizations on their own wherein they want to pursue their training according to their area of interest.
- It should be noted that the company / organization must not be a family business.
- The university reserves the right to approve or disapprove the company / organization for training. Hence, students must take prior approval of the same from the Centre for Distance and Online Education before proceeding on summer training.

Guidelines applicable to working students

- The students who are working in a company / organization can pursue their training in the same company / organization, subject to approval of the same by the company / organization where they are working.
- In case the students' organization is not allowing them to pursue training with them, the students can pursue their training in any other company / organization if their current company / organization allows and sanctions leave for the same.
- The students can also opt for remote summer training, wherein they do the summer training from home, without visiting the company / organization physically, subject to the approval of the concerned company / organization.
- The students, who are unable to secure an summer training with any company, can also opt for any of the courses from Generic Elective Basket-I which is not already chosen as Generic Elective by the student.

Instructions applicable to all students

- The students are required to provide details of the organization (Name of the organization, address, contact person, contact details) in which they are willing to do summer training.
- Centre for Distance & Online Education will give a request letter to the students for submitting the same to company / organization where they want to pursue training. This letter can be downloaded from LMS.
- The request / offer letter may be submitted to industries for their willingness for providing the training. On acceptance of the letter, the company / organization will issue a confirmation letter / email to the students for pursuing training which should be submitted to the Centre for Distance & Online Education.
- The company / organization will provide industry mentors to the students. The mentors will facilitate both the personal and professional growth of the students through knowledge sharing and the provision of insights learned from years of experience.

- Students will submit the training report to the industry / organization at the end of summer training. The training report should be as per the guidelines mentioned below.
- Industry / Organization will issue Summer Training Certificate to the students which should also mention the attendance of the student. The students should submit the training completion certificate along with training report to Centre for Distance & Online Education.
- The report will be evaluated as per the rubric parameters mentioned below:

Evaluation Parameters

Parameter	Maximum Marks
On the basis of the project report	50
Submission of the project report as per prescribed format	10
Innovation and applicability of project work	20
Quality of the project work	20
On the basis of Viva-voce of the project report	50
Communication of the student	10
The student is well aware with the latest trends of development in the area of project work	10
The student is confident and able to answer the queries / questions raised with proper justifications	20
The student is open to the observations and pertinent suggestions formulated during viva	10
TOTAL MARKS	100

Duration of the Summer Training

The duration of the summer training will be as per the guidelines of regulatory body. In online programmes, it is a course of 4 Credits. Hence, the duration of the summer training must be of 6 weeks.

Instructions for formatting of the report

- The report should be prepared on A4 letter size paper.
- The font type should be Times New Roman. The font size should be 14 for headings and 12 for normal text.
- All the headings and subheadings should be in bold and all the other matters should be normal.
- The text should be justified throughout the report except for headings for figures, tables, schemes etc.
- The line spacing should be fixed at 1.5 for the entire report.

- The page numbers should be mentioned at bottom middle position.
- The top, bottom and right margins should be 1” each whereas the left margins should be set at 2.5”.
- The chapters should be numbered as Chapter-1, Chapter-2, etc. whereas figures, charts, tables etc. should be numbered as 1.1, 2.1 etc. For example, figure 1.1 corresponds to first figure in chapter-1.
- The report should be minimum of 40 pages and maximum of 60 pages.

Categorization of chapters

The report should be divided into minimum of 3 chapters. The number of chapters can be increased to maximum of 7 depending upon the requirement and nature of the work undertaken by the students. The suggestive guidelines for each chapter are as follows:

- **Chapter-1:** Chapter-1 should be titled “**INTRODUCTION TO THE PROJECT**”. It should include the objectives, importance and applicability, scope, relevance etc. of the proposed work. This may also include the work plan and the implementation part.
- **Chapter-2 or more:** Chapter-2 or more chapters can be on the work done by the student during their Summer Training period and achievement of objectives. Each Chapter must be given appropriate title. The tables, figures, schemes etc. should appear in the report as and where they are required with proper labeling.
- **Final Chapter:** The final chapter should be titled as “**CONCLUSION**”. This chapter may include the summary of the findings and key observations during the Summer Training to attain the objectives mentioned in Chapter-1. This chapter should also discuss the future scope and applicability of the outcome of the Summer Training.

