



DEPARTMENT OF JOURNALISM & MASS COMMUNICATION

PROGRAMME : BA(JMC)

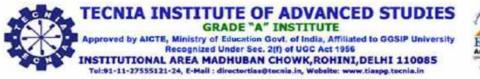


GUIDELINES

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

for the

ACADEMIC SESSION : 2023-24





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

1.0 GGSIPU- ORDINANCE

BACHELOR OF ARTS (JOURNALISM & MASS COMMUNICATION)

THIRD SEMESTER

SUMMER TRAINING REPORT

External Evaluation: 50 Marks	Internal Eval	uation: 50 Marks	Total Marks: 100
COURSE CODE: BA (JMC) 255	L; 0	T/P: 0	CREDITS: 4

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 multimedia 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 2023-2024 onwards). Guru Gobind Singh Indraprastha University Dwarka, Delhi-110075.

- i. Approved in the BOS Meeting held on 28th July 2023.
- ii. To be effective from the Academic Session 2023-24 onwards.





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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

- a) Work & gain knowledge of real Media world.
- b) Explore the various functional areas and analyze how theoretical concepts taught are applied in real situations.
- c) Analyze best practices, system, processes, procedures and policies of a company/industry in different functional areas and bring forward the deviations.
- d) Develop skills in report writing through data collection, data analysis, data extraction, and presentation and draw lessons vis-à-vis firm or company are 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

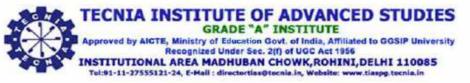
The summer training assignments would be based on the print Industry, covering the various aspects, such as Reporting, Editing, Writing, Photo Journalism etc. It may be noted that the chosen work should fall under creating, editing and publishing content only.

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

2.3 GENERAL INSTRUCTIONS

- a) Immediately after the completion of the second semester, the students shall proceed for their Summer Training of 4 weeks duration in the Institute.
- b) 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.
- c) 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).
- d) The Faculty guide has the liberty to visit the Organization where the student is undergoing training to assess and evaluate fruitfulness of the training.
- e) 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.
- f) All the students are required to give presentation to the Committee of experts which will be held as per Schedule notified.
- g) 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.
- h) The Guidelines for writing Summer Training Report is given in *Section A.*

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- i) The format of the Report Writing is given in *Section B*
- 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
 - a) In developing an understanding of the functional area.
 - b) In applying theoretical concepts learnt in the classroom.
 - c) In evolving the new theories and concepts.
 - d) In gaining experiences of working in the real life situation.
 - e) Building a rapport with the Industry Guide.
 - f) 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

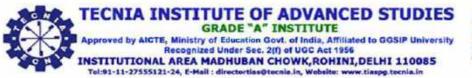
The Guidelines for carrying out the STR is given in the following paragraphs. Each student is to compile his/her study in six chapters as detailed below:

3.1 CHAPTER-I: INTRODUCTION

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

- 3.1.1 Industry profile : In which area you are working, a brief introduction
- 3.1.2 **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.
- 3.1.3 Explain the nature of the organization and its working Model (Target Audience / Prospective etc).
- 3.1.4 Company's vision & mission.
- 3.1.5 Reach / Frequency (in terms of Circulation & Readership) of organization.
- 3.1.6 Organizational structure in chart form
- 3.1.7 Audience share & position of the company in the industry.
- 3.1.8 Present leadership. Mention the people & their level with whom you have interacted during the Summer Training with their Email –ID & Mobile No.
- 3.1.9 Objectives of the Training.

3.2 CHAPTER-2: JOB PROSPECTIVE & RELEVANCE OF TRAINING





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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 (1st to 4th 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
 - o List of Figures

4.1 COVER PAGE

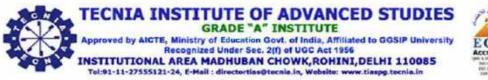
The format of the Cover page is attached as TIAS/AC/2023-24/27 (G)

4.2 CERTIFICATE

The format of the certificate (from Students & Faculty Guides) is attached as **TIAS/AC/2023-24/27 (H)** The draft copy of the certificate (from Industry Guide) is attached as **TIAS/AC/2023-24/27 (I)**

4.3 ACKNOWLEDGEMENTS

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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 higherlevel 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	Торіс	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 world 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.

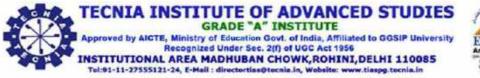
4.8 LIST OF TABLES/FIGURES/SYMBOLS

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	21
		a column
		HoD

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Earning Per Share.

