

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

GUIDELINES FOR SUMMER TRAINING REPORT-BBA 5th SEM

1.00 GGSIPU- ORDINANCE

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF BUSINESS ADMINISTRATION (BBA)
FIFTH SEMESTER

| Code No. Paper | L | T/P | Credits | Type of Course |
|---------------------------------|---|-----|---------|----------------------------|
| BBA- 311 Summer Training Report | - | - | 6 | Ability Enhancement Course |

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, DELHI
BACHELOR OF BUSINESS ADMINISTRATION (BBA)

BBA 311: Summer Training Report

L-0, T-0

Credit-6

External and Internal Marks: 100

Each student shall undergo practical training of eight weeks during the vacations after fourth semester in an approved business / industrial / service organization and submit at least two copies of the Summer Training Report along with CD to the Director / Principal of the Institution before the commencement of the end-term Examination. The Summer Training Report shall Carry 100 marks. It shall be evaluated for 50 marks by an External Examiner to be appointed by the University and for the rest of the 50 marks by an Internal Examiner to be appointed by the Director / Principal of the Institution.

*Scheme of Examination & Syllabi Of BACHELOR OF BUSINESS ADMINISTRATION (B B A) For Academic Session 2017-2018 Onwards- GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY, Dwarka, New Delhi - 110 078(INDIA).
www.ipu.ac.in

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2.0 GUIDELINES FOR SUMMER TRAINING REPORT

2.1 SCOPE OF THE PROJECT

The project study is to be based on the functional area (such as Marketing, Finance, HRM). Before commencement of project study each student is to develop a synopsis in consultation with his/her guide in the chosen functional area covering the broad aspects on which the data is proposed to be collected and analysis is to be conducted. It may be noted that the chosen functional area is not restrictive. If the student finds any other area interesting or other wise, they must explore it and comment on it in his /her report. Each student is required to carry out the work and submit the report individually.

2.2 OBJECTIVES

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. The internship has to be meaningful and mutually beneficial to the intern and the organization. It is important that the objectives and the activities of the internship program are clearly defined and understood. Following are the intended objectives of internship training:

- Will expose Technical students to the industrial environment, which cannot be simulated in the classroom and hence creating competent professionals for the industry.
- Provide possible opportunities to learn understand and sharpen the real time technical / managerial skills required at the job.
- Exposure to the current technological developments relevant to the subject area of training.
- Experience gained from the 'Industrial Internship' in classroom will be used in classroom discussions.
- Create conditions conducive to quest for knowledge and its applicability on the job
- Learn to apply the Technical knowledge in real industrial situations.
- Gain experience in writing Technical reports/projects.
- Expose students to the engineer's responsibilities and ethics.
- Familiarize with various materials, processes, products and their applications along with relevant aspects of quality control.
- Promote academic, professional and/or personal development.
- Expose the students to future employers.
- Understand the social, economic and administrative considerations that influence the working environment of industrial organizations.
- Understand the psychology of the workers and their habits, attitudes and approach to problem solving.

2.3 GENERAL INSTRUCTIONS

2.3.1 Internship is always more valuable compared to a college project as it enables the interns to understand how companies work, build new contacts, develop a network and most importantly work on real-life projects executed within the company.

2.3.2 Many interns seem to judge the company by the number of employees in the organization. Do use more meaningful criteria to judge the company for the internship such as the time and training that they are willing to devote for you, type of products, value addition and services offered by the company in relation to what you want to learn, technologies employed by the company with respect to what you want to master etc.