Guidelines for writing references

- The references should be written in the last section of the report.
- American Psychological Association (APA)’s 7th edition should be followed to write the citations.
- **While writing the reference of a research paper / book / articles / book chapter**, following order should be followed
 - a) Surname of the authors and then initials of first and middle names
 - b) year of publication after name
 - c) Title of books, journals, magazines, and newspapers in italic format
 - d) Do not italicize article and chapter titles
 - e) Volume or edition or issue,
 - f) Page numbers (First page-last page)

For example-

1. Book with subtitle

Triumph, C. (2017). *Prairie fires: The Australian dreams of Ingalls Wilder*. Metropolitan Books.

2. Journal article

Francis, G. E. (1986). The paradoxical double in Le Guin's *A Wizard of EarthSea*. *Extrapolation*, 27(4), 326-333.

3. Book Chapter

Gale, D. (2008). Innocence abroad. In L.F. Baum (Ed.), *The way home* (pp. 27-43). Cyclone Press.

4. While writing the reference of a web link, the exact web link is to be mentioned along with the date of assessing the web link.

For example: <https://www.sunpharma.com> (Accessed on 12th Sept 2020).

Work-flow of Summer Training

- The students will provide details of the organization in which they are willing to do summer training.
- CDOE will issue request letter to the students
- The student's will submit organization's confirmation letter/ email to CDOE
- The students will report to the organization
- As per the directions of the HR cell of the organization, they will get acclimatized to the organization's environment.
- The students will get a project allocated with an associated industrial mentor.
- The students will conduct the project under the supervision of an industrial mentor.
- After completion, the students will prepare and submit the report to the organization and university.

Contents of Report

1. Cover page – as per Annexure - I
2. Declaration by student { as per Annexure - II }
3. Training completion certificate from organization / Company
4. Acknowledgement (if any)
5. List of Tables (if any)
6. List of Figures / Charts (if any)
7. List of abbreviations (if any)
8. Chapter - 1 INTRODUCTION TO THE PROJECT
9. Chapter - 2, 3, 4 etc. (if any)
10. Final Chapter - CONCLUSION
11. Reference

Annexure 1

Title Page

Title of the Project
Fontsize 18, Line Spacing 1.5

Name of the Organization / Company / Project

A Summer Training Report

Submitted in partial fulfilment of the requirements for the

Award of the degree of
(in Times New Roman,)

“Name of the Program”
Fontsize16

By

Student Name

(<in Times New Roman font size 14> bold)

(Enter Registration Number Here)

(in Times New Roman, bold)



Centre for Distance and Online Education

LOVELY PROFESSIONAL UNIVERSITY
PHAGWARA, PUNJAB

Year

(In Times New Roman <fontsize16> bold)

Annexure - II: Student Declaration

To whom so ever it may concern

I, **Name of the student. Registration Number of the student.** hereby declare that the work done by me on “**Topic of the work**” from **DD/MM/YYYY** to **DD/MM/YYYY**, is a record of original work for the partial fulfillment of the requirements for the award of the degree, **degree name.**

Name of the Student (Registration Number)

Signature of the student

Dated:

Annexure-III

Certification by the Organization regarding the Summer Training

(On the letter head of the Organization)

This is to certify that Mr. / Ms. _____ has completed Summer Training titled _____ under the supervision of _____ from DD/MM/YYYY to DD/MM/YYYY in our organization. His / her contribution during this summer training has been _____.

(Authorized Signatory)

INTRODUCTION TO THE PROJECT

☐ **Objectives of the work undertaken**

☐ **Scope of the Work**

☐ **Importance and Applicability**

☐ **Role and profile of student**



L OVELY
P ROFESSIONAL
U NIVERSITY

INTRODUCTION OF THE COMPANY / WORK

- ☐ **Company's Vision and Mission**
- ☐ **Origin and growth of the company**
- ☐ **Various departments and their functions**
- ☐ **Organization chart of the company**



L OVELY
P ROFESSIONAL
U NIVERSITY

BRIEF DESCRIPTION OF WORK DONE

- **Position of Training and roles**
- **Activities / equipment handled**
- **Challenges faced and how those were tackled**
- **Learning outcomes**
- **Data analysis**



CONCLUSION

REFERENCES