



**Training and Placement Cell**  
**Summer Training Instructions Manual**  
**MBA (FT), MBA (BA), MBA (Integrated), MCA, BBA,**  
**B.Com, BCA and Law Courses**

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# **Introduction**

## **Introduction to Internship**

The internship enables the students to understand, how the theoretical knowledge can be applied to the practical situations. Internship is a scheme of arrangements, requiring a student to work in an organization for a specific period of time preferably 45 days.

### **1.1 Objectives of Internship**

Internship has certain specific objectives such as to:

- Training to develop genuine understanding about functioning of organization
- Apply management knowledge to practice
- Improve personal skills i.e. organizational analysis, financial analysis, marketing analysis etc.
- Improve report writing skills,
- Helps to develop concrete plans, including long and short-term action plans, along with financial details.

### **1.2 Eligibility for Appearing in Summer Internship**

1. All Students who will be completing Post Graduation/ Graduation from Prestige Institute of Management and Research, Gwalior by end of the academic year will be eligible for summer internship for the duration which is mandatory as per the curriculum.
2. Only those students will be considered for the Summer Internship who will register with CRC by filling their details via Google form as a confirmation for their registration.
3. Students not fulfilling the following criteria will not be eligible to participate in the Placement drives:
  - a) Non- payment of fee or any other dues
  - b) Attendance below 75%
  - c) Poor feedback from Trainer/Staff/Faculty
4. Students will be prohibited from being part of summer internship drives by the placement cell- if they are involved in any in-disciplinary activity.
5. Once a student is selected and informed about the same, his/her name will be removed from the placement list and he/she will not be eligible to appear for further summer internship interviews.
6. Student's eligibility will be finalized on fulfilling the eligibility criteria of the Company.

### **1.3 Selection of an Organization for Internship**

A student is advised to select an organization for internship pertaining to the field of specialization. A student can focus his/her study in the field of specialization such as finance, marketing, Human Resources, International business and Business Analytics and in addition to this need to do an overall management/organizational review.

### **1.4 Expected Outcome from Summer Internship**

1. Summer Internship articulates connections between student's off-campus experiences and course work across the college curriculum
2. It helps in Demonstrating discipline departmental outcomes in the work setting
3. It helps students to Use work experience to further develop discipline knowledge and outcomes
4. It helps in developing increase sophistication in reading the organization
5. Demonstrates professional responsibility.
6. It helps in completing the requirements of the accompanying seminar or monitoring faculty member.

## **2. Instruction for Summer Internship**

### **2.1 Steps in Summer Internship**

**Step 01:** Registration with Training and Placement (Via Google Form)

**Step 02:** Issue of Summer Internship requisition letter for students who will be preferring own source for Summer internship

**Step 03:** Approval of the Industry and Submission of Confirmation Letter if Student is going through their own source (Annexure – 2)

**Step 04:** Student will appear in the Summer Internship Selection process of Various Organization

**Step 05** List of Faculty guide Allotment with allotted organization will be displayed by the Training and Placement department

**Step 06:** Student Will Report to Faculty Guide before Leaving for the Organization

**Step 07:** Registration of the summer training Topic with Faculty Guide on or before deadline

**Step 08:** Preparation of Summer Training report in the guidance of Industry and Institute guide

**Step 09:** Submission of Project with the Approval of Faculty Guide along with Training Certificate to CRC department.

**Step 10:** Internal Viva of Summer Training Project will be scheduled by CRC Department

**Step 11:** External Viva will be taken by Examination Department

## **2.2 Registration with Training and Placement Department (Via a Google Form)**

**2.2.1** Training and placement department will not consider name of any student for summer training who have not registered with the department.

**2.2.2** No registration form without the approval of Head: CRC and Deputy Directors of Concerned Department will be entertained after the last date for the submission of registration form.

**2.2.3** Students are strictly advised to fill their correct details in the registration form as these details will be forwarded to different organizations for the purpose of summer training interview process.

**2.2.4** Preferences given by the students in the registration form will be considered final, no corrections will be allowed in preferences after submission

**2.2.5** Not registering with placement cell after 7 days of last date with the approval of concerned authorities mentioned above will lead to debar your name from Internship process which could ultimately lead to semester back, for the same you will be solely responsible.