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- 2.3.3 An internship is a great opportunity to learn in industrial environment without being an employee of the company. Students are advised to set their goals prior to starting their internship and focus on completing them during the internship.
- 2.3.4 If a student joins a very large organization to do an internship, he must use the opportunity to learn about the activities performed in the various departments by doing short stints in each of them. This experience will help provide him the big-picture in better understanding the career prospects in relation to his ambitions.
- 2.3.5 Attitude and mind-set play a great role in the learning process. Do tackle all tasks given with enthusiasm and positive attitude.
- 2.3.6 Interns must avoid negativity and never ignore a chance offered to them to learn more about a concept, technology, industry or company.
- 2.3.7 Interns must be inquisitive and try to gain maximum knowledge and exposure.
- 2.3.8 Interns shall identify a good mentor within the company and take initiative to execute new projects where one can make a difference to the company.
- 2.3.9 Interns should enjoy during the internship and leave with tangible accomplishments.
- 2.3.10 The intern will maintain a regular internship schedule determined by the Intern and his/her Project Head.
- 2.3.11 Interns shall view an internship as a bridge between college and the workplace. Do use for their full advantage while undergoing internship:
 - The intern must demonstrate honesty, punctuality and a willingness to learn during the internship program.
 - The intern will obey the policies, rules and regulations of the Company and comply with the Company's business practices and procedures.
- 2.3.12 The candidate should submit a synopsis of the proposed work to be done during Internship programme.
- 2.3.13 Intimation of commencement of internship shall be submitted to the HOD concerned before the commencement of the on-going semester.
- 2.3.14 Two guides will supervise the internship project work, one from the department and another one from industry.
- 2.3.15 The final project presentation is evaluated on the basis of the recommendation given by outside supervisor, and further be evaluated by institute guide.
- 2.3.16 If the internship project is not found to be of high quality, then the student will have to reappear for their internship work.
- 2.3.17 Industry/ Institute should allow producing results obtained during project/ internship period in the project report. The written certificate to this effect from the industry/ institute is mandatory before consideration of the proposed project/ internship.
- 2.3.18 Immediately after the completion of the Fourth Semester, the students shall proceed for their Summer Training of 8 weeks duration in an industrial organization approved by the Institute. The candidates shall be required to undergo training in the functional area (such as Marketing, Finance, HRM) of the organization concerned.
- 2.3.19 The organization may assign a specific project to the candidate, which will be completed by him / her during this tenure. The work done by the candidate in the training on the project shall be submitted by the candidates in the manner as specified in the Ordinance.
- 2.3.20 The Summer Training Report prepared after the completion of Summer Training shall be assessed in the Fifth Semester as a compulsory paper of 100 marks (Internal 50: External 50).

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- 2.3.21 The Faculty guide has the liberty to visit the Organization where the student is undergoing training to assess and evaluate fruitfulness of the training.
- 2.3.22 No two students should work on a Single Topic during their Summer Training Report. Even if the students are assigned the same project it is expected that they work on different aspects or demographic area of the project and present accordingly.
- 2.3.23 All the students are required to meet their respective Faculty Guides on regular basis before submitting the report finally.
- 2.3.24 It is obligatory for students to get their draft approved from concerned guide before giving final draft of the Summer Training Project Report for submission.
- 2.3.25 The Guidelines for writing Summer Training Report is given in **Section-A**
- 2.3.26 The format of the Report Writing is attached as **Section-B**
- 2.3.27 Specifications for Body of the STR is attached as **Section-C**
- 2.3.28 Objectives/ Guidelines/ Agreement: Internship Synopsis (This will be prepared in consultation with Faculty Guide) is attached as **TIAS/AC/2019-20/25(D)**
- 2.3.29 Student's Daily Diary/ Daily Log is attached as **-TIAS/AC/2019-20/25(D)**
- 2.3.30 Summer Training Appraisal Form (STA) is attached as **- TIAS/AC/2019-20/25(E)**
- 2.3.31 Student Feedback of Internship (to be filled by students after internship completion) is attached as **- TIAS/AC/2019-20/25(F)**

Section-A

3.0 GUIDELINES FOR WRITING STR

The Guidelines for carrying out the STR is given in the following paragraphs. Each student is to compile his/her study in six chapters as detailed below:

3.1 Chapter-I Introduction

3.1.1 Introduction:

It should include (a) Meaning of the concept, ie, Job Satisfaction, Consumer Satisfaction, Working Capital Management, (b) Rationale for choosing the topic/problem under study, (c) Implementation strategy of concept in your present study.

3.1.2 Objectives of Study: It should be pragmatic and consistent with the title of the study and achievable during the course of study within the prescribed schedule. Students are advised to develop the objectives in consultation with their respective guides. The objectives must start with action oriented verbs. A sample of objectives is given below as example:

- “(a) To study the growth of sales of RO Water Purifiers.
- (b) To compare the market share of branded and local manufacturers of RO Water Purifier.”

3.1.3 Scope of Study: The scope of the study refers to the parameters in which the study will be operating in. This also reminds a researcher that his method of investigation should be centred around trying to solve the problem within the provided scope. The scope of study should clearly mention the activities that are actually performed in the study. It should include the period of study, the functional area (HR, Finance and Marketing) and volume of work carried out in the study. With reference to above objectives, the scope of study could be as follows (note this is suggestive and not exhaustive):

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- (a) To collect and analyze the sales data of RO Water Purifiers in Delhi region of last five years. For this purpose secondary data from the published sources and the dealers is collected.
- (b) To carry out market survey of customer perception for the use of RO Water Purifier. For this purpose the geographical area selected is Dwarka locality. Data is collected through a structured questionnaire."

