


# SUMMER TRAINING REPORT FORMAT



- 
- Front Page
  - Declaration
  - Certificate (of faculty guide)
  - Certificate ( of company)
  - Acknowledgement
  - Preface
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# Front Page

**Summer Training Report (Font size 16)**

**ON**

**“Topic” (font size 20)**

**at**

**Company name, location (20)**

**In partial fulfillment for the degree of master of business administration**

**(full time) (font size 16)**

**Awarded by**

**(logo of Jiwaji university)**

**JIWAJI UNIVERSITY, GWALIOR**

**SUBMITTED TO**

faculty name

**SUBMITTED BY**

student name (Stream )

roll num


batch name

**logo of the college**

**BVM COLLEGE OF MANAGEMENT EDUCATION**

**DARPAN COLONY, 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.

Date:

Name

Place:

MBA III Sem

# 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)

Name of the Students

MBA IIIII Sem

# PREFACE



- About importance of training and the work you have done in the organisation.

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# 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 report.

## IMPORTANT DATES

Joining Date	- 01 May2014
Submission of joining letter	- 15 May 2014
Submission of soft copy	- 30 Sep. 2014
Submission of Hard copy	- 5 Oct. 2014

- In case a students fail to submit his /her summer training report's hard copy up to the last date the following fine shall be charged.

On or before 5 Sep ,2014	- No fine
After 5 Sep. 2014	- Rs. 20 / day till default continue



By – Class In-charge  
MBA III Sem.