## **2.3 Selection of Source for Summer Training**

**2.3.1** Student can prefer Institute or own source for their summer training. If a student selects own source he/she has to take approval of training and Placement department prior to the deadline being announced by CRC department in the enclosed format (**Annexure-2**)

**2.3.2** If a student prefers summer training through his/her own source the in such case CRC department will not be responsible for any promise made by the organization about stipend, certificate or any other facilities by the organization.

**2.3.3** Students going for summer training through Institute source will receive a copy of allotment letter before proceeding for the summer training.

**2.3.4** No changes will be accepted in the preference of the source once last date for the submission of confirmation letter will over.

**2.3.5** If, any student would like to change his/her source then, these students will be eligible only for the drives which will be there after accommodating change in status.

## **2.4 Instructions for Registering in Various Organizations for Summer internship**

**2.4.1** Student need to register for every single organization coming to Institute for conducting summer internship process.

**2.4.2** Without registration student will not be permitted to appear for internship drive.

**2.4.3** In case student would like to appear in campus drive and somehow missed on registration then , student need to take approval form Head: CRC for registration before deadline after given time and date no application will be considered.

**2.4.4** After registration students have to appear for internship drive compulsorily of that organization . In case student get place in any other process before aforesaid registration the, his/her name will be dropped by CRC department.

**2.4.5.** Every single details you fill in registration form should be accurate and correct as, these details will be forwarded to organizations for process.

**2.4.6** It, is mandatory to register in minimum 70% organizations visiting for conducting process in Institute.

**2.4.7** Not appearing in process after registration will lead to serious disciplinary action by CRC department.

## **2.5. Pre Training Instructions for Students**

**2.5.1** Contact your faculty guide for detailed instructions before proceeding for training

**2.5.2** Exchange your contact details with your faculty guide so, that you will be able to contact your faculty guide for any guidance or support in your summer training.

**2.5.3** You are advised to be in touch with the concerned student coordinator for your Internship, In case of doubt you can also approach Placement officers

**2.5.4** You are advised to cross check before leaving for the training that you have collected your training letter, name of contact person and address for the reporting office, approval or selection letter for summer training from Training and placement department.

**2.5.5** Discuss the topic given by your Industry guide with the faculty guide or vice versa and get the approval of topic from training and placement department in the prescribed format attached with this manual.

**2.5.6** In case organization want offer letter to be acknowledged before training then, ensure to do the same before you leaves for the training.

**2.5.7** You will communicated via email for everything related to your joining from CRC department.

## **2.6 Instructions for students during Summer Internship**

**2.6.1** You are strictly advise not to misbehave with any of the Industry person. If CRC receives any such complaint from the industry then the concerned student's summer internship will be withdrawn from the organization and the student will have to go for his/her summer internship again .

**2.6.2** Do not enter into the any department of the organization where organization does not want you to go

**2.6.3** Do not take any unapproved leave during your summer internship.

**2.6.4** Be in regular contact with your faculty guide during the summer training so, that you can get regular guidance for the project report.

**2.6.5** You have to submit six weekly reports to your faculty guide in the attached format through email. If you fail in submitting weekly reports on time faculty guide may not accept your summer training report

**2.6.5** You need to register your topic with CRC department on or before last being announced by CRC department.

**2.6.6** This being your first summer training, you are expected to have a general idea of each and every aspects of the industry; therefore you can request the officer concerned to post you to all the departments and every functional area of the organization. You will still carry out a project report on your specialization only.

**2.6.7** You are advised to maintain absolute secrecy of the information you get about the organization.

**2.6.8** You will not be permitted to change or switch the organization in between your training until and unless you will not get it approved from CRC department.

## **2.7 Post Training Instructions for Students**

**2.7.1** Students are advised to report in the Institute and faculty guide in three working days after the completion of their summer internship; however if not be able to do so you can report the placement cell via telephone or email for extension. If a student will not take a prior approval from CRC department then attendance for these days will not be considered.

**2.7.2** After coming back to the institute it is mandatory for all the students to meet their faculty guide physically once for guidance in report preparation.

**2.7.3** You will be allotted with 30 working days to prepare and submit your Internship report to CRC department after completion of your summer internship.