3.1.4 Company Profile:

Following aspects need to be covered in the first chapter in order to know the company profile:

- 3.1.4.1 Name of the firm/company, its complete address along with telephone numbers, email address, website name. Mention whether local, national or multinational. If national/multinational, give location & address of the registered office and geographical areas of operation of the company.
- 3.1.4.2 Explain the nature of the Organization and its business (service/production/trading etc), i.e., type of industry & business in which the company is operating. Mention specific functional area, if any, such as marketing, finance, HR, logistics etc, in which the company is operating.
- 3.1.4.3 Company's vision & mission.
- 3.1.4.4 Product range of the company.
- 3.1.4.5 Size (in terms of manpower & turnover) of organization.
- 3.1.4.6 Organization structure of the company.
- 3.1.4.7 Market share & position of the company in the industry.

3.1.5 Industry Profile:

Brief profile of the Industry including its current status from which the company belongs.

3.2 Chapter-II: Review of Literature

Students have to carry out a methodical examination of available study material (books, journals, periodicals, official gazettes, etc) on the topic of your study. Provide the existing information on the work already done by way of fundamental nature of the study and the writer's name and references of publications.

3.3 Chapter-III: Research Methodology

It must specify the following:

- a. Universe, Research design, Sampling Type, Sample size, Sample location, Data type, Instrument used, Analytical Tools, Hypothesis, Identified independent and dependent variables, Contents analysis– Notes (References)
- b. Framing of Questionnaire wherever applicable & relevance of each question asked in questionnaire
- c. Constraints under which the study has been undertaken

3.4 Chapter-IV: Data Reduction, Presentation & Analysis

Raw data (primary or secondary) collected must be reduced to standard formats such as tables, charts, graphs, diagrams etc and is to be presented in this chapter. This chapter will include Decodification of data, Classification of Data, Tabulation of the data, Application of analytical tool(s), Use of graphs,

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Depiction of Bar diagrams, Histogram and its observation and inferences drawn. Proper titles, legends, scales, source (s) etc must be mentioned along with each diagram.

3.5 Chapter-V: Data Interpretation

This chapter is the most important part of the study, wherein students are required to apply established theoretical concepts/tools/techniques to the data presented in Chapter-IV and draw inferences. Students are required to discuss rational and logic for drawing inferences. For each inference, proper linkages are to be established either with the data analysed in Chapter-IV or with the calculation (s) to be included in this Chapter. Wherever, calculations are to be carried out, it must be provided before drawing any inference. The inferences are to be presented in narrative form from each data set along with limitation (s) due to data insufficiency, if any.

3.6 Chapter-VI: Summary & Conclusions

This Chapter should comprise the following:

- 3.6.1 Results of the Study:** These are to be presented and supported by facts & figures in narrative form and be culled out from the Chapter-IV. The sequence of the results must be consistent with the objectives of the study mentioned in Chapter-I. Also, mention the achievement of objectives or otherwise.
- 3.6.2 Limitations:** The limitations could be mentioned in terms of data insufficiency, time & expertise constraints etc.
- 3.6.3 Suggestions, Scope for further Study & Conclusion:** Suggestions based on results of the study is to be provided. Any scope for extension of the study to new geographical areas, segments, time with larger data, is to be mentioned under this heading. Finally, Conclusion should cover findings of the work, whether the stated objectives of the work is achieved with full justification, recommendations, limitations, directions for future development.

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Section-B

4.0 FORMATS FOR SUMMER TRAINING REPORT

The final report is comprised of the following:

- Cover Page
- Certificates
- Summer Training Appraisal Form
- Acknowledgements
- Executive Summary
- Contents
- Body of the project Report (*As per Section C*)
- References/ Bibliography
- Appendices
 - List of Tables
 - List of Figures

4.1 Cover Page

The format of the Cover page is attached as **TIAS/AC/2019-20/25(G)**

4.2 Certificates

The format of the certificate (from Students & Faculty Guides) is attached as **TIAS/AC/2019-20/25(H)**
The draft copy of the certificate (from Industry Guide) is attached as **TIAS/AC/2019-20/25(I)**

4.3 Acknowledgements

In the "Acknowledgements" page, the student recognizes his indebtedness for guidance and assistance to the adviser and other members of the faculty. Courtesy demands that he also recognizes specific contributions by other persons or institutions such as libraries and research foundations.

