

**NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
DEPARTMENT OF MANAGEMENT STUDIES**

Guidelines for Summer Training Report

The guidelines to be followed for preparing summer training report are as follows:

The training report should be presented in the following format only

- (a) Every student is required to submit the summer training report as per the guideline
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- (b) The report should be printed on A4 size sheet.
- (c) The font used should be Times New Roman and font size should be 12.
- (d) The line spacing should be fixed at 1.5 lines.
- (e) Page numbers should be placed at bottom middle position.
- (f) Chapters should be numbered as 1, 2, 3 etc.
- (g) The training report should be a minimum of 60 pages and should not exceed 90 pages.
- (h) Students should submit 3 (one for the student, one for the Organization, one for the Institute) hard copies duly signed by the industry mentor and soft copy in one CD.
- (i) Every student is required to take approval before the stipulated date.

Schedule

Last date for submission of Final Summer Training report is 31st August 2016.

Contents / Sequence

- 1. **Title page** (refer to the sample format given below)
- 2. **Certificate of Summer Training duly signed letter head.**
- 3. **Declaration** (refer to the sample format given below)
- 4. **Acknowledgement**
- 5. **Contents/ Index(Followed by Chapterization)**

Chapter No.	Title	Page No
1	Introduction	
2	Industrial Sector Profile	
3	Company Profile	
4	Department Details	
5	Learning's & Value Addition	
6	Recommendations & Suggestions	
7	Annexure	

Chapter 1: Introduction:

- 1.1 Summary of whole report (Should not be more than 3 pages)

Chapter 2: Industrial Sector Profile:

- 2.1 Brief description of particular industry sector i.e. Automobile, Construction, Information technology, education, FMCG, Telecommunication etc.
- 2.2 Different Companies in that industry sector.
- 2.3 Top 10 Companies and market share of each company in the same industry sector.
- 2.4 Growth & Opportunities in industry sector.
- 2.5 Share of that particular industry sector in total.

Chapter 3: Company Profile:

- 3.1 Review of company i.e. Name of the company, complete address, e-mail id.
- 3.2 Company pictures & Logo.
- 3.3 Company Mission & Vision.
- 3.4 History of company.
- 3.5 Different plants as well as plant locations of the company (pictures should be included of different plants).
- 3.6 Product range of company & different plants.
- 3.7 Size (in terms of manpower & turnover) of the company.
- 3.8 Market share and positions of the company in the industry.
- 3.9 SWOT analysis of the company.
- 3.10 Competitors of the company.
- 3.11 Balance Sheet of the company (if current year balance sheet is not available then can conclude previous year also).

Chapter 4: Department Details:

- 4.1 Organizational Chart showing different departments.
- 4.2 Snapshot of various departments.
- 4.3 Specify the area in which training has been taken.
- 4.4 Roles and responsibilities of that particular area (i.e. Human Resource, Marketing, Finance, Admin, Recruitment, Training, Talent Acquisition etc).
- 4.5 Detailing of each and every work performed by them.
- 4.6 Should mention Staff members list and different positions holding by them.
- 4.7 Departmental chart showing different employees positions and also mention yours Position also.
- 4.8 Highlight the training method adopted during training.

Chapter 5 : Learning's & Value Addition:

- 5.1 Learning's & Value addition during training
- 5.2 Difference between practical exposure and theoretical work.
- 5.3 Challenges faced by you during your internship.
- 5.4 Usefulness of training should also be highlighted.

Chapter 6: Recommendations & Suggestions:

- 6.1 The suggestions which you would like to give to company related to :
 - (a) Their operations & functions.
 - (b) The techniques and methodology.
 - (c) Their policies & programmes where there is a need for improvement.

Annexure:

As required.

Summer Training Report

In

(Department Name- Where you have done Summer Internship)

At

(Organization Name- Where you have done Summer Internship)

Submitted to

Department of Management Studies
National Institute of Technology Silchar

Industry Mentor's Name:

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Submitted By:

Name:

Roll No.:

Batch :

Department of Management Studies
National Institute of Technology Silchar

Declaration

I _____ Roll No. _____ a full time bonafide student of Master of Business Administration (MBA) Programme, Batch(2016-18) of Department of Management Studies, National Institute of Technology Silchar, hereby certify that this summer training carried out by me at _____ and the report submitted in partial fulfillment of the requirements of the programme is an original work of mine under the guidance of the industry mentor _____ and is not based or reproduced from any existing work of any other person or on any earlier work undertaken at any other time or for any other purpose, and has not been submitted anywhere else at any time .

(Student's Signature)

Date:

Guidelines for Writing Acknowledgement

The acknowledgement page is provided in a report to thank all the members who have supported and guided in completion of the report.

The summer training report should contain acknowledgements in the following order –

- i. Management of the Organization in which training was taken up.
- ii. Institute Management
- iii. The Head of the Institution
- iv. The Head of the Department
- v. Industry Mentor

Feedback Form

Every Student is required to submit the feedback form signed by his/her industry mentor (refer to the sample format given below)