

**BABA FARID COLLEGE
BATHINDA**

Dear Student,

As a requirement of your academic curriculum, you have already started upon an imperative task of summer training of 6th semester, in Business organizations from the duration of January to 15th of April 2015. During this span of your orientation in various departments of the corporate houses, you shall be assigned suitable project(s), which shall provide you with an ample opportunity to apply the '*Classroom Management Concepts*' to actual corporate / business situations in the specialization areas that you shall be choosing for your future careers.

The following guidelines describe in detail as to what & how the department expects you to perform in industrial training and also the proper procedure & format for writing a project report.

Therefore it is advised that:

1. You should take the industrial training with utmost seriousness.
2. You should be punctual in your office timings.
3. Wear proper formal attire on each day of the training.
4. Produce quality work / research, which would:
 - a. Help you in gaining understanding / expertise in a specific area.
 - b. Help you in gaining experience of working in actual corporate circumstances.
 - c. Help build a rapport between BABA FARID COLLEGE & your ESTEEMED training organization.
 - d. Help in increasing the final placement prospects.

NOTE: Department guidelines stipulate that the Training Project of one student should be different from that of other students i.e. no two students will be allowed to undertake / work on a single project during the training, even if they work in 2 different organizations. So each student is advised to bring this to the notice of his / her organizational guide accordingly and ensure the same.

All students are required to report to the Department on following dates:

S. no	DESCRIPTION	DATE OF SUBMISSION	SUBMIT TO
1.	Letter of confirmation(ANNEXURE)	Up to 31 st of DECEMBER, 2014 .	Training Coordinator
2.	Synopsis (3 – 4 pages) duly approved and signed by the industry guide	27 th of JANUARY,2015.	Training Coordinator
3.	Regular reporting of industrial Training • Weekly Diary(ANNEXURE II) (via e-mail or hard copy via courier)	Every week (13th of FEB onwards).	Training Coordinator
4.	Synopsis presentation	2 nd week of FEB	Training Coordinator
5.	Reporting in BABA FARID COLLEGE and interaction with the concerned faculty for discussion regarding the preparation of the Project Report.	2 nd week of MARCH.	Training Coordinator
6.	Submission of soft copy of • Draft of the training report	Third week of MARCH.	Training Coordinator
7.	Submission of Industrial Training Project Report along with Evaluation Report (ANNEXURE V) & Training Completion Certificate (ANNEXURE IV)	1 st week of APRIL.	Training Coordinator
8.	Beginning of the Presentation of Project Report	14 th of April onwards.	Training Coordinator

During the training, the students may contact the Training Coordinators for any query / guidance at the following contact particulars:

EMAIL : bbabatch2011training@gmail.com

Best of luck for INDUSTRIAL training!!!!!!

TRAINING GUIDELINES

The topic of the project should be selected by the students themselves in consultation with the industry as well as the faculty guide. The project synopsis (3 to 4 pages) is to be submitted to the placement coordinator by the student by 27th of jan, 2014.

The project synopsis (including the contact details of the project guide) is to be forwarded to the Training Coordinator. **Candidate will come to college to get their synopsis and draft checked by their training coordinator.**

Failing which your project will not be approved of and the summer training project report is liable to be rejected.

Synopsis: The synopsis should be, at the maximum, of 3 - 4 pages with A4 page setting, Times Roman font (12 sized), Double line spacing and Margins of 1.15” on each side. It should mention the project title, indicate the problem identification and approach towards the summer project vis-à-vis the following points

1. Brief profile of Industry
2. Purpose / Objectives of the Project / Research
3. Scope
4. Methodology
5. Need for study.
6. Organization's benefit / gain as a result of the project
7. Name, Contact Address, Telephone no., Cell no., e-Mail ID of the project guide in the organization in order to seek timely confidence reports about the project progress / conduct from the training organization.
8. Lastly, following information is to be included in the end on a separate page, of the persons in your organization, who could be contacted by BFC for:
 - a. Guest Lectures
 - b. Event Sponsorships
 - c. Industrial Visits
 - d. Management Development Programs (MDPs) Faculty

Weekly Dairy: Students will have to maintain a weekly diary about their experiences during the entire industrial training period and should get it signed by the project guide on weekly basis. (Annexure-II).

