BVM College of Management Education

Darpan Colony, Thatipur, Gwalior

Summer Training Report Format

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- Certificate (of faculty guide)
- Certificate (of company)
- Acknowledgement
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Front Page

Summer Training Report (Font size16)

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

Awarded by



JIWAJI 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:	Student's Name:
Place:	Class :
	Roll No ·

Certificate (of faculty guide)

CERTIFICATION

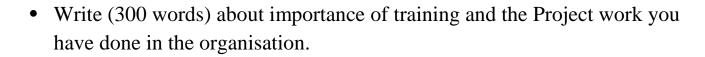
This	s to certify that the Project Report title				
submitted in partial fulfilment for the award of the degree of Masters of Business Administration from					
BVM College of Ma	anagement Education was carried out by				
under my guidance.	This has not been submitted to any other University or Institution for the award of				
any degree/diploma/	certificate.				
	Signature of Guide's				
Date:	Name of Guide:				
Place:	Designation of Guide:				

Certificate (of company)

ACKNOWLEDGEMENT

	C	O	e of Management Education,
Gwalior for given us "	= = -	do Summer train	ning report on the topic
I express my sincere thanks to	my project guide, Mr. /D	or./Ms./Mrs	,
Designation the successful completion of t		, for guiding m	ne right from the inception till
•	_	_	, support for literature, critical and provided to me at all stages
I would also like to thank the	supporting staff		
Department, (Name of the cor	npany) for their help and	cooperation through	out this project.
		\$	ignature of Student's
Date:		Student's Nai	ne:
Place:		Class :	
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PREFACE



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 author1, 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 author1, 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.