**2.7.4** At the time of your report submission to CRC department, you also need to submit an additional copy of your Training certificate to CRC for record purpose.

## **2.8 General Instructions**

The students will:

**2.8.1** Carry their student ID at all times and wear identification and/or uniforms as directed by the summer training organization.

**2.8.2** Adhere to all by-laws, rules, regulations, policies and procedures of the placement department including any dress codes

**2.8.3** Keep notes on the job details announced. These are useful at the time of interview for summer training placements.

**2.8.4** Prepare fully for appearing the various Written Tests, Group Discussions and Interviews, particularly in respect of the specific company for which they are appearing.

**2.8.5** Study the website of the company & their competitors before every Interview Process.

**2.8.6** Students shall not negotiate with the employer about salary/ Stipend and other terms different from what is announced earlier at the time of pre placement talk, unless the announcement specifies that, the salary is negotiable.

**2.8.7** While attending interviews, students must be punctual and come in Uniform only.

**2.8.9.** Keeping the company's convenience in view, selection processes may take place in any city/town in the country. The students may be required to travel and attend the same. The T&P shall pass on the information received from the organization to the concerned students. The students are expected to make their own travel and other arrangements.

**2.8.10** The impact of the behavior exhibited by the interviewees has at times reduced the summer placement opportunities available to future batches of students in the organization. Irresponsible behavior, such as efforts to "market" oneself, derogatory remarks about other candidates or the Institute/University, negotiations other than those purported under the due process, will be seriously viewed.

**2.8.11** The students must observe and adhere to all codes of conduct rules specified by T&P. While answering questions in the interview, students should observe decorum. They should abstain from making any kind of derogatory remarks about others.

**2.8.12** The things you should carry for an interview are

1. A notepad to take notes or jot down information.

2. It is advisable to use portfolio notebook that includes a notepad, penholder, file pocket and passport size photograph.

3. A good pen or pencil

**2.8.12** Sometimes organizations, at the time of their campus interviews, may inform the T&P that they are interested in screening more candidates. Then the T&P will ask other interested students to apply immediately and the students may have to submit their resumes at short notice. Making several copies of the resume in advance is, therefore, desirable.

**2.8.13** The student should inform T&P department if they have earlier applied for the same company on their own.

**2.8.14** The students must update their mobile numbers email IDs and addresses in all the records of the institute such as Placements, academics, admissions, examination etc. in order to get timely and appropriate communication. The students have to register for each company separately.

## **2.9 Allotment or Reporting to Faculty Guide**

**2.9.1** You are strictly advised to be in touch with your faculty guide before, during and after summer internship.

**2.9.2** CRC department will only accept your internship report for submission once it will have approval from your faculty guide

**2.9.3** In any case your faculty guide will not be changed

**2.9.4** In case you do not report to your faculty guide and ultimately he/she will not accept your summer internship in such case your internship will stand cancelled.

**2.9.5** Misbehavior with faculty guide will lead toward extremely serious disciplinary actions.

**2.9.6** You will be allowed to be in touch with your faculty guide only via mode which is mutually consented medium i.e. Telephone, Mobile No., What's App, Email are the names to a few between you to before during or after the summer internship.

## **2.10 Registration of summer internship Topic**

**2.10.1** Topic registration with CRC is mandatory for all the students on or before the given date, after deadline registration of topic will not be possible without the approval of Head: CRC.

**2.10.2** There is no need to come to Institute for the registration of your topic you can do it Via email on [Placement@prestigegwl.org](mailto:Placement@prestigegwl.org) marking CC to your faculty guide. You are also advised to carefully mention you're the name of your faculty guide, Your email and contact details.

**2.10.3** In case, your topic matches with another student who have registered his/her topic previously then you have to make amendments in the topic after discussing with your faculty or industry guide.

**2.10.4** Student are advised to get approval of their topic of summer training report from training and placement department. A list of approved topics will be displayed by CRC department after the registration deadline.

**2.10.5** Two students from the same organization and same specialization will not be permitted to take same topic for their summer training report. The student registering first will be permitted to make his/her report on the topic others will have to change his/her topic before the last date of registration.

**2.10.6** Once the topic is approved by Training and Placement department no changes will be accepted at the time of report submission. If the student wants to make any change in the topic after registration, they have to take approval from faculty / Industry guide for the change.