4.4 Executive Summary

An Executive summary is a brief or condensed summary of the work assigned and performed for higher-level management positions. It should be about 3-4 pages in length. It is comprised of problem definition, work assigned, methodology adopted for the performance of work assigned, findings, limitations, directions for future development, if any.

4.5 Contents

The format of Contents is as follows:

CONTENTS

| S No | Topic | Page No |
|------|---------------------------|---------|
| 1 | Certificates | - |
| 2 | Summer Training Appraisal | |
| 3 | Acknowledgement | - |
| 4 | Executive Summary | - |
| | Chapter I: Introduction | - |

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| | |
|---|---|
| Chapter II: Review of Literature | - |
| Chapter III: Research Methodology | |
| Chapter IV: Data Reduction, Presentation & Analysis | |
| Chapter V: Data Interpretation | |
| Chapter VI: Summary & Conclusions | |
| References/ Bibliography | |
| Appendices | |
| - List of Tables | |
| - List of Figures | |

4.6 References/Bibliography

Examples are given below:

1. India today, "The Melt down: End of good times", Oct 27, 2008.
2. James M, Kaplan; and et.al., "Managing it in a Down Turn: Beyond Cost Cutting", *Indian Management*, vol.47 issue 11, Nov 08.
3. "How to Save Your Job in Recession", *Harward Business Review*, September 08.
4. <http://www.ibm.com/in> (Date of visit with complete address)
5. <http://www.intel.com/india> (Date of visit with complete address)

4.7 Appendices

The appendices are to be attached at the end of the report and to be numbered as Appendix-A, Appendix-B etc. right justified at the top of the page. Below the word Appendix write in parenthesis "Refer Para No__". The para number is to be the number in the body of text where the reference of appendix is given. An appendix may have annexure (s). If there are annexure, there are to be attached immediately after the said appendix. The annexure are to be numbered as Annexure-I, Annexure-II etc.

4.8 List of Tables/Figures/Symbols

The format of list of Tables/Figures/Symbols is as follows:

LIST OF TABLES

| Table No | Title | Page No |
|----------|---|---------|
| 1 | Number of Employees in Organization ABC | |
| 2 | | |

LIST OF FIGURES

| Figure No | Title | Page No |
|-----------|--|---------|
| 1 | Sales Figures of ABC Company for 2002 - 08 | |
| 2 | | |

LIST OF SYMBOLS

| S No | Symbol | Nomenclature & Meaning |
|------|--------|------------------------|
| 1 | | At the rate |
| 2 | | |

LIST OF ABBREVIATIONS

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| S No | Abbreviated Name | Full name |
|------|------------------|----------------------------------|
| 1 | CRM | Customer Relationship Management |
| 2 | EPS | Earning Per Share. |

Section-C

5.0 SPECIFICATIONS FOR BODY OF THE STR

Following aspects must be adhered to as given in while compiling the body of report

- (a) **Page Size:** Good quality white A4 size executive bond paper should be used for typing and duplication.
- (b) **Chapter/Para Numbering:** The chapters are to be numbered as Chapter-1, Chapter-2 etc. The heading/title of the chapter is to appear below the chapter number in uppercase. Paragraphs are to be numbered as 1,2,3 etc in every chapter separately. Sub-paras are to be numbered as 1.1, 1.2, 1.3----, 2.1, 2.2, 2.3-----etc. Sub-sub paras are to be numbered as 1.11, 1.12, 1.13, 2.11, 2.12, 2.13 etc.
- (c) **Page Specifications**
 - (i) Left Margin : 1.25 inch
 - (ii) Right Margin : 1.25 inch
 - (iii) Top Margin : 1 inch
 - (iv) Bottom Margin : 1 inch
- (d) **Page Numbers:** All text pages starting from Body of the Project Report as well as program source code listings should be numbered at the **bottom center** of the pages.
- (e) **Normal Body Text**
 - (i) **Font Size:** 12, Times New Roman, 1.5 Spacing, Single Side Writing.
 - (ii) **Paragraphs Heading Font Size:** 12, Times New Roman, Underlined
 - (iii) **Page/Title Font Size:** 14
- (f) **Table and Figure Number:** Table and figure numbers are to be written at the bottom of the table/ figure as given below:
 - (i) **Table No-1: Number of Employees in Organisation ABC**
 - (ii) **Figure No-1: Data Flow Diagram**
- (g) **Binding & Color Code of the Report**
 - (i) Hard Bound Report
 - (ii) Background of the cover page - Red
 - (iii) Color of Letters: Silver