Report Writing:

The requirement of writing a project report is intended to develop the student's diagnostic, analytical and report writing skills in the context of the management related issues. The topic selected for the project should be useful to the organization and have adequate management content. The study done for the training must be based on the primary and / or secondary data and must have relevance to the organizational realities.

Guidelines:

1. Each student will be required to prepare at least **3 copies of the project report** in the recommended format and submit **1 copy to the respective Training Coordinator individually**; 2nd copy to the company / organization and 3rd copy will be kept by the student himself / herself.
2. The **cover page** of the report should be on the lines of the prescribed **format (Annexure-II)** and no deviations shall be acceptable whatsoever.
3. The **size of the report** would depend on the volume & extent of project work done during the training period and could be anywhere from 50 to 100 pages; typed in double spacing on A4 size paper with 12 font size & should **be spiral bound**.
4. The report shall be accepted only when it has been *certified by the concerned project guide* that the work done during the training period is an original piece of work and has not been submitted elsewhere in any form earlier. **(Annexure-IV)**.

REPORT STRUCTURE / CONTENTS:

1. **Cover & Title page** (Annexure-III)
2. **Introductory pages:**
 - Certificate of completion (Annexure-IV) (*on the letter head of the organization*)
 - Declaration
 - Acknowledgement(s)
 - Table of contents
 - List of Tables / Figures / Abbreviations used etc.
3. **Executive Summary:** This includes the summarization / précis of the entire project in around 2-3 pages.
4. **Introduction to the Organization, Industry and the Problem** (as the case may be for the summer training or project work). This section should contain:
 - a. Introduction to the Industry (detailed)
 - b. Introduction to the Organization / Products (detailed)
 - Comparative study of the organization in which the trainee is being trained with the leading 5 to 7 of organizations of same industry on following parameters:
 - market share
 - revenue

- ✚ profits
 - ✚ Services provided.
 - c. Background of the problem task undertaken (i.e. how & why the project was selected)
 - d. Rationale/ need of the study
 - e. Scope of the study(INCLUDING THE LIMITATIONS OF THE STUDY)
5. **Objective(s) of the study:** This section should contain:
 - a. The Main Objective you have to accomplish through your project(**objectives should not exceed 4 in number**)
 - b. Specific Objectives i.e. what all you need to in order to achieve your main objective.
 6. **Methodology:** This section would include the plan of the study – method of data collection, instruments used tools & techniques of analysis, limitations of study.
 7. **Observations, Analysis & Discussion:** This part can be covered in more than one chapter, depending upon the coverage of the study. (try to make use of the relevant management techniques / skills / policies; data presentation and statistical analysis in the project report)
 8. **Recommendations / Suggestions:** These should be based on the usefulness of the study, applicability in business industry, in decision making, in system development and so forth.
 9. **Summary / Conclusion:** The project should be summed up with a rundown of the project in its entirety.
 10. **Appendices:** Should include Questionnaires (if any) etc
 11. **References / Bibliography:** Should be presented in the proper Format as depicted below:
 - a. For Books:
Author(s) (Surname, First Name) (Year); *Book Name*, Publisher, Place of Publication,pp – (pages referred).
 - b. For Journals / Magazines / Newspapers:
Author(s) (Surname, First Name) (Year); “Title of the Article”, *Journal / Magazine Name*, Vol-, Issue-, No.-, Month-, pp – (pages referred).
 - c. Web Pages: Full URLs of the web page (including the domain name & ending with *.org / .htm / .html and so forth)

EVALUATION OF TRAINING REPORT

Contents	Marks (%)
1. Introduction	10
2. Background of Industry/Organization	10
3. General Explanation of the Training	10
4. Have Undergone Project/Training	40
5. Conclusion	10
6. Writing Skills	10
7. Report Format	10

VIVA-VOCE / PRESENTATION:

The presentation **will begin from (date)**_____. An absence on the scheduled day of presentation will automatically disqualify the candidate from the evaluation process.

