

Guidelines for Summer Training Report

2012



Department of Management Studies

SRM UNIVERSITY

Ramapuram Campus



The duration for the training will be **8 weeks (From May 14th –July 10th)**. The last date for the submission of the confirmation letter from the company is April 30, 2012.

Important Dates:

S.No	Particulars	Dates
1	Submission of Confirmation letter from the company	30.4.2012
2	Correspondence through mail to the faculty guide	28.5.2012 11.06.2012 25.06.2012 05.07.2012
3	Rough Draft	16.07.2012
4	Final Submission	19.07.2012
5	Viva	23.07.2012

GUIDELINES FOR PREPARING SUMMER TRAINING REPORT

The training report should be presented in the following format only -

- (a) The report should be printed on A4 size Executive Bond sheet.
- (b) The font used should be Times New Roman and font size should be 12.
- (c) The top, bottom and right margins should be 1” each. The left margin should be set at 2”.
- (d) The line spacing should be fixed at 1.5lines.
- (e) Page numbers should be placed at bottom middle position.
- (f) Chapters should be numbered as 1, 2, 3, etc. The tables and charts should be in the format of 1.1, 1.2, etc. i.e. 1.1 indicates that it is the first table in Chapter 1; 2.1 indicates first table in Chapter 2. Similarly chart no. 1.1 indicates first chart in Chapter 1.
- (g) The training report should be a minimum of 50 pages and should not exceed 60 pages.
- (h) Students should submit 2 hard copies duly signed by the faculty guide and the HOD and soft copy in 1CD.
- (i) The hard copy should be in soft binding format with white thick cover as the cover page.

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. University Management
- iii. The Head of the Institution
- iv. The Head of the Department
- v. Faculty guide and Industry guide

GUIDELINES FOR WRITING CHAPTER WISE REPORT

1. Chapter I of the report should be titled as “INTRODUCTION”. The Introduction chapter should include the Importance, Objectives, Scope and Period of the training as well as Chapterisation scheme.
2. Chapter II of the report should be titled as “COMPANY PROFILE”. Company Profile should brief about the origin and growth of the organization; various departments and its activities. Organization Chart should be included in this chapter.
3. Chapter III of the report should be titled as “ACTIVITIES OF VARIOUS DEPARTMENTS”. The third chapter should cover the objectives of the different departments and its functioning.
4. Chapter IV of the report should be titled as “CONCLUSION”. The Conclusion part should include the observations made by the trainee in each of the department and the extent of fulfilment of training objectives.

The second and third chapters should have introduction and conclusion.

FORMAT FOR SUMMER TRAINING REPORT

The report should be bound with pages in the following sequence –

1. Cover page – Outer cover of the report.
2. Front page – The format of Cover page and Front page should be the one and the same.
3. Certificate
4. Company Certificate
5. Declaration
6. Acknowledgement
7. Contents
8. List of Tables
9. List of Figures/Charts
10. List of Abbreviations
11. Appendices

FORMAT FOR LIST OF CONTENTS

CHAPTER	TITLE	PAGE
	Certificate	(i)
	Company Certificate	(ii)
	Declaration	(iii)
	Acknowledgement	(iv)
	Contents	(v)
	List of Tables	(vi)
	List of Figures/Charts	(vii)
	List of Abbreviations	(viii)
I	Introduction	1
II	Company Profile	3
III	Functioning of various Departments <ul style="list-style-type: none"> • Finance • HR • Marketing • Systems • Production • Any other department, Specify 	
IV	Conclusion	
	Appendices	

FORMAT FOR TABLES

LIST OF TABLES

TABLE	TITLE	PAGE
1.1		
1.2		
2.1		
2.2		

FORMAT FOR CHARTS

LIST OF CHARTS

CHART	TITLE	PAGE
1.1		
1.2		
2.1		
2.2		

FORMAT FOR LIST OF ABBREVIATIONS

The abbreviations should be arranged in alphabetical order.

ABBREVIATED FORM	EXPANDED FORM

FORMAT

A STUDY ON THE WORKING OF SALEM STEEL PLANT

A Summer Training Report submitted to the **SRM University**

in partial fulfilment of the requirements

for the award of the Degree of

MASTER OF BUSINESS ADMINISTRATION

Submitted by

Your name (Reg. No.)

Under the guidance of

Your Guide name with qualification and designation((Faculty Guide)

Your Industry guide name with designation (Industry Guide)



Department of Management Studies

SRM University

Ramapuram Campus, Chennai – 89.

July 2012

**Department of Management Studies
SRM UNIVERSITY
Ramapuram Campus**

Certificate

This is to certify that the Summer Training Report entitled “**A Study on the Working of Salem Steel Plant**”, in partial fulfilment of the requirements for the award of the Degree of **Master of Business Administration** is a record of original training undergone by **your name (Reg .No)** during the year **2011-13** of his study in the Department of Management Studies, **SRM University**, Ramapuram Campus under my supervision and the report has not formed the basis for the award of any Degree/Fellowship or other similar title to any candidate of any University.

Place: Chennai – 89

Signature of Guide

Date: 19.07.2012

Your Guide name with qualification and designation

Department of Management Studies
SRM University
Ramapuram Campus

Countersigned

**Head of the Department
Dr. C. Sundar, M.B.A., M.Phil ., Ph.D
Asst.Prof (S.G) & Head**

Submitted to the Department of Management Studies, SRM UNIVERSITY (Ramapuram Campus) for the examination held on_____

INTERNAL EXAMINER

EXTERNAL EXAMINER

DECLARATION

I, **Your name**, hereby declare that the Summer Training Report, entitled “**A Study on the Working of Salem Steel Plant**” , submitted to the **SRM University** in partial fulfilment of the requirements for the award of the Degree of Master of Business Administration is a record of original training undergone by me during the period **May-July 2012** under the supervision and guidance of **Your Guide name with qualification and designation**, Department of Management Studies, SRM University, Ramapuram Campus and it has not formed the basis for the award of any Degree/Fellowship or other similar title to any candidate of any University.

Place: Chennai – 89

Signature of the Student

Date: 19.07.2012

ACKNOWLEDGEMENT

I am extremely thankful to our **Chairman**, SRM University, for his invaluable support. I wish to express my profound gratitude to my venerable **Secretary and Pro Vice Chancellor**, SRM for their kind permission to undergo project work successfully. I express my heartfelt thanks to our **Dean and Vice Principal**, Faculty of Engineering and Technology, SRM University, Ramapuram Campus who provided all facilities for carrying out this project.

I immensely thank our **Head of the department, Dr. C. Sundar; M.B.A., M.Phil ., Ph.D Asst.Prof(S.G) & Head** , for his valuable suggestions and guidance for the completion of project work.I express my sincere thanks to my **Project Guide (Your Guide name with qualification and designation)** for guiding me throughout the work. I thank God Almighty for showering his perennial blessing on me for giving me the courage to pursue this project work successfully.

Your name

(Reg. No.)

CONTENTS

CHAPTER NO	PARTICULARS	PAGE NO
I	Introduction	1
II	Company Profile	3
III	Functioning of various Departments <ul style="list-style-type: none"> • Finance • HR • Marketing • Systems • Production • Any other department, Specify 	
IV	Conclusion	
	Appendices	

TABLE

TABLE NO	TITLE	PAGE NO
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CHART	TITLE	PAGE No
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