

501 – Summer Training Report

DETAILED GUIDELINES SUMMER INTERNSHIP REPORT

Credit - 3

Bachelor of Business Administration (Effective from Academic Session 2022-23)

As part of the requirements to be fulfilled for the award of the degree of bachelor in Business Administration (BBA) from Veer Narmad south Gujarat University students are expected to undergo 6-8 week summer internship after their fourth semester, i.e. during their summer break (May-June). The candidates are expected to present an academic report on the same in starting of their fifth semester. This document contains details of expected practices and guidelines with respect to the summer internship and subsequent report. Clearly general guidelines such as these may not cover all circumstances. Particular emphasis and minor adjustments may be necessary in individual cases. Such adjustments are to be brought to the notice of the faculty and only on their approval it should be incorporated in the report. It is thus imperative that students consult their faculty members for specific advice and guidance on matters pertaining to the design and content of internship and of course, the reporting of it.

PART 1: THE SUMMER INTERNSHIP

Participants (in a group of Maximum 5 members) of the BBA Sem.-IV course have to undergo 6-8 weeks of summer internship during their summer break after fourth semester examinations. They are also required to submit a report during their 5th semester which will be treated at par with a full course and marks will be reflected in semester 5th marksheet.

1.1 Objectives of the Summer Internship

- To provide extensive exposure to the participant of hands on experience in a corporate environment
- To provide participants an opportunity for application of knowledge and techniques learnt in the first year of their programme to real business problems and to test out and enrich one's understanding, knowledge and skills
- To give participants an insight into the working of the real organizations and gaining deeper understanding of specific functional areas
- To help participants develop an appreciation for the linkages among different functions and developing a realistic managerial perspective about organizations in their totality
- To provide a platform for the corporate to test the reliability, quality and performance of the participants and make a match for final job offer later if they so deem fit

1.2 Supervision

1. During the internship the student will be under the supervision of a person in the organization who will act as his/her corporate guide. He/she will provide guidelines on how the student should work during the stay with the organization.

2. In addition, each student will be guided by a faculty of College. The student will be required to report to the faculty guide immediately after joining the company for the project. The student is required to meet the faculty guide before departing for the summer internship and take necessary instruction from him/her. The faculty guide may consult the corporate guide from time to time for obtaining information on the progress of the internship of the student.

PART 2: SUMMER INTERNSHIP REPORT AND ITS EVALUATION

2.1 Basic Requirements

- All the students have to prepare and submit a written project at the end of the internship.
- Each participant will make at least one hard bound copy + soft copy of internship report in the recommended format to be submitted to the College
- The submission is to be made as per the Submission schedule displayed by the college for the summer internship.
- It is the students' responsibility to organize the binding and make sure that the copies are ready before the submission date.
- The report should include a certificate issued by a competent authority from the Company.
- The copies must be signed by the supervising authority at the organization only in the bounded form.
- Detailed format and guidelines for writing the report are attached herewith for your reference in subsequent sections.

2.2 Evaluation Pattern

The General Project Subject shall carry 100 marks. The evaluation pattern will be as follows:

- Internal Evaluation: 30 Marks (To be done by Guide)
- External Evaluation: 70 Marks (To be done by College Faculty or invited faculty members other than Guide, 35 Marks Report + 35 marks Presentation)

PART3: SPECIFIC ASPECTS OF THE REPORT

What follows is an attempt to provide you with some rules, and some helpful advice on an acceptable practice. However, you are still advised to consult your faculty for more specific advice in relation to your summer internship report. Supervisor may fully independent to kind of work and responsibility given to the students.

3.1 The Generic Structure

College Certificate

Company Certificate

Acknowledgements

Declaration

Abstract/Executive Summary Table of Contents

List of Tables

List of Graphs

List of Figures

CHAPTER 1 AIM & ESTABLISHMENT OF THE COMPANY

- ✓ Establishment of the company
- ✓ Position in Industry
- ✓ Types of services/products given/produced
- ✓ Mission statement and aim of the company

CHAPTER 2 POLICY OF THE COMPANY

This chapter enlists organizational policies concerning customer services, personnel (motivation, how staff are expected to behave etc.) production, advertising/promotion, environment and so on. For example, 'The customer is always right'; 'Do not harm the environment'; 'Staff must wear uniform'; etc.

CHAPTER 3 ORGANIZATIONAL STRUCTURE OF THE COMPANY

- ✓ Identify Various Departments (Marketing/Finance/ HR/Operations/Production etc.)
- ✓ Description of functions of each applicable department
- ✓ Organizational chart of the company
- ✓ Key Personnel in each Department

CHAPTER 4 DESCRIPTION OF WORK RESPONSIBILITIES TAKEN

- ✓ Describe the department you worked in
- ✓ Layout of the office
- ✓ Job description
- ✓ Machines, Computer programmes used
- ✓ Description of Work Responsibilities Taken

CHAPTER 5 EXPERIENCE GAINED AND PROBLEMS FACED

- ✓ What did you learn? How will this experience help you in the future?
- ✓ Problems faced
- ✓ What was missing /lacking?
- ✓ How could you have done your work better?
- ✓ How could you have gained more experience?

CHAPTER 6 CONCLUSION, SUMMARY AND RECOMMENDATIONS

Your thoughts, views and comments in general about the company and your work experience

3.2 Specific Mechanics of the Report

3.2.1 Word Length

The report should be full summary of the training undertaken by the students. It should be printed on A-4 size paper with proper inclusion of title and contents page, figures, tables, appendices and references.

3.2.2 General Text

Text should be one and a half spaced using printing on both sides of the pages and duly numbered. However, new chapters, sections, etc. should start from odd numbered pages. Font: Times New Roman, Size 16-14-12, heading-subheading-content, justified (both left and right) alignment

In-text emphasis: Use italics or bold typeface

Paragraphs: 0.5" First line indentation; One and half line spacing with 12point space after paragraph

Page Margins: Top: 1"; Bottom: 1"; Inside: 1.5"; Outside: 1" (Mirrored layout)

Page numbers:

- Centered at the bottom of the page
- Roman numerals (i, ii...) should be used for initial pages (excluding the title page)
- The main body of the text (where the Introduction) commences on Page1
- The pages included in Appendices/Annexure are to be numbered in roman numerals (i, ii...)

3.2.3 Headings:

- Chapter Headings size 16 in bold typeface
- Sub-Headings size 14 in bold typeface
- Main Chapter headings in block capitals
- Chapter headings left justified at the top of a new page
- Use sub-headings together with a numbering system used in this document thus giving structure to your work.

3.2.4 Quotations:

- 1.5line-spacing
- Must include author name, date and page number referring to the parent text

3.2.5 Tables, Figures etc.

- Must be numbered according to the chapter (e.g. Table 5.1 means that it is located in Chapter 5 and that it is the first table presented and discussed in this chapter)
- Must have a title at the top and key(legend)underneath
- The table title must be set in sentence case (only first letter in capital) as follows:
Table 5.1 Summary of sample characteristics
- Only the Table index number should be in bold. Rest of the title should be in plain text