

**8 weeks  
Summer Training Manual  
For  
2 year MBA Program  
(Under Rayat Bahra University)**

UNIVERSITY SCHOOL OF MANAGEMENT STUDIES

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UNIVERSITY SCHOOL OF MANAGEMENT STUDIES

## INTRODUCTION

The students of MBA program are required to undergo 8 weeks summer training at end of second semester. The summer training report presentation being a regular subject prescribed by the University has important assessment and learning value. Maximum effort should be made to learn not only project and research methodology but also peer learning, acquiring soft skills and general knowledge about various organisations.

This training is meant to gain hands-on experience on the tools & techniques in the industrial environment. During this training, the student should focus on practical exposure & project work.

## PROCEDURE

1. No student will be allowed to change the organization during the training period. However, in case of the genuine reasons, a case may be put up through the Faculty coordinator.

*The students are required to enclose a no-objection certificate from the present company along with such requests for change.*

2. The students are required to submit a joining report within 3 days.
3. The students would be allotted a faculty supervisor to monitor their training progress. The supervisor will be free to visit or call the place of training at any point of time during the working hours of the organisation to ensure adherence to the rules.
4. Projects (if any) must be duly recommended by the concerned faculty supervisor.

**The students are required to update their contact details at the respective organizations and institute and also keep with them the necessary details of their faculty supervisors.**

**Note: All the students are required to report for training in their respective organisations after the end term exams of second semester positively.**

## TRAINING EVALUATION GUIDELINES

The summer training report and presentation shall be evaluated as follows;

**Total Marks: 100**

**100 marks** shall be distributed as under as under:

• Daily Diary*	10%	10 marks
• Company Evaluation Report	05%	5 marks
• Mid training Report/ External Supervisor Report	15%	15 marks
• Project Report	25%	25 marks
• Seminar / Presentation	20%	20 marks
• Internal Viva-Voce	25%	25 marks
<b>Total</b>		<b>100 marks</b>

(\*The Student should maintain chronological (date-wise) record of the work done during the training in the diary )

## TRAINING SCHEDULES

The following are the dates for the respective years for submitting the documents:

Sr. No	Document	DATE OF SUBMISSION
1	Confirmation letter	30 <sup>th</sup> May
2	joining Report	15 <sup>th</sup> June
3	Mid Training Report	15 <sup>th</sup> July
4	Company Evaluation Report	15 <sup>th</sup> July
5	Performance Evaluation Report along with Daily Diary	31 <sup>st</sup> July
6	Project Report	31 <sup>st</sup> August

**Note: The presentation of the summer training will begin from 10th september onwards.**

## **GUIDELINES FOR THE PREPARATION OF SUMMER TRAINING REPORT**

1. **One hard copy, hard bound cover (Blue colour with golden embossing)** and one soft copy of the report and presentation (in the form of CD) of the report are to be prepared.
2. The report should contain 80-100 pages.
3. It should adhere to the following guidelines:
  - Report is to be prepared on A-4 size.
  - Margin of at least 1” should be there on both left and right side of the page.
  - All the headings should be in bold letters and visible separately.
  - Font size – 12
  - Font type –times new roman
  - Line spacing- 1.5
  - All pages should be numbered.
  - Proper headers and footers should be used.
  - One page should be left blank in between the chapters and name of the chapter should be written on it.
  - Support your research with documents wherever necessary.
  - Coloured printouts may be used for data interpretation.

**NOTE:**

1. **The summer training report carries 100 marks.**
2. **If the report is not prepared according to the guidelines, it will not be accepted at all.**

**CONTENTS OF THE REPORT**

**1<sup>st</sup> page**

**ON THE JOB TRAINING REPORT**

**ON**

**TOPIC OF PROJECT**

**AT**

**COMPANY NAME**

**SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS  
FOR THE AWARD OF THE DEGREE OF**

**MASTERS OF BUSINESS ADMINISTRATION**



**(SESSION 2017-2019)**

**SUBMITTED BY**

**NAME OF STUDENT**

**ROLL NO.**

**UNIVERSITY SCHOOL OF MANAGEMENT STUDIES  
RAYAT BAHRA UNIVERSITY, MOHALI**

2. Certificate from the organization where the summer training has been carried on. (original certificate is to be attached in original copy and photocopies in others).

3.

Acknowledgement

Date  
Place

signature

4.

**Preface/ Executive Summary**

5.

S. No.	Contents/Chapters	Page No.
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**6. Company Profile**

Company profile should contain the following:

- location of the organization
- when it was established
- promoters, board of directors
- shareholding pattern
- organizational chart
- products or services offered
- achievements of the organization
- contracts entered into
- future prospects
- any other available information

**7. Theoretical Framework**

**8. Research Methodology**

Research methodology be divided into the following

- a. Objectives of the Study
- b. Research Design
- c. Research Problem
- d. Scope of the Study
- e. Sources of Data
- f. Methods of data collection
- g. Sample Size
- h. Sample Area
- i. Statistical tools used for interpretation and analysis
- j. Limitations of the Study

**9. Analysis and Interpretation**

Each question should be analysed with the help of tables, diagrams and statistical tools etc.