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TIAS/AC/2019-20/25(A)

Scheme of Evaluation

| S.NO. | DETAILS | MARKS | External |
|-------|---|-------|-----------------------------|
| 1 | External Examination- Evaluation-Viva- Voce; Project Report | 50 | As per Univ. Notifications |
| 2 | Internal Examination- Evaluation | 50 | As per Schedule given below |

| SCHEDULE | PARTICULARS |
|---------------------------------|---|
| 10.07.2021 | Briefing Session |
| 15.07.2021 | Commencement of Project Report work |
| 14.08.2021 | Objectives/ Guidelines/ Agreement: Internship Synopsis (This will be prepared in consultation with Faculty Guide)- TIAS/AC/2019-20/25(D) |
| On every Monday of ensuing week | Student's Daily Diary/ Daily Log- TIAS/AC/2019-20/25(D) at e mail id of Faculty Guide |
| 03.09.2021 | First Progress Report to the respective guides (Chapter-I-Introduction, Chapter-II, Review of Literature, Chapter-III-Research Methodology) through e mail or in person |
| 04.10.2021 | Second Progress Report to the respective guides.(Chapter-IV-Data Reduction, Presentation, Analysis Chapter-V- Data Interpretation, Chapter-VI-Summary & Conclusions) through e mail or in person |
| 12.10.2021- 14.10.2021 | Correction Phase -Chapter I-VI with respective Faculty Guide |
| 01.11.2021- 07.11.2021 | Final- Power Point based Presentation & Defending of Work to the respective Faculty Guide |
| 14.11.2021 | Spiral bound submission |
| 30.11.2021 | Final Submission of one hard bound, one spiral bound & 1CD duly completed in all respect |

Prepared By

Checked By

Verified By

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FACULTY GUIDE

Session: Programme: Semester: Div: Shift: Paper Code: Paper:

Subject: Reference to Scheme of Examination & Syllabus of BBA for Academic Session 2017-2018 onwards, GGSIPU, New Delhi for BBA semester-V, Code: BBA 311: Sub: Summer Training Report

Following students are immediately required to meet the Mentor/Faculty Guide wrt Summer Internship proposed to start wef immediately after the completion of end term examinations of IV Sem. with reference to Corporate, topic, Specialization, Subject Electives and Guideline/Formats/Reporting Schedule. Also refer AICTE Internship Policy (Attached PDF)

Note: Record be made in individual Faculty Mentor register

| Mentors/ Faculty Guide: Name-----Design. -----, e mail id-----, Mobile----- | | | | | | |
|---|-----------|------|------------------|--------------------|-------------------|------|
| S.No | Enroll No | Name | Student's e-mail | Student's Mob. No. | Schedule Received | Sign |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Prepared By

Checked By

Verified By

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TIAS/AC/2019-20/25(C)

OBJECTIVES/ GUIDELINES/ AGREEMENT: INTERNSHIP SYNOPSIS (THIS WILL BE PREPARED IN CONSULTATION WITH FACULTY GUIDE)

An internship is a unique learning experience that integrates studies with practical work. This agreement is written by the student in consultation with the Faculty Guide and Industry Guide. It shall serve to clarify the educational purpose of the internship and to ensure an understanding of the total learning experience among the principal parties involved.

Part I: Contact Information

Student

Name: _____ Student ID# _____ Class Year: _____

Campus Address: _____

City, State: _____

Phone: _____ Email: _____

Industry Guide

Name: _____ Title: _____

Company/Organization: _____

Internship Address: _____

City, State, Pin: _____

Phone: _____ Email: _____

Faculty Guide

Name: _____ Phone: _____

Campus Address: _____

Academic Credit Information

Internship Title: _____ Department: _____

Course #: _____ Credits: _____

Grading Option: _____ Credit/Non-credit _____

Beginning Date: _____ Ending Date: _____

Hours per Week: _____ Internship is: _____ Paid _____ Unpaid _____

Part II: Internship Objectives/Learning Activities

Internship Objectives: What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under each of the following categories:

- Knowledge and Understanding

- Skills

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Learning Activities: How will your internship activities enable you to acquire the knowledge/understanding, and skills you listed above?

On the job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

Teaching/Mentoring Activities: How your technical knowledge can be applied at the site of the internship. How you can create value through mentoring/help people learn new things.

