



**TECNIA INSTITUTE OF ADVANCED STUDIES**

**NAAC ACCREDITED GRADE "A" INSTITUTE**

Approved by AICTE, Ministry of Education, Govt. of India, Affiliated to GGSIP University  
Recognized Under Sec. 2(f) of UGC Act 1956

**INSTITUTIONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085**

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## **DEPARTMENT OF JOURNALISM & MASS COMMUNICATION**

**PROGRAMME : BA(JMC)**



## **GUIDELINES**

**BA(JMC) - 255  
SUMMER TRAINING REPORT  
(STR)**

*for the*

**ACADEMIC SESSION :  
2018-19**



**Summer Training Report-BA (JMC) 255**

**GUIDELINES FOR SUMMER TRAINING REPORT –BA (JMC) 3rd SEM**

**1.0 GGSIPU- ORDINANCE**

**BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)**

**THIRD SEMESTER**

**SUMMER TRAINING REPORT**

<b>COURSE CODE: BA (JMC) 255</b>	<b>L: 0</b>	<b>T/P: 0</b>	<b>CREDITS: 4</b>
<b>External Evaluation: 50 Marks</b>	<b>Internal Evaluation: 50 Marks</b>		<b>Total Marks: 100</b>

**Objectives of the Course**

On completion of this course, the student should be able to:

- apply classroom-based education for practical work experience in the industry
- utilize current standards and recent advances in media and entertainment organisation
- network with the industry professionals

Soon after the Second Semester End-Term Examination, students will undergo Summer training/ internship in Media and Entertainment Organisation for a period of four weeks and will submit a Summer Training Report (STR) along with multi-media Presentation incorporating the work done during the training/ internship.

The hard and soft copy of the STR (in duplicate) is to be submitted along with a soft copy of multi-media Presentation at least 4 weeks before the commencement of End Term Examination of the Third semester.

Summer Training Reports will be evaluated by the Board of Examiners comprising of Internal Examiner and External Examiner separately out of 50 marks each. The External Examiner will be appointed by the Competent Authority.

Soon after the End-Term Examination of the Second Semester, the student shall undergo training/internship in **Print Media** for a period of four weeks. She/he shall submit in duplicate hard copy and a soft copy of Summer Training Report (STR) along with the softcopy of multi-media presentation incorporating the work done during the training/ internship, at least four weeks before the commencement of End Term Examination of the Third Semester. The Summer Training Report shall be supervised by the internal faculty appointed by the Director/ Principal of the institute/ college.

**\*Scheme of Examination & Syllabi of Bachelor of Journalism (Mass Communication) for First to Sixth Semester (w.e.f. Academic Session 2018-2019 onwards). Guru Gobind Singh Indraprastha University Dwarka, Delhi-110075**

- Approved in the BOS Meeting held on 29th July 2018.
- To be effective from the Academic Session 2018-19 onwards.

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 BA(JMC)-TIAS



## Summer Training Report-BA (JMC) 255

### 2.0 GUIDELINES FOR SUMMER TRAINING REPORT

#### 2.1 OBJECTIVES

Each student of BA(JMC) program is to engage himself/herself in Summer Training during the summer vacations at the end of second semester. It is an exercise in 'Organizational Interface' with reference to various aspects of chosen area of media tasks and functions.

The academic objectives of Summer Training are to

- Work & gain knowledge of real Media world.
- Explore the various functional areas and analyze how theoretical concepts taught are applied in real situations.
- Analyze best practices, system, processes, procedures and policies of a company/industry in different functional areas and bring forward the deviations.
- Develop skills in report writing through data collection, data analysis, data extraction, and presentation and draw lessons vis-à-vis firm or company where you are doing Summer Training in respect of print and electronic media. At the end of 'Summer Training' the students are to submit a written report in the standardized format and guidelines given to the students.

#### 2.2 SCOPE OF THE PROJECT / SUMMER TRAINING

The summer training assignments would be based on the print Industry, covering the various aspects, such as Reporting, Editing, Writing, Photo Journalism etc. It may be noted that the chosen work should fall under creating, editing and publishing content only.