## **2.11 Daily / Weekly work report**

**2.11.1** Students are advised to fill their daily work report on their own at the end of every training day. They can mark holidays and Sundays in the sheet.

**2.11.2** Students need to send their weekly report to their respective faculty guides to facilitate them to evaluate your summer training work in progress.

**2.11.3** In daily report, students have to give brief report of their everyday work whereas in their weekly report they can explain the working of whole week in summarized form so, that the faculty guide will be able to evaluate the progress.

**2.11.4** Copy of both; daily work report and weekly work report is required to be included as an annexure to the training report. Without enclosing these reports summer training report will not be considered as complete and therefore will not be accepted by training and Placement department.

## **2.12 Preparation of Summer internship Report**

**2.12.1** It is mandatory for every Student to prepare a report on the Internship, which they have done.

**2.12.2** As mentioned above you will be given with 30 working days for the preparation and submission of your Summer internship report to CRC department after deadline there will be a nominal monetary fine of Rs. 20 per day will be levied on student for next 30 days then after his/her file will not be accepted et. All.

**2.12.3** You will only be permitted to use Format and annexure as which are enclosed with this Manual only in summer internship report.

**2.12.4** You have to prepare your report under the direct supervision of your Industry and faculty guide; in any case, file will not be permitted to submit with the approval of any of them.

**2.12.5** At the time of report submission you need to sign on a register kept with placement department to ensure that you have submitted your File, in case you have submitted your file without signing in the register then, you will be only one responsible if your file get misplaced.

**2.12.6** You need to submit a spiral copy along with all annexure and formats to CRC department no other binding or format will be accepted.

## **2.13 Expenses to be incurred in Summer Internship**

Students will have to bear all the expenses of summer training including travel, food, stay etc. He/She may, however accept facilities voluntarily provided by the organization.

## **2.14 Disciplinary measures**

**2.14.1** Training and Placement department has authority to withdraw the summer training of any student at any time if

- The student misbehaves with any of the industry person or faculty guide at any point of time during summer training
- If the student is not available in the organization allotted to him/her at any point of time without information
- Plagiarism(Copying of text from other report, website or books etc.) in the report will not be accepted

**2.14.2** If the student will not attend any interview or selection process after registration then he/she will be debarred from the whole summer training process

**2.14.3** Preference given by the student for doing summer internship will not be changed in any case

**2.14.4** Students are not allowed to switch organization after allotment from the Training and Placement department if any student change organization without the permission of training and placement department do such activity then his/her training will not be considered.

**2.14.5** If a student uses any derogatory remarks for Institution or Organization the matter will be referred to disciplinary committee for appropriate action.

**2.14.6** Students are also advised to adhere to the dates given to them for different stages in the summer training process like last date for submission of permission letter from organization, Submission of registration form, submission of topic approval form etc. Failing to adhere to time frame student have to pay fine as per the guidelines of the institute.

## **2.15 Contact Address and Phone**

In case of need or guidance contact via email or call Placement cell on the below mentioned contact details:

<b>S.NO.</b>	<b>Name</b>	<b>Designation</b>	<b>Email Id</b>	<b>Mobile No.</b>
1	Mr. Vineet Verma	Executive	Vineet.verma@prestigegwl.org	+91-6269921184
2	Ms. Anshika Shrivastava	Executive	Anshika.shrivastava@prestigegwl.org	+91-9301976774
3	Ms. Anjali Dantare	Asst. TPO	<a href="mailto:Anjali.dantare@prestigegwl.org">Anjali.dantare@prestigegwl.org</a>	+91-9589946020
4	Dr. Abhay Dubey	Head: TAP Cell	<a href="mailto:Abhay.dubey@prestigegwl.org">Abhay.dubey@prestigegwl.org</a>	+91-9691178620

## **2.16 Evaluation of Report**

**2.16.1** Following Parameters will be considered by Faculty Panel Members for the Evaluation of report

- Reporting to the faculty Guide during Summer Training via email, telephone or any other preferable mode mutually decided by the student and faculty guide.
- Seriousness in preparing the summer training report
- Originality of the report
- Feedback from Industry
- Feedback from Faculty Guide
- Weekly or Daily work Sheet