Off the job: List reading, writing, contact with faculty supervisor, peer group discussion, field trips, observations, etc., you will make and carry out which will help you meet your learning objectives.

Evaluation: Your Internship supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide to your faculty Mentor to document what you have learned (e.g. journal, analytic paper, project, descriptive paper, oral presentation, etc.) Include deadline dates.

Part III: The Internship

Job Description: Describe in as much detail as possible your role and responsibilities while on your internship. List Duties, project to be completed, deadlines, etc. How can you contribute to the organization/site of internship?

Supervision: Describe in as much detail as possible the supervision to be provided/needed at the work site. List What kind of instruction, assistance, and consultation you will receive from whom, etc.

Evaluation: How will your work performance be evaluated? By whom? When?

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Part IV: Agreement

This contract may be terminated or amended by student, faculty coordinator or work supervisor at any time upon Written notice, which is received and agreed to by the other two parties.

Student _____

Date _____

Faculty Guide _____

Date _____

Industry Guide _____

Date _____

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STUDENT'S DAILY DIARY/ DAILY LOG

| | |
|--|-------------------------------|
| Deptt./Division: | |
| Name of Industry Guide with e-mail id | |
| Day & Date | Main points of the day |
| MON DATE: | |
| TUES DATE: | |
| WED DATE: | |
| THURS DATE: | |
| FRI DATE: | |
| SAT DATE: | |

Name of Student:

Enroll. No.:

Semester:

Shift:

Mob:

E mail id:

Signature of Industry Guide

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Summer Training Appraisal Form (STA)

Summer Training Appraisal form to be filled by the respective **Industry Guide** on the format prescribed by the GGSIP University which is as follows:

Summer Training Appraisal

Student's Name:

Programme:

You are requested to provide your evaluation of the students' performance on the following parameters as per the rating given below

| Outstanding A | Good B | Satisfactory C | Unsatisfactory D |
|--------------------------------|-------------------------|---------------------------------|-----------------------------------|
|--------------------------------|-------------------------|---------------------------------|-----------------------------------|

- | | | | |
|---|--|--|--------------------------|
| 1. Technical knowledge gathered about the industry and the job he/she was involved. | | | <input type="checkbox"/> |
| 2. Communication Skills: Oral / Written | | | <input type="checkbox"/> |
| 3. Ability to work in a team | | | <input type="checkbox"/> |
| 4. Ability to take initiative | | | <input type="checkbox"/> |
| 5. Ability to develop a healthy long term relationship with client/associates | | | <input type="checkbox"/> |
| 6. Ability to relate theoretical learning to the practical training | | | <input type="checkbox"/> |
| 7. Creativity and ability to innovate with respect to work methods & procedures | | | <input type="checkbox"/> |
| 8. Ability to grasp new ideas and knowledge | | | <input type="checkbox"/> |
| 9. Presentations skills | | | <input type="checkbox"/> |
| 10. Documentation skills | | | <input type="checkbox"/> |
| 11. Sense of Responsibility | | | <input type="checkbox"/> |
| 12. Acceptability (patience, pleasing manners, the ability to instill trust, etc.) | | | <input type="checkbox"/> |
| 13. His/her ability and willingness to put in hard work | | | <input type="checkbox"/> |
| 14. Punctuality | | | <input type="checkbox"/> |
| 15. In what ways do you consider the student to be valuable to the organization? | | | <input type="checkbox"/> |

Any other comments _____.

Assessor's Overall rating

Assessor's Name:

Email id:

Contact No:

Designation:

Organization name:

Address:

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NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

TIAS/AC/2019-20/25(F)

STUDENT FEEDBACK OF INTERNSHIP (TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)

Student Name: _____ Date: _____
 Industry Guide: _____ Title: _____
 Industry Guide Email: _____ Internship is: _____ Paid _____ Unpaid _____
 Company/Organization: _____
 Internship Address: _____
 Faculty Guide: _____ Department: _____
 Dates of Internship: From _____ To _____

Please fill out the above in full detail

Give a brief description of your internship work (title and tasks for which you were responsible):

Was your internship experience related to your major area of study?