**Each student is required to carry out the work and submit the report individually.**

#### 2.3 GENERAL INSTRUCTIONS

- Immediately after the completion of the second semester, the students shall proceed for their Summer Training of 4 weeks duration in the Institute.
- 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.
- The Summer Training Report prepared after the completion of Training shall be assessed in the third Semester as a compulsory paper of 100 marks (Internal 50: External: 50).
- The Faculty guide has the liberty to visit the Organization where the student is undergoing training to assess and evaluate fruitfulness of the training.
- No two students should work on a Single Topic during their Summer Training. 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.
- All the students are required to give presentation to the Committee of experts which will be held as per Schedule notified.
- The students are required to meet their Faculty Guides on regular basis.  
It is obligatory for students to get their draft approved from concerned guide before giving final draft of the Summer Training Report for submission.
- The Guidelines for writing Summer Training Report is given in **Section A**.
- The format of the Report Writing is given in **Section B**

Sanjay Srivastava  
HoD  
BA(JMC)-TIAS



### Summer Training Report-BA (JMC) 255

- j) Specifications for Body of the STR is given in **Section C**

#### 2.4 ADVICE

It is advised that: You take the Summer Training very seriously & understand the Summer Training Report in its entirety – its objectives, methodology future scope & the time frame in which it has to be completed.

- a) Perform Good Quality Work which would help you
- In developing an understanding of the functional area.
  - In applying theoretical concepts learnt in the classroom.
  - In evolving the new theories and concepts.
  - In gaining experiences of working in the real life situation.
  - Building a rapport with the Industry Guide.
  - Establishing a mutually beneficial relationship between you and yours respective organization.
- b) This is an opportunity for you & at the same time a very important responsibility to build a close relationship between your institute & various members of your Organization and all the other organization you come across during your Internship. The following would definitely help you to achieve the above:-
- Be punctual in your office training.
  - Be sincere towards your Summer Training.
  - Meet deadlines & targets given.
  - Support your office Staff & your industry guide for work during your Summer Training.
  - Be ethical in your deals.
  - Build cordial relationship with all the industry Professional you come across during your Summer Training.

#### 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

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

- Industry profile** : In which area you are working, a brief introduction
- Company profile**: 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.
- Explain the nature of the organization and its working Model (Target Audience / Prospective etc).
- Company's vision & mission.
- Reach / Frequency (in terms of Circulation & Readership) of organization.
- Organizational structure in chart form
- Audience share & position of the company in the industry.
- Present leadership. Mention the people & their level with whom you have interacted during the Summer Training with their Email –ID & Mobile No.
- Objectives of the Training.

#### 3.2 CHAPTER-2: JOB PROSPECTIVE & RELEVANCE OF TRAINING

Sanjay Srivastava  
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BA(JMC)-TIAS



### Summer Training Report-BA (JMC) 255

In this chapter, students have to clarify different aspects of working model / prospective of the organization and they have to establish relationship of the same with the task assigned to them.

#### 3.3 CHAPTER-3: JOB SPECIFIC ANALYSIS

In this chapter include detailed analysis of the task that the students have carried out at the behest of the company week wise (1<sup>st</sup> to 4<sup>th</sup> week separately). Provide the full details of the project/work given by the company guide and its execution. Students are advised to put their submission / reports / write-ups along with final publication (if any)

#### 3.4 CHAPTER-4: LEARNING SUMMARY & CONCLUSION

In this chapter students are to mention learning value of the summer training covering at least following aspects

- 3.4.1 Comment on your experience about the working and environment existing in the organization.
- 3.4.2 Explain the practical knowledge you gained during your summer training in terms of systems, procedures and practices followed by the organization in different areas such as (Marketing, Reporting, Editing, page numbering etc.)
- 3.4.3 Best practices / USPs that the company follows in different areas.
- 3.4.4 Explain the variations/deviations in practices followed by the organization vis-à-vis the concepts taught to you in the classroom.
- 3.4.5 Constraints and limitations, if any, experienced in the company where you have undergone summer training.
- 3.4.6 In case you get the offer to join the same company, what changes you would like to carry out for the betterment of the same organization.
- 3.4.7 Advantages you gained during your Summer Training.
- 3.4.8 Disadvantages you faced during your Summer Training.

#### Section-B

#### 4.0 FORMATS FOR SUMMER TRAINING REPORT

The final report should be written in the following the format:

- Cover Page
- Certificate (s)
- Acknowledgement
- Executive Summary
- Contents
- Body of the Summer Training Report ( As per Section C)
- Summary and Conclusions
- References/ Bibliography
- Appendices
  - List of Tables
  - List of Figures

#### 4.1 COVER PAGE

The format of the Cover page is attached as **TIAS/AC/2018-19/22 (G)**

#### 4.2 CERTIFICATE

The format of the certificate (from Students & Faculty Guides) is attached as **TIAS/AC/2018-19/22 (H)**

The draft copy of the certificate (from Industry Guide) is attached as **TIAS/AC/2018-19/22 (I)**

#### 4.3 ACKNOWLEDGEMENTS

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BA(JMC)-TIAS



### Summer Training Report-BA (JMC) 255

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 should comprise problem definition, work assigned, methodology adopted for the performance of work assigned, findings, limitations, directions for future development, if any.

