

# BVM College of Management Education

Darpan Colony, Thatipur, Gwalior

## Summer Training Report Format

- Front Page
- Declaration
- Certificate (of faculty guide)
- Certificate ( of company)
- Acknowledgement
- Preface [Prepare by Students]
- Table of contents [Index]

## Table of Contents

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**Front Page**

**Summer Training Report (Font size16)**

**ON**

**“A \_\_\_\_\_ OF  
\_\_\_\_\_ AT \_\_\_\_\_”**

**In Partial Fulfillment For The Degree Of Master Of Business  
Administration (full time) ( font size 16)**

**Awarded by**



**JIWANJI UNIVERSITY, GWALIOR**

**SUBMITTED TO**

**SUBMITTED BY**

Name of Faculty Guide

Student Name

Designation of Guide

Class & File No.

Batch



**BVM COLLEGE OF MANAGEMENT EDUCATION  
DARPAN COLONY, THATIPUR, GWALIOR**

## DECLARATION

It is hereby declared that the Summer Training Report entitled “Topic” has been prepared as the part for the completion of the degree of masters of business administration from BVM College of Management Education and it is based on the original research work and will be used only for the academic purpose. It will not be produced in any condition as a source of information to an industry.

*Signature of Student's*

**Date:**

**Place:**

**Student's Name:**\_\_\_\_\_

**Class :** \_\_\_\_\_

**Roll No :** \_\_\_\_\_

Certificate (of faculty guide)

**CERTIFICATION**

This is to certify that the Project Report title \_\_\_\_\_  
submitted in partial fulfilment for the award of the degree of Masters of Business Administration from  
**BVM College of Management Education** was carried out by \_\_\_\_\_  
under my guidance. This has not been submitted to any other University or Institution for the award of  
any degree/diploma/certificate.

*Signature of Guide's*

**Date:**

**Name of Guide:** \_\_\_\_\_

**Place:**

**Designation of Guide:** \_\_\_\_\_

Certificate ( of company)

## ACKNOWLEDGEMENT

It is privilege to express my gratitude & sincere thanks to **BVM College of Management Education, Gwalior** for given us the opportunity to do Summer training report on the topic “\_\_\_\_\_”.

I express my sincere thanks to my project guide, Mr. /Dr./Ms./Mrs. \_\_\_\_\_,

Designation \_\_\_\_\_, Deptt\_\_\_\_\_, for guiding me right from the inception till the successful completion of the project.

I sincerely acknowledge him/her for extending his/her valuable guidance, support for literature, critical reviews of Projects & Researches and above all the moral support he/she had provided to me at all stages of this project.

I would also like to thank the supporting staff \_\_\_\_\_

Department, (Name of the company) for their help and cooperation throughout this project.

*Signature of Student's*

**Date:**

**Place:**

**Student's Name:**\_\_\_\_\_

**Class :** \_\_\_\_\_

**Roll No :** \_\_\_\_\_

## PREFACE

- Write (300 words) about importance of training and the Project work you have done in the organisation.

## **Formatting Guidelines**

- Font: Times New Roman only
- Font Size: 16, 14, 12
- The text should be justified with 1.5 line spacing.
- No page numbers on preface, acknowledgement, table of contents, references, annexure and page break.
- There should be a page break before each chapter.
- References should not include websites especially search engines.
- No page border or shading etc should be used.
- Table of contents must follow tabular form.

## **HOW TO WRITE REFERENCES**

### **Journals:**

- Surname and name of author<sup>1</sup>, surname name of author 2 (year), topic of project, name of journal, volume no., page no.

### **Example:**

**Trine Larsen, Guilano Bonoli Peter-Gooby (2004)** Another look at the job satisfaction-life satisfaction relationship, Journal of Applied Psychology, Vol. 19 No.3, pp.84-94.

### **Books:**

Surname and name of author<sup>1</sup> , surname name of author 2 (year), name of book, publishing house, edition, page no.



## INSTRUCTIONS

- Students are required to meet their respective faculty guides.
- Student should give their name, contact number and e-mail ID of the reporting manager to the placement cell.
- Students have to select their summer training report title and company on the basis of their specialization.
- Weekly report in the given format has to be forwarded to the supervisor.
- Student to keep in regular contact with their faculty guide.
- Students are supposed to send their Summer Training Report by **e-mail only**.
- In case student is **not in regular contact** with the faculty guide then the guide will not be responsible regarding the **report after due** date.
- No two students can prepare their report on the same topic while doing training in the same organization.
- Students are required to prepare two copies of the SIP Report.