_____ Yes, to a large degree _____ Yes, to a slight degree _____ No, not related at all

Indicate the degree to which you agree or disagree with the following statements.

| This experience has: | Strongly Agree | Agree | No Opinion | Disagree | Strongly Disagree |
|--|-----------------------|--------------|-------------------|--------------------------|-------------------|
| Given me the opportunity to explore a career field | | | | | |
| Allowed me to apply classroom theory to practice | | | | | |
| Helped me develop my decision-making and problem-solving skills | | | | | |
| Expanded my knowledge about the work world prior to permanent employment | | | | | |
| Helped me develop my written and oral communication skills | | | | | |
| Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action) | | | | | |
| This experience has: | Strongly Agree | Agree | No Opinion | Disagree Strongly | Disagree |
| Expanded my sensitivity to the ethical implications of the work involved | | | | | |
| Made it possible for me to be more confident in new situations | | | | | |
| Given me a chance to improve my interpersonal skills | | | | | |
| Helped me learn to handle responsibility and use my time wisely | | | | | |
| Helped me discover new aspects of myself that I didn't know existed before | | | | | |
| Helped me develop new interests and abilities | | | | | |
| Helped me clarify my career goals | | | | | |
| Provided me with contacts which may lead to future employment | | | | | |
| Allowed me to acquire information and/ or use equipment not available at my Institute | | | | | |

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship?

What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Circle one).

(Satisfactory/ Good/ Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

TIAS/AC/2019-20/25(G)

SUMMER TRAINING REPORT ON

TITLE OF PROJECT REPORT

Undertaken at

"NAME OF THE ORGANIZATION"

*Submitted in partial fulfillment of the requirements
for the award of the degree of*

BACHELOR OF BUSINESS ADMINISTRATION

to

Guru Gobind Singh Indraprastha University, Delhi

Under the Guidance of

Dr.

Faculty Guide

Submitted by

Name of Student

BBA-V Sem, Shift

Enrollment No.:

Session 2019-20



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India Affiliated To GGSIP University
Recognized under Sec 2(f) of UGC ACT 1956

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085

Tel: 91-11-27555121-24, E-Mail: directortias@tecnia.in; Website: www.tiaspg.tecnia.in



TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

TIAS/AC/2019-20/25(H)



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Recognized under Sec 2(f) of UGC ACT 1956

INSTITUTIONAL AREA, MADHUBAN CHOWK, ROHINI, DELHI- 110085

Tel: 91-11-27555121-24, E-Mail: directortias@tecnia.in; Website: www.tiaspg.tecnia.in



To Whom It May Concern

I _____, Enrolment No. _____ from BBA-V Sem, Shift _____ of the Tecnia Institute of Advanced Studies, Delhi hereby declare that the Summer Training Report (BBA-311) entitled _____ at _____ is an original work and the same has not been submitted to any other Institute for the award of any other degree. A presentation of the Summer Training Report was made on _____ and the suggestions as approved by the faculty were duly incorporated.

Date:

Signature of the Student

Certified that the Summer Training Report submitted in partial fulfillment of BACHELOR OF BUSINESS ADMINISTRATION (BBA) to be awarded by G.G.S.I.P. University, Delhi by _____, Enrolment No. _____ has been completed under my guidance and is Satisfactory.

Date:

Signature of the Faculty Guide

Name of the Guide:

Designation:

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

TIAS/AC/2019-20/25(I)

ON COMPANY'S LETTER HEAD

CERTIFICATE

This is to certify that.....(Full Name of the Student), a student of BACHELOR OF BUSINESS ADMINISTRATION (BBA), a class of 2019, Tecnia Institute of Advanced Studies, Affiliated to GGSIP University bearing Enrolment No....., has undertaken the Summer Internship Training at (Name of the Company) during to under my supervision & guidance.

He / She has conducted a study & completed the STR Titled

Signature of the Industry Guide
Name of the Industry Guide:
Designation:
Address:

Seal of Organization
Date:

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

TIAS/AC/2019-20/25(J)

NOTICE (Briefing Session)

Date:

All the students of BBA-V Sem. Shift- I/II are required to attend the briefing session on Summer Training Report (STR) (BBA-311) and collect the guidelines for STR on _____ at _____ in Room no. _____.

The session resource persons will be _____ and _____. All the faculty members of the department are required to be present during the session.