#### 4.5 CONTENTS & LIST OF TABLES/FIGURES/SYMBOLS

The format of Contents is as follows:

##### CONTENTS

S No	Topic	Page No
1	Certificates	-
2	Acknowledgement	-
3	Executive Summary	-
	Chapter I: Introduction	-
	Chapter II: Job Prospective & Relevance Of Training	-
	Chapter III: Job Specific Analysis	
	Chapter IV: Learning Summary & Conclusion	
	References/ Bibliography	
	Appendices	
	- List of Tables	
	- List of Figures	

#### 4.6 REFERENCES/BIBLIOGRAPHY

Examples are given below:

- 4.6.1 India today, "The Melt down: End of good times", Oct 27, 2008.
- 4.6.2 James M, Kaplan; and et.al., "Managing it in a Down Turn: Beyond Cost Cutting", Indian Management, vol.47 issue 11, Nov 08.
- 4.6.3 "How to Save Your Job in Recession", Harward Business Review, September 08.
- 4.6.4 <http://www.ibm.com/in> (Date of visit with complete address)
- 4.6.5 <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 Contents and list of Tables/Figures/Symbols is as follows:

##### LIST OF TABLES

Table No	Title	Page No
1	Number of Employees in Organization ABC	

Sanjay Singh  
 HoD  
 BA(JMC)-TIAS



**Summer Training Report-BA (JMC) 255**

2		
---	--	--

**LIST OF FIGURES**

Figure No	Title	Page No
1	Sales Figures of ABC Company for 2011 – 12	
2		

**LIST OF SYMBOLS**

S No	Symbol	Nomenclature & Meaning
1	@	At the rate
2		

**LIST OF ABBREVIATIONS**

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**

While compiling the body of report as in **Section C** following aspects must be adhered to as given in. Aspects are:

**5.1 PAGE SIZE:**

Good quality white A4 size executive bond paper should be used for typing and duplication.

**5.2 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, and 2.3-----etc. Sub-sub paras are to be numbered as 1.11, 1.12, 1.13, 2.11, 2.12, 2.13 etc.

**5.3 PAGE SPECIFICATIONS:**

- a) Left Margin : 1.25 inch
- b) Right Margin : 1.25 inch
- c) Top Margin : 1 inch
- d) Bottom Margin : 1 inch

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## Summer Training Report-BA (JMC) 255

### 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.

**No. of Pages: Minimum 60-70.**

### 5.4 NORMAL BODY TEXT:

- Font Size:** 12, Times New Roman, Double Spacing, Single Side Writing.
- Paragraphs Heading Font Size:** 12, Times New Roman, Bold & underlined
- Page/Title Font Size:** 14 Bold

### 5.5 TABLE AND FIGURE NUMBER:

Table and figure numbers are to be written at the bottom of the table/ figure as given below:

- Table No-1:** Number of Employees in Organization ABC
- Figure No-1:** Data Flow Diagram

### 5.6 BINDING & COLOR CODE OF THE REPORT:

- Hard Bound Report
- Background of the cover page – Black
- Color of Letters: Golden

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BA(JMC)-TIAS





**Summer Training Report-BA (JMC) 255**

**TIAS/AC/2018-19/22 (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
03/08/2018	Briefing Session , Allocation of guides
28/09/2018	Commencement of Summer Training Report work
05/10/2018	First Progress Report to the respective guides (Chapter I: Introduction, Chapter II: Job Prospective & Relevance Of Training)
15/10/2018	Second Progress Report to the respective guides (Chapter III: Job Specific Analysis, Chapter IV: Learning Summary & Conclusion )
20/11/2018	Pre-Power Point based Presentation on Chapter I, Chapter II, Chapter III, Chapter IV (Four weeks of work with actual experiential learning)
To be notified separately	Final- Power Point based Presentation & Defending of Work (10 min each student)
To be notified separately	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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**Summer Training Report-BA (JMC) 255**

**TIAS/AC/2018-19/22 (B)**

**FACULTY GUIDE**

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

**Subject: Reference to Scheme of Examination & Syllabus of BA(JMC) for Academic Session 2018-2019 onwards, GGSIPU, New Delhi for BA(JMC) semester-II, Code: BA(JMC)255: Sub: Summer Training Report**

Following students are immediately required to meet the Mentor/Faculty Guide Summer Internship proposed to start wef immediately after the completion of end term examinations of II 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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**Summer Training Report-BA (JMC) 255**

**TIAS/AC/2018-19/22 (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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 BA(JMC)-TIAS



### Summer Training Report-BA (JMC) 255

**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, consultation you will receive from whom, etc.

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

### Part IV: Agreement

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AS/AC/2018-19/22

**Summer Training Report-BA (JMC) 255**

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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51001:2018  
 Energy Management Systems