**2.16.2** The student will have to appear in an internal viva after the submission of their summer training report.

**2.16.3** There will be an external viva for summer training at the end of second semester.

### **3. Types of Summer Internship Report**

Internship report can be prepared in two formats after consultation with faculty or Industry guide, Formats or chapter scheme of both the reports in mentioned Below:

#### **3.1 General Report**

##### **Chapter: 01**

- 1.1 History of the Organization & Objectives of the organization
- 1.2 Organizational Structure

##### **Chapter: 02**

- 2. 1 Financial Performance (Including quantitative aspects) & position, Costing methods and analysis of statements
- 2.2 Personnel: Recruitment process, Personnel Policies, Training and Development and welfare activities
- 2.3 Productions/ operations: products/ services offered , lay out of the facility, quality control, materials planning & control future plans
- 2.4 Marketing : areas of operations, competitors, market share, advertising & sales promotion

##### **Chapter: 03**

- 3.1 Strengths and weakness of the organization
- 3.2 Any other special point observed by you

##### **Chapter : 04**

- 4.1 Introduction of the concept
- 4.2 Application of the Concept in Organization
- 4.3 Suggestions and Implication

##### **CHAPTER 05:**

Conclusion

**References**

**Annexure**

## **3.2 Research Based Report**

### **Chapter 01:**

- 1.1 History of the Organization & Objectives of the organization
- 1.2 Organizational Structure
- 1.3 Financial Performance (Including quantitative aspects) & position, Costing methods and analysis of statements
- 1.4 Personnel: Recruitment process, Personnel Policies, Training and Development and welfare activities
- 1.5 Productions/ operations: products/ services offered , lay out of the facility, quality control, materials planning & control future plans
- 1.6 Marketing : areas of operations, competitors, market share, advertising & sales promotion

### **Chapter 02:**

- 2.1 Strengths and weakness of the organization
- 2.2 Suggestions : discuss with management
- 2.3 Any other special point observed by you

### **Chapter 03: Introduction**

- 3.1 Introduction of the Topic and Variables
- 3.2 Review of Literature

### **Chapter 04: Research Methodology**

- 4.1 Objectives of the Study
- 4.2 The Study Design
- 4.3 The sample design
- 4.4 The Tools (1) For Data Collection (2) For data analysis

### **Chapter 05: Results and Discussion**

### **Chapter 06: Suggestions and Implications**

### **Chapter 07: Conclusion**

### **Chapter: 08 : Summary**

References

Annexure's

## 4. Guidelines for Writing Internship Report

1. **Page:** Page should be of A4 size. Paper weight should be of 75 gram.
2. **Font Style:** Times New Roman.
3. **Font Size:**
  - a. 16 for Main Heading
  - b. 14 for Sub Heading
  - c. 12 Running Text
4. **Justification:** The whole document must be fully (left + right) justified.
5. **Spacing:** The body of the report should have 1.5 line spacing.
6. **Margin:** 3cm all round.
7. **Paragraphs and Sections:** Extra blank line before and after every section and subsection. Paragraphs must be separated by blank line. Paragraphs must be justified.
8. **Headings & Subheadings:** All headings and their subheadings should be properly formatted using heading rules.
9. **Punctuations:** Space after each punctuation mark (such as ; , . etc)
10. **Page Numbering:** Every page should be numbered. The page numbers should start with 1 from the first page of your chapter 1. All the pages before the first chapter should be given Roman numbers (i, ii, iii, etc.)
11. **Spelling & Grammar Check:** Apply Spelling & Grammar check feature of MS word on whole document (report).
12. **Separators:** Separators are required after the Completion of Every Chapter of the report in Times New Roman font with font size of 42 and Bold
13. **Borders:** Border in the Pages will not be allowed
14. **Referencing Style:** APA

## 5. Important Dates for Summer Internship

All the students going for summer training are strictly advised to adhere to the time schedule mentioned below for the successful completion of their summer training.