**10. Findings of the Study**

**11. Suggestions/ Recommendations**

**12. Conclusion/ Summary**

**13. List of abbreviations used (if any)**

**14. References**

**15. Annexure**

- Questionnaire
- Financial Statements of the organization
- any other document in support of the Study

*ANNEXURE – I*

**Company Evaluation Performa**

Name of the Company: \_\_\_\_\_

Address of the Company: \_\_\_\_\_  
 \_\_\_\_\_

Type of Company:

- Manufacturing     
  Service Provider     
  Software Development  
 Any Other Specify \_\_\_\_\_

<b>Evaluation Parameters</b>	<b>Details</b>	<b>Remarks</b>
Turnover of the company		
No. of employees		
Listing of the company in SEBI		
Credit Rating of the company		
National / International		
Any Technological Collaboration		

**Overall Assessment of the Company**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Signature of Faculty Coordinator)

Date:

Date:



**Mid Training Report Format**

**Name of Student:** \_\_\_\_\_ **Roll No:** \_\_\_\_\_

**Project Undertaken** \_\_\_\_\_

**Estimated duration** \_\_\_\_\_

**Name of Organization & Address:** \_\_\_\_\_

\_\_\_\_\_

**Nature of Project/Job assigned:** \_\_\_\_\_

**Project Description**

(Additional pages can be attached to give description of the Project)

\_\_\_\_\_  
\_\_\_\_\_

**Date:**

**Signature of the Student**

\_\_\_\_\_  
(Signature of Training Supervisor)

**FOR USMS USE**

**Comments / Observation by Faculty advisor:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**UNIVERSITY SCHOOL OF MANAGEMENT STUDIES**

Campus : Sahauran , Near Kharar, Distt. Mohali (Pb.)  
Contact No. : - +91-0160-5009663, 5009675 Fax No. : - 5009680

**Attendance Report**

Name of the Student : .....

University Roll No. ....

Training Commenced on ..... Completed On .....

MONTH	June	July	Aug
<b>Training Section/Deptt.</b>			
<b>Date</b> 1			
2			
3			
4			
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26			
27			
28			
29			
30			
31			
Signature of Trainee			
Signature of Incharge			

Date : .....

Seal

Authorized Signatory .....

Name : .....

Designation : .....

**8 weeks summer training**  
**Performa for performance evaluation**  
**BATCH 2017-19**

Name and Address of the Organisation visited: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Person Contacted: \_\_\_\_\_ Designation \_\_\_\_\_

Contact number of the Contacted person \_\_\_\_\_

Name of the student	Reg no.	Marks Awarded			Remarks
		Regularity/ Attendance (5)	Job/ Project Work (5)	Discipline & General Behavior (5)	

General remarks/observation with regards to deficiencies/ problems/ suggestions for improvements:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Training Supervisor  
 And Stamp  
 Date:

**FOR USMS USE**

**Signature of the Faculty Coordinator**

**Date:**

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Sub: 8 weeks summer training of MBA students in your Organization.

Rayat Bahra University, is well established name in the field of higher learning in the area of emerging technologies, management, law and many other professional courses.

As per the University curriculum, it is mandatory for the students to undergo eight weeks summer training for the award of the degree of MBA. We are pleased to introduce the students of 2017-2019 batch of MBA with specializations in the area of Marketing, Finance and Human Resource Management, Information Technology, Entrepreneurship and Family Business, Operations and Supply Chain Management, Digital Marketing, Health Care Management and Hospitality Management for summer training in your esteemed organization.

**Detail of the Student:**

Name of Student \_\_\_\_\_  
Father's name \_\_\_\_\_  
University Roll No \_\_\_\_\_

Students may please be allotted specific projects/ work which will be evaluated by the institute.

All students are required to maintain a Daily Diary which will be signed by their Organisation's Coordinator at the end of each day. **Kindly communicate the name, contact details and designation of the officer deputed for this purpose.**

The faculty Coordinator may call or visit your place for monitoring the trainee's progress and also for interacting with your officers for long term relationship as well as deciding useful project work to be allocated to the students during the training period.

Once again we express our appreciation of your cooperation in this regard and look forward to more useful interactions in future too.

With warm regards

**Prof Dr. Balram Dogra**  
Dean, USMS



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**CONFIRMATION LETTER**

This is here by confirmed that Mr./Ms. \_\_\_\_\_ has been  
confirmed as summer trainee in \_\_\_\_\_ (Name  
of the organization)

Name of the Concerned Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp of Organization: \_\_\_\_\_

UNIVERSITY SCHOOL OF MANAGEMENT STUDIES