Summer Training Report-BA (JMC) 255

TIAS/AC/2018-19/22 (D)

**STUDENT'S DAILY DIARY/ DAILY LOG**

Dept./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 Report-BA (JMC) 255**

**TIAS/AC/2018-19/22 (E)**

**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:**

**Enroll. No.:**  
**Sem:**                      **Shift:**

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

<b>Outstanding</b>	<b>Good</b>	<b>Satisfactory</b>	<b>Unsatisfactory</b>
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
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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**Summer Training Report-BA (JMC) 255**

TIAS/AC/2018-19/22 (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)					
<b>This experience has:</b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>No Opinion</b>	<b>Disagree Strongly</b>	<b>Disagree</b>
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					

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 BA(JMC)-TIAS





AS/AC/2018-19/22

### Summer Training Report-BA (JMC) 255

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 more responsibility? Would you have liked more discussions with your professor concerning your supervision needed? Was more of an orientation required?)

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## Summer Training Report-BA (JMC) 255

TIAS/AC/2018-19/22 (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 ARTS (JOURNALISM & MASS COMMUNICATION)**  
to

**Guru Gobind Singh Indraprastha University, Delhi**

*Under the Guidance of*  
Dr.  
Faculty Guide

*Submitted by*  
Name of Student  
BA(J&MC) -III Sem, Shift  
Enrollment No.:

SESSION 2018-19



**TECNIA INSTITUTE OF ADVANCED STUDIES**  
**NAAC ACCREDITED GRADE "A" INSTITUTE**  
Approved by AICTE, Ministry of Education, 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



Sanjay Srivastava  
HoD  
BA(JMC)-TIAS



**Summer Training Report-BA (JMC) 255**

TIAS/AC/2018-19/22 (H)

To Whom It May Concern

I \_\_\_\_\_, Enrolment No. \_\_\_\_\_ from BA(JMC)-III Sem, Shift \_\_\_\_\_ of the Tecnia Institute of Advanced Studies, Delhi hereby declare that the Summer Training Report (BA(JMC-255) 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 BA(J&MC) 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 Guide

Name of the Guide:  
 Designation:

Sanjay Srivastava  
 HoD  
 BA(JMC)-TIAS



**Summer Training Report-BA (JMC) 255**

**TIAS/AC/2018-19/22 (I)**

ON COMPANY'S LETTER HEAD

**CERTIFICATE**

This is to certify that.....(Full Name of the Student), a student of Bachelor of journalism and Mass Communication (BA(JMC), a class of 2022, Tecnia Institute of Advanced Studies, Affiliated to GGS.IP. University bearing Enrolment No....., has undertaken the Summer 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 Guide  
 Name of the Guide:  
 Designation:  
 Address:

Seal of Organization  
 Date:

*Sanjay Srivastava*  
 HoD  
 BA(JMC)-TIAS



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## Summer Training Report-BA (JMC) 255

TIAS/AC/2018-19/22 (J)

### NOTICE (Briefing Session)

Date: 25/07/2018

All the students of BA (JMC)-3<sup>rd</sup> Sem. Shift- I/II are required to attend the briefing session on Summer Training Report (STR) BA (JMC) 255 and collect the guidelines for STR on 01/08/2018 at 10:30 am in UG Building, Room No. 2304.

The session resource persons will be Dr. Sanjay Srivastava, Dr. Rajesh Aggarwal. All the faculty members of the department are required to be present during the session.

Prepared By

Checked By

Verified By

Cc: Notice Board

Sanjay Srivastava  
HoD  
BA(JMC)-TIAS



**Summer Training Report-BA (JMC) 255**

**TIAS/AC/2018-19/22 (K)**

**Attendance Sheet (Briefing Session)**

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

Date:

S.No.	Enrolment No.	Name	Attendance

Prepared By

Checked By

Verified By

*Sanjay Srivastava*  
HoD  
BA(JMC)-TIAS









**Summer Training Report-BA (JMC) 255**

**TIAS/AC/2018-19/22 (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

*Sanjay Srivastava*  
 HoD  
 BA(JMC)-TIAS



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**Summer Training Report-BA (JMC) 255**

**TIAS/AC/2018-19/22 (O)**

**STUDENTWISE PROJECT DETAILS**

Program: -----Semester----- (---S)

Paper Code: ----- Paper: -----

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

**Prepared By**

**Checked By**

**Verified By**

*Sanjay Srivastava*  
 HoD  
 BA(JMC)-TIAS



AS/AC/2018-19/22

**Summer Training Report-BA (JMC) 255**

TIAS/AC/2018-19/22 (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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19.									
20.									

Name & Sign:

Date:

*Sanjay Srivastava*  
 HoD  
 BA(JMC)-TIAS