S.No.	Assignment	Date	Remark
1.	Registration with Training and Placement Department for Summer Training	Within first two weeks from the date of starting of 2 <sup>nd</sup> semester Classes in PG Course and 4 <sup>th</sup> semester in UG Course	After the last date of registration student have to pay a fine of Rs. 10 per day for next 15 days. After that no registration will be entertained by the Training and Placement Department
2.	Approval and submission of Approval for summer training through own source	30 days prior to from the date of summer Training starting will Start or as per instructions of CRC	After this no such application will be entertained by Training and Placement Department
3.	Registration of Topic for Summer Training Report	In the first week of summer Training or the date given by Training and Placement department (Through Email or by sending a scanned copy of this form)	after the given date students will have to pay a fine of Rs. 10 per day for next 15 days; after that no registration will be entertained by the Training and Placement Department
4.	Submission of Summer Training Report to Training and Placement Department	After 30 working days from the last date of Summer Training	After the given date students will have to pay a fine of Rs. 20 per day till the date of Internal Viva. After the viva no files will be accepted by Training and Placement Department

## **6. Checklist for Submission of Internship Report**

1. Title Page
2. Declaration
3. Certificate by Faculty Guide
4. Certificate by Industry
5. Acknowledgement
6. Report
7. Annexure
8. Daily work Sheet
9. Weekly work Sheet
10. Feedback from Industry Daily work Sheet)
11. Feedback of Faculty Guide
12. Undertaking for the late submission of training certificate

## 7. Annexure

(Reponses will be Collected Online for this registration Via Google Form)

### 7.1 Registration Form for summer internship with CRC department

Name of the Student:

Course:

Section:

Mentor Name:

Home Town:

Scholar No. :

Section. :

Specialization:

Percentage 10<sup>th</sup>:

Percentage 12<sup>th</sup>

Percentage/ course Graduation:

Experience If Any:

Mobile No. :

Email ID:

Preferred Location for Summer Internship:                    1. Gwalior                    2. Pan India

Source for summer Internship:                    1. Own Source                    2. Institute

If, Own Source Then:

1. Name of the organization:
2. Name of concerned Person:
3. Designation:
4. Location:

Note: Student is Supposed to submit the Consent form from the Organization if he/ She is interested to do summer internship from their own source till 15<sup>th</sup> May 2016 in the prescribed format by Training and Placement Department.

**7.2 Format for submitting confirmation of Own Source Training:**

(On the Letter Head of the Organization)

To,

The Director

Prestige Institute of Management and Research, Gwalior

Gwalior

Subject: Approval for doing Summer Internship from our Organization

Respected Sir,

With Reference to the above subject kindly note that we have given our consent to .....(Student Name) from .....(Course and Semester) from Prestige Institute of Management, Gwalior for doing his/ Her summer internship from our Organization. Kindly note that Duration for the same will be ..... (Starting Date) to .....(Last Date for Summer Training) in ..... Department.

Kindly consider.

Thanks and Regards,

Date:

.....

Authorized Signatory along with Seal of the Organization

### 7.3 Format for Topic Registration

To,

Training and Placement Department  
Prestige Institute of Management  
Gwalior

Sub: Registration of Topic for Summer Training Report

Respected Sir/ Ma'am,

With Reference to the above subject Kindly note that my Topic for Summer training report is

..... (Topic)  
Looking at the area of my specialization above topic was approved by my Industry/ Faculty guide . I would like to request you to kindly register my topic for the same so, that I will be able to start working on my summer training work .

Thanks and Regards,

Date:

Sincerely Yours

Name of the Student:

Course:

Batch:

Section:

Specialization:

APPROVED/ NOT APPROVED  
(Training and Placement Department)

Note: Topic registration should be done by the student in First week of their summer Training or the date given by Training and Placement department (Through Email or by sending a scan copy of this form) after the given time no topic registration will be done by department.

## 7.4 Daily report format for Student

Name of the Student:

Course and Semester:

Batch:

Specialization:

Name of Summer Training Organization:

Day	Description of Work	Remark
1.		
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Name of the Faculty Guide:

Signature of Faculty Guide:

Remark:

Note: Student have to enclose this daily work report sheet with their summer training report at the time of submission along with the signature of their Faculty Guide. Student will not be able to submit his/ her file to the department without the signature of faculty guide.

## 7.5 Weekly Report Format

Name of the Student:

Course and Section:

Weekly report for (Duration of Week) :

WEEK	FROM	TO	DESCRIPTION OF WORK
1.			
2.			
3.			
4.			
5.			
6.			

