



Chanderprabhu Jain College of Higher Studies & School of Law

An ISO 9001:2015 Certified Quality Institute

(Recognized by Govt. of NCT of Delhi, Affiliated to GGS Indraprastha University, Delhi & Approved by Bar Council of India)

No. CPJCHS/2023/056

28-Sept-2023

NOTICE

Summer Training Project Report BBA(G) - V Semester

All students of BBA(G) - V Semester are required to submit their Summer Training Project Report (BBA-315) in Hard Copy to their respective Mentor (Mentors List Attached) as per below mentioned schedule:

S. No.	PARTICULARS	DEADLINE
1.	Submission of Project Titles	10 th October, 2023
2.	Progress Work: Review 1	25 th October, 2023
3.	Progress Work: Review 2	10 th November, 2023
4.	Submission of Final Report	18 th November, 2023
5.	Internal Project VIVA	Will be Notified in Internal Examination Date sheet

You are also required to prepare a PPT & Hard Bound File of the Summer Training Project Report as per Guidelines attached herewith, for the submission in External Project VIVA, which will be declared by the GGSIPU.

Kindly Note: You all are required to strictly follow the Guidelines for the Preparation of the Project Report.

For any query, kindly contact your Mentor.

Sd/-
Dean-MCIT

Sd/-
Director

Annexure:

1. Mentor List
2. Guidelines

CC:

- Director General – for kind information
- PC BBA(G)/ Mentors of BBA(G) V Semester
- In charge – Social Media with the request to upload the Notice on Social media platform & College website

Batch: 2021-2024
Mentors & Mentees List of Summer Training
Project Report
Class: BBA (G) - V Semester

S. No.	Enrollment No.	Student Name	Mentor Name
1.	00121501721	Devesh Verma	Ms. Agrima (M. 9873538591) agrima.menon@cpj.edu.in
2.	00221501721	Ashish	
3.	00321501721	Ashutosh Tiwari	
4.	00421501721	Adhyan Saraf	
5.	00521501721	Sarthak Garg	
6.	00621501721	Deepak Khatri	
7.	00721501721	Ankush Pasricha	
8.	00821501721	Tanya	
9.	00921501721	Manish Kumar Verma	
10.	00102151721	Satyam Tanwar	
11.	01121501721	Sharvan Garg	
12.	01221501721	Jasveer	
13.	01321501721	Alsavi Babra	
14.	01421501721	Khwab	
15.	01521501721	Vikas	
16.	01621501721	Shweta Prasad	
17.	01721501721	Diya Jain	
18.	01821501721	Aryan Gupta	
19.	01921501721	Jatin Goyal	
20.	02021501721	Aarka Roy	
21.	02121501721	Devansh	
22.	02221501721	Tushar Katiyar	
23.	02321501721	Bhumi Jain	
24.	02421501721	Agrim Chhabra	
25.	02521501721	Sagar Dahiya	
26.	02621501721	Ankit Singh	Mr. Vinod Kumar (M.9873030313) vinod.kumar@cpj.edu.in
27.	02721501721	Hemant Sharma	
28.	02821501721	Pratham Sharma	
29.	02921501721	Rhythm Khurana	
30.	03021501721	Manish Kumar	
31.	03121501721	Aarti Rathi	
32.	03221501721	Kirti	
33.	03321501721	Aradhana	
34.	03421501721	Kunal	
35.	35121501721	Siddharth Pareek	

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36.	35221501721	Harshit Girotra
37.	35321501