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2					
LIST OF FIGUF	RES				
Figure No	Title			Page No	
1	Sales Figures of ABC Company for 20)11 – 12			
2					
LIST OF SYMB	OLS				
S No	Symbol		Nomen	Nomenclature &	
			Meanin	ng	
1	@		At the r	ate	
2					
LIST OF ABBR	EVIATIONS		I		
S No	Abbreviated Name	Full ı	name		
1	CRM	Custo	omer	Relationship	
		Man	agement		

Section-C

5.0 SPECIFICATIONS FOR BODY OF THE STR

EPS

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:

2

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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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:

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

5.5 TABLE AND FIGURE NUMBER:

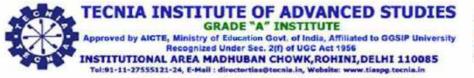
Table and figure numbers are to be written at the bottom of the table/ figure as given below:

- a) Table No-1: Number of Employees in Organization ABC
- b) Figure No-1: Data Flow Diagram

5.6 BINDING & COLOR CODE OF THE REPORT:

- a) Hard Bound Report
- b) Background of the cover page Black
- c) Color of Letters: Golden

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TIAS/AC/2023-24/27 (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	
01/08/2023	Briefing Session, Allocation of guides	
26/09/2023	Commencement of Summer Training Report work	
05/10/2023	First Progress Report to the respective guides (Chapter I: Introduction, Chapter II: Job Prospective & Relevance Of Training)	
15/10/2023	Second Progress Report to the respective guides (Chapter III: Job Specific Analysis, Chapter IV: Learning Summary & Conclusion)	
21/11/2023	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

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FACULTY GUIDE

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

Subject: Reference to Scheme of Examination & Syllabus of BA(JMC) for Academic Session 2023-2024 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, Specializtion, Subject Electives and Guideline/Formats/Reporting Schedule. Also refer AICTE Internship Policy (Attached PDF)

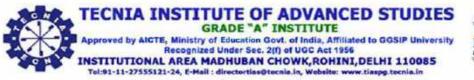
Note: Record be made in individual Faculty Mentor register

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

Prepared By

Checked By

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TIAS/AC/2023-24/27 (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.

Student ID#		_ Class Year:
Title:		
Email:		
Phone:		
Department:		
Ending Date:		
	Paid	Unpaid
	Email: Title: Email: Email: Phone: Phone: Credits: Credits: Credit/Non-credi	Credits: Credit/Non-credit

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

Learning Activities: How will your internship activities enable you to acquire the knowledge Junderstanding, and

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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?

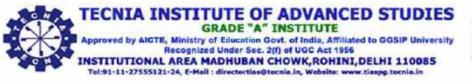
Part IV: Agreement

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.



Approved by	A INSTITUTE OF ADVANCED STUDIE GRADE "A" INSTITUTE AICTE, Ministry of Education Govt. of India, Affiliated to GGSIP Univers Recognized Under Sec. 2(f) of UGC Act 1956 ONAL AREA MADHUBAN CHOWK, ROHINI, DELHI 110085 7555121-24, E-Mail : directortias@tecnia.in, Website: www.tiaspg.tecnia.in	
	Summer Training Report-BA (JMC) 255	TIAS/AC/2023-24/27
Student		Date
Faculty Guide		Date
Industry Guide		Date







TIAS/AC/2023-24/27 (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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TIAS/AC/2023-24/27 (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:	Enroll. No.:	
Programme:	Sem:	Shift:

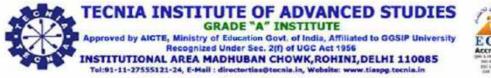
You are requested to provide your evaluation of the students' performance on the following parameters as per the rating given below

Outstanding	Good	Satisfactory	Unsatisfactory	
Α	В	С	D	
1. Technical knowledge	gathered about the	industry and the job he	e/she was involved.	
2. Communication Skills	: Oral / Written			
3. Ability to work in a tea	am			П
4. Ability to take initiativ	'e			
5. Ability to develop a he	ealthy long term rela	ationship with client/as	ssociates	
6. Ability to relate theor	etical learning to the	e practical training		
7. Creativity and ability t	o innovate with res	pect to work methods	& procedures	
8. Ability to grasp new id	leas and knowledge	2		
9. Presentations skills				
10. Documentation skills	5			
11. Sense of Responsibil	ity			
12. Acceptability (patien	ce, pleasing manne	rs, the ability to instill t	rust, etc.)	
13. His/her ability and w	illingness to put in h	nard work		
14. Punctuality				
15. In what ways do you	consider the stude	nt to be valuable to the	e organization?	

Any other comments_

Assessor's Overall rating Assessor's Name: Email id: Contact No: Designation: Organization name: Address:

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STUDENT FEEDBACK OF INTERNSHIP (TO BE F	ILLED BY STUDENTS AFTER INTERNSHIP COMPLETION)
Student Name:	Date:
Industry Guide:	Title:
Industry Guide Email:	PaidUnpaid
Company/Organization:	
Internship Address:	
Faculty Guide:	Department:
Dates of Internship: From	То
Please fill out the above in full detail	

***Please fill out the above in full detail**

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

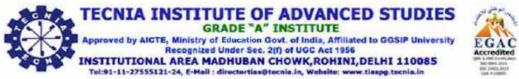
Was your internship experience related to your major area of study?