Thanks and Regards,

Yours Sincerely

(Name of the Student)

## 7.6 Format for Students Performance Evaluation by Industry Guide

Name of Student:

Duration for Summer Training:

Department:

Course:

Batch:

You are requested to give your valuable feedback on following parameters on a scale of 1 to 5 where 1 indicates the strongly disagree for the statement and 5 indicates for maximum agreement for the student's performance who has undergone training in your valuable guidance.

Regularity and Punctuality during training

1      2      3      4      5

Openness for Learning and Acceptability of task allotted

1      2      3      4      5

Able to work in team

1      2      3      4      5

Behavior in the Organization

1      2      3      4      5

Quality in work allotted

1      2      3      4      5

Any other observation

.....  
.....  
.....

Date:

Place:

Name and Signature of Industry Guide

### 7.7 Format for Students Performance Evaluation by Faculty Guide:

Name of the Student:

Course:

Specialization:

Section:

Batch:

Date and Day when student reported first time :

Kindly give feedback for the following points

1. Whether the student have reported before he/she proceeded for summer training .
  - a. YES
  - b. NO
  
2. Whether the Student get the approval for Topic of Summer Training
  - a. YES
  - b. NO
  
3. Kindly mark the performance of the student for following Parameters on a scale of 1 to 5
  - a. Regularity and Punctuality during training including reporting and submission of Weekly work report  
  
1      2      3      4      5
  
  - b. Openness for Learning and Acceptability of task allotted  
  
1 2    3      4      5
  
  - c. Able to work in team  
  
1      2      3      4      5

d. Behavior

1      2      3      4      5

e. Quality in work allotted

1      2      3      4      5

Overall Remark on Student performance

.....  
.....  
.....

Date:

Place:

Name and Signature of Faculty Guide

Note: This evaluation sheet need to be enclosed with the report of the student at the time of submission.

### 7.8 Performa for Training Certificate

*(This Certificate is to be obtained on the official letter Head of the Organization )*

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. / Ms ..... a student of MBA/ BBA/  
B.Com from Prestige Institute of Management, Gwalior has undergone training in our organization from  
..... to ..... . The topic of the project was  
.....  
.....

His/ Her performance during the training was excellent. We wish him/her in his/her future endeavors

Date:

Place:

Signature and name of the competent authority

## **7.9 Title Page Performa**

A PROJECT REPORT

ON

(Title of the Project )

AT

(NAME AND PLACE OF THE ORGANIZATION)

Submitted to

Jiwaji University

Gwalior

For the partial fulfillment of the award of Master of Business Administration/ Bachelor of  
Business Administration / Bachelor of commerce

(Batch Year)

Submitted BY

(Name of the Student )

(LOGO PIMG)

PRESTIGE INSTITUTE OF MANAGEMENT AND RESEARCH, GWALIOR (M.P.)

## 7.10 Performa for Declaration, Certificate and Acknowledgement

### Declaration by the Candidate

I hereby declare that the training report entitled,  
.....  
.....” submitted by me to Prestige Institute of Management,  
Gwalior in fulfillment of the requirement for the award of masters of Business Administration is a record  
of my original work carried out by me under the guidance  
of ..... I, further declare that the work reported in this  
report has not been submitted, and will not be submitted, either in part or in full, for the award of any  
other degree or diploma of this University or to any other institute or university.

Date:

Place:

Signature of the candidate

(Name of the Candidate)

**(Certificate from Faculty Guide)**

This is to certify that Mr./ MS. Student of ..... program has completed his/her summer training of ..... Weeks from.....to ..... and prepared this report entitled

.....  
under my guidance.

His/ her performance during the training was excellent.

Date:

(Signature of Faculty Guide..... )

Name of Faculty Guide

### **7.11 Undertaking for Submitting training certificate after due date**

To,

Head

Training and Placement Cell

Prestige Institute of Management and Research, Gwalior

Gwalior

Sub: Undertaking for the submission of training certificate

Respected Sir/ Ma'am

With reference to the above cited subject kindly note that I have not received my summer Training certificate from the organization . Kindly note that I will submit my Certificate on or before .....failing to which Training and Placement department have full authority to cancel my summer training.

Kindly consider and Oblige.

Thanks and Regards,

Date:

Yours Sincerely

(Name and Signature of the Student)