Documents to be carried with you at the time of Presentation for Sixth semester Industrial Training Presentation/Viva

- *Two spiral bound training reports as per the given guidelines*
- *Midterm and final evaluation marks from the industry in the sealed envelope (it is mandatory).*
- *One SOFT COPY OF PROJECT REPORT with you.*
- *Weekly diary properly signed by your supervisor.*
- *Prepared power point presentation with you.*

Viva-voce / Presentation Seminar will have the following components amongst others:

- Rationale/ Need of the project
- Knowledge Quotient vis-à-vis Acquaintance, Comprehension, Facts, Data, Awareness and such related issues & parameters.
- Presentation style (Deliverance, Fluency, Slides, Dress code and so on)
- Time Management
- Analysis & Suggestions / Recommendations.
- Query handling.

NOTE:

The Project Report / Presentation shall either be

ACCEPTED

OR

NOT ACCEPTED: In this case, the students will have to *retake* the industrial Training with the junior batch in 2015.

LETTER HEAD OF THE ORGANISATION

LETTER OF CONFIRMATION

To
The Co-coordinator Training
Baba Farid College
Bathinda.

Subject: SIXTH SEMESTER INDUSTRIAL TRAINING.

Dear Sir/Madam,

This is to confirm that Mr. / Ms _____, Son/ Daughter of _____, student of BBA , batch 2012-15 of BABA FARID COLLEGE having UID. _____ will be undergoing training of BBA(Finance/Human Resource/Marketing) in _____ (*Name of the Organization*) __ , at _____ (*PLACE*) _____. This training is essential for the partial fulfillment of the award of the degree of BBA.

Date: __ / __ / 20__

(Name: Project Guide)

(Designation: Project Guide)

Contact no:

Seal of the Organization



TITLE OF REPORT

(In capital letters & double spaced, if more than one line)

A industrial training report submitted in partial fulfillment of the requirement for the degree of

BACHELOR OF BUSINESS ADMINISTRATION

(2012-2015)

Submitted by:

Name of Student

BBA – VI (SEM)

U.I.D-

University Roll No.:



BABA FARID COLLEGE

BATHINDA.

LETTER HEAD OF THE ORGANISATION

CERTIFICATE

This is to certify that the training Project work of Mr. / Ms _____
Class _____ UID _____ University Roll No. _____ Batch
(2012-15), entitled _____ is a
bona-fide piece of work and that this work has not been submitted elsewhere in any form
earlier. The project work was carried out in _____ (*Name of the
Organisation*) _____.

Date: __ / __ / 2015

(Name: Project Guide)
(Designation: Project Guide)
Seal of the Organization

INDUSTRIAL TRAINING EVALUATION REPORT

INTERNSHIP Of Mr. / Ms _____ UID _____

UNIVERSITY ROLL NO = _____

(PART A)

Name of the Company / Organization: _____

Address: _____

Phone & e-mail: _____

Details of Training and Project undertaken: _____

(PART B)

Sr. No.	Evaluation Factor	Total Marks	Marks Obtained
1.	Subject Knowledge /	20	
2.	Project /Practical Work	20	
3.	Contribution towards organization	10	
4.	Punctuality / Attendance	10	
5.	Discipline	10	
6.	Problem solving skill	20	
7.	Team Spirit	10	
	Total	100	

Suggestions for further development of the student: _____

Head Training/ Training Monitor

Signature _____

Name _____

Designation _____



(Kindly attach your visiting card)