_____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	No	Disagree	Strongly
	Agree		Opinion		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	No	Disagree	Disagree
	Agree		Opinion	Strongly	
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		1			
Allowed life to dequire information and of use					

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

SUMMER TRAINING REPORT ON



TIAS/AC/2023-24/27 (G)





Summer Training Report-BA (JMC) 255 <u>TITLE OF PROJECT REPORT</u>

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.:

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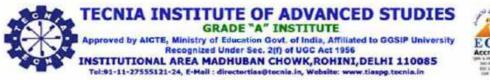
SESSION 2023-24



TIAS/AC/2023-24/27 (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)





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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:

Name of the Guide: Designation: Signature of the Guide

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ON COMPANY'S LETTER HEAD

CERTIFICATE

This is to certify that	(Full	Name of th	e Student), a
student of Bachelor of journalism and	d Mass Communication (BA(JMC), a class of 2	2022, Tecnia	Institute of
Advanced Studies, Affiliated to GGS.IP	. University bearing Enrolment No		, has
undertaken the Summer Training at		Name of th	e Company)
duringto	under my supervision & guidar	ice.	
He / She has conducted a study & comp	leted the STR Titled		•••••

Signature of the Guide Name of the Guide: Designation: Address: Seal of Organization Date:





Accredited Accredited Market and Market

Summer Training Report-BA (JMC) 255

TIAS/AC/2023-24/27 (J)

NOTICE (Briefing Session)

Date: 28/07/2023

All the students of BA (JMC)-3rd 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 01/08/2023 at 10:30 am in UG Building, Room No. 2304.

The session resource persons will be Dr. Gopal Thakur, Dr. Shivendu Kumar Rai and TNP Coordinator Dr. Shaheen Bano. All the faculty members of the department are required to be present during the session.

Prepared By

Checked By

Verified By

Cc: Notice Board

BA(JMC)-TIAS





TIAS/AC/2023-24/27 (K)

Attendance Sheet (Briefing Session)

Session:	Programme:	Semester:	Div:	Shift:	Paper Code:	Paper:
Date:						
S.No.	Enrolment No.	Name			Attendance	

Prepared By

Checked By

BA(JMC)-TIAS





TIAS/AC/2023-24/27 (L)

CONTINUOUS EVALUATION SHEET

Session		gramme:	Semester:	Div: Shift:	Paper Code:	Paper:
Faculty Guide	e: Enrolment No.	Name	First Progress Report to the respective guides.(Chapter I: Introduction, Chapter II: Job Prospective & Relevance Of Training)	Second Progress Report to the respective guides.(Chapter III: Job Specific Analysis, Chapter IV: Learning Summary & Conclusion)	Draft Copy	Sign
1.						

Prepared By

Checked By

BA(JMC)-TIAS





TIAS/AC/20223-24/27 (M)

Attendance Sheet (Internal Evaluation)

Session:	Programme:	Semester:	Div:	Shift:	Paper Code:	Paper:
Date:						
S.No.	Enrolment No.	Name			Sign.	
I						

Faculty Expert Name & Sign

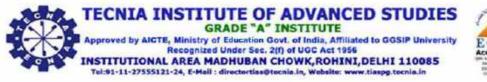
Faculty Expert Name & Sign

Faculty Expert Name & Sign

Date: Prepared By

Checked By

BA(JMC)-TIAS





TIAS/AC/2023-24/27(N)

PROFORMA FO			A CERAENT
Ph		ENT OF TRAINING AND PL	
Evaluation (I)			
1. Name of Stud	ent	Mob	b. No
2. College Roll N	lo	Unive	ersity Roll No
3. Branch/Seme	ster	Perio	od of Training
4. Home Addres	s with contact No		
5. Address of Tra	aining Site:		
7. Name/Design	ation of Training In- charge		
8. Type of Work			
9. Date of Evalua	ation		
	_ (Satisfactory/ Good/ Excel		
b) Practical Wor	k: (Satisfactory/ Good/ E	xcellent)	
c) Faculty's Eval	uation: _ (Satisfactory/ Goo	d/ Excellent)	
d) Evaluation of	Industry: (Satisfactory/	Good/ Excellent)	
Overall grade: (Satisfactory/ Good/ Exceller	nt)	

Signature of Faculty Guide

Signature of FPC

Signature of Chair-Placement Cell

BA(JMC)-TIAS





TIAS/AC/2023-24/27 (O)

STUDENTWISE PROJECT DETAILS

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

Paper Code: Paper:

S.No.	Enroll No.	Name of Student	Area	Project Title	Company Details
			1		1

Prepared By

Checked By

BA(JMC)-TIAS



Summer Training Report-BA (JMC) 255

TIAS/AC/2023-24/27(P)

INTERNSHIP EVALUATION REPORT:

	Session:	Programme:	Semes	ter:	Shift:	Paper Co	ode: Pape	er:	
S.No	Enroll No.	Name of Student	Marks to be	awarded (50	Marks) (Gr	ade-Satisfacto	ory/Good/Excelle	ent)	
			Reporting (G	uide)		Project Repo	rt (Committee /	Guide)	
			Punctuality (4 marks)	Maintenanc e 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)	OVERALL MARKS/ GRADES
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									
18.									1
19.									1
20.									1

Name & Sign:

BA(JMC)-TIAS

Date: