

## **GUIDELINES FOR PREPARATION OF SUMMER TRAINING REPORT:**

1. The text should be in Times New Roman Font with 12 pts size with 1.5 inches line spacing using black ink only. Text should be properly aligned to both left and right margins (Justify).
2. Margins must be  
Left 1.5 Inches      Right 1.5 Inches  
Top 1.5 Inches      Bottom 1.5 Inches
3. Students should take the printout on A4 size papers.
4. Copies: Two spiral binding copies (One original and one clean Xerox copy).
5. Students have to submit the soft copy of the documentation.
6. All the pages should have page no. (Right aligned) as footer.
7. Page Nos. on the Index page should be printed. Should not be hand written and should match with the contents.
8. Documents up to index should have page Nos. in Roman letters and pages after Index should be numerically numbered.

## **ORDER OF DOCUMENTS IN YOUR REPORT:**

Title page (place your name, Summer Training Report title, company name where ever required)

Certificate of internship received from company (Xerox)

Declaration

Acknowledgements

### **Index**

1. Introduction
2. Objectives of the Project
3. Tools used in project
4. Introduction of Tools (Language, Database etc.)
5. Coding of project
6. Screenshots of projects
7. Conclusion

### **Declaration**

I, the undersigned, hereby declare that the Summer Training Report entitled, [Summer Training Report title] submitted by me to the .....University Name ....., in partial fulfillment of the requirement for the award of degree of Master of Business Administration under the guidance of Prof. [internal guide name], is my original work and the conclusions drawn therein are based on the material collected by myself.

The Report submitted is my own work and has not been duplicated from any other source. I shall be responsible for any unpleasure moment/situation.

Place:

Date: [Student Name]

### **Acknowledgement**

A successful Summer Training Report is the result of team work and co-ordination that includes not only the group of developers who put forth the ideas, logic and efforts but also those who guide them. So, at the completion of the Summer Training Report, I feel obliged to extent my gratitude towards all those who made valuable contributions throughout my training period.

I am thankful for all the knowledge, guidance and support imparted by Dr. / Prof. ....(Director) to me who gave me invaluable knowledge during the IT period.

In addition, I wish to convey deep sense of gratitude towards Prof.....(Name of H.O.D) at any time I needed.

At the end just as significantly, I would like to express my sincere thanks to, Prof. ....(Summer Training Report guide), Prof. ....(Summer Training Report Co-Ordinator) and Prof. ....(GFM) and all the other staff members who have provided me excellent knowledge and support throughout my Post Graduation.

I am very much thankful to my parents, brother/sister and friends for their continuous support.