

## **KMB 303: Summer Training Project Report**

1. At the end of second semester examination, it is mandatory for every student of MBA to undergo on-the-job practical training in any manufacturing, service or financial organization. The training will be of 6 weeks duration. The college/institute will facilitate this compulsory training for students.
2. During the training, the student is expected to learn about the organization and analyze and suggest solutions of a live problem. The objective is to equip the student with the knowledge of actual functioning of the organization and problems faced by them for exploring feasible suggestions.
3. During the course of training, the organization (where the student is undergoing training) will assign works/targets/problem-solution to the student.
4. The student, after the completion of training will submit a report to the College/Institute which will form part of third semester examination. However, the report must be submitted by the end of August 30.
5. The report (based on training and the problem/project studied) prepared by the student will be known as Summer Training Project Report. *The report should ordinarily be based on primary data.* It should reflect *in depth study of micro problem*, ordinarily assigned by the organization where student undergoes training. Relevant tables and bibliography should support it. *One comprehensive chapter* must be included *about the organization* where the student has undergone training. This should deal *with brief history of the organization, its structure, performance products/services and problem faced.* This chapter will form **part 1** of the report. **Part 2** of the report will contain the study of micro research problem. The average size of report ordinarily will be of minimum 100 pages in standard font size(12) and double spacing. Two neatly typed and soft bound (paper back) copies of the report will be submitted to the College/Institute. The report will be typed in A-4 size paper.
6. The report will have two certificates. One by the Head of the Institute and the other by the Reporting Officer of the organization where the student has undergone training. These two certificates should be attached in the beginning of the report.
7. The Summer Training Project Report will carry 150 marks and will be evaluated by two examiners (external and internal). The evaluation will consist of (1) Project Report evaluation (2) Project Presentation and Viva. The Project Report evaluation will comprise of 50 marks and would be evaluated by internal project guide. The

Presentation and Viva Voce would comprise of 100 marks and would be evaluated by two examiners (1 external and 1 internal).

8. The parameters on which both evaluation (1 & 2 mentioned above) would be carried on would be:

Project Report Evaluation:

Evaluation Criteria	Relevance of Objectives with topic (15)	Relevance of Research Methodology (15)	Interpretation & Analysis (20)	Total (50)
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Presentation and Viva Voce Evaluation:

Evaluation Criteria	Understanding of Objectives with topic (20)	Understanding of Relevance of Research (20)	Interpretation & Analysis (20)	Presentation & Communication Skill (20)	Query Handling (20)	Total (100)
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9. It is mandatory that the student will make presentation in the presence of teachers and students. The student is expected to answer to the queries and questions raised in such a meeting.
10. The student shall prepare the Summer Training Project Report as per the format given in the Summer Training Manual as prescribed by the University.