Prepared By

Checked By

Verified By

Cc: Notice Board

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

TIAS/AC/2019-20/25(K)

Attendance Sheet (Briefing Session)

Session: Programme: Semester: Div: Shift: Paper Code: Paper:

Date:

| S.No. | Enrolment No. | Name | Attendance |
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Prepared By

Checked By

Verified By

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

TIAS/AC/2019-20/25(L)

Summer Training Appraisal Form (STA)

Summer Training Appraisal form to be filled by the respective **Faculty Guide** on the format prescribed by the GGSIP University which is as follows:

Summer Training Appraisal

Student's Name:

Enroll. No.:

Programme:

Sem:

Shift:

You are requested to provide your evaluation of the students' performance on the following parameters as per the rating given below

Outstanding

A

Good

B

Satisfactory

C

Unsatisfactory

D

- | | |
|---|--------------------------|
| 1. Technical knowledge gathered about the industry and the job he/she was involved. | <input type="checkbox"/> |
| 2. Communication Skills: Oral / Written | <input type="checkbox"/> |
| 3. Ability to work in a team | <input type="checkbox"/> |
| 4. Ability to take initiative | <input type="checkbox"/> |
| 5. Ability to develop a healthy long term relationship with client/associates | <input type="checkbox"/> |
| 6. Ability to relate theoretical learning to the practical training | <input type="checkbox"/> |
| 7. Creativity and ability to innovate with respect to work methods & procedures | <input type="checkbox"/> |
| 8. Ability to grasp new ideas and knowledge | <input type="checkbox"/> |
| 9. Presentations skills | <input type="checkbox"/> |
| 10. Documentation skills | <input type="checkbox"/> |
| 11. Sense of Responsibility | <input type="checkbox"/> |
| 12. Acceptability (patience, pleasing manners, the ability to instill trust, etc.) | <input type="checkbox"/> |
| 13. His/her ability and willingness to put in hard work | <input type="checkbox"/> |
| 14. Punctuality | <input type="checkbox"/> |
| 15. In what ways do you consider the student to be valuable to the organization? | <input type="checkbox"/> |

Any other comments _____.

Assessor's Overall rating

Assessor's Name:

Email id:

Contact No:

Designation:

Organization name:

Address:

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

TIAS/AC/2019-20/25(M)

Attendance Sheet (Internal Evaluation)

Session:

Programme:

Semester:

Div:

Shift:

Paper Code:

Paper:

Date:

| S.No. | Enrolment No. | Name | Sign. |
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Faculty Guide Name & Sign

Date:

Prepared By

Checked By

Verified By

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

TIAS/AC/2019-20/25(N)

PROFORMA FOR EVALUATION OF INTERNSHIP BY INSTITUTE

DEPARTMENT OF TRAINING AND PLACEMENT

Ph. _____ Fax _____ Email _____

Evaluation (I)

1. Name of Student _____ Mob. No. _____

2. College Roll No. _____ University Roll No. _____

3. Branch/Semester _____ Period of Training _____

4. Home Address with contact No. _____

5. Address of Training Site: _____

6. Address of Training Providing Agency: _____

7. Name/Designation of Training In- charge _____

8. Type of Work _____

9. Date of Evaluation _____

a) Attendance: _ (Satisfactory/ Good/ Excellent)

b) Practical Work: __ (Satisfactory/ Good/ Excellent)

c) Faculty's Evaluation: _ (Satisfactory/ Good/ Excellent)

d) Evaluation of Industry: ___ (Satisfactory/ Good/ Excellent)

Overall grade: (Satisfactory/ Good/ Excellent)

Signature of Faculty Guide

Signature of FPC

Signature of Chair-Placement Cell

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

TIAS/AC/2019-20/25(O)

STUDENTWISE PROJECT DETAILS

Program: -.....Semester.....(Shift-----)

Paper Code: Paper:

| S.No. | Enroll No. | Name of Student | Area | Project Title | Company Details |
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Verified By

TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC ACCREDITED GRADE "A" INSTITUTE

TIAS/AC/2019-20/25

Summer Training Report (BBA 311)

TIAS/AC/2019-20/25(P)

INTERNSHIP EVALUATION REPORT:

Session: Programme: Semester: Shift: Paper Code: Paper:

| S.No | Enroll No. | Name of Student | Marks to be awarded (50 Marks) (Grade-Satisfactory/Good/Excellent) | | | | | | OVERALL MARKS/ GRADES |
|------|------------|-----------------|--|--------------------------------------|----------------------|---------------------------------------|--|--|-----------------------|
| | | | Reporting (Guide) | | | Project Report (Committee /Guide) | | | |
| | | | Punctuality (4 marks) | Maintenance of Daily Diary (4 marks) | Skill Test (6 marks) | Quality of contents design (12 marks) | Presentations of content & delivery mechanism (12 marks) | Innovations in learning process (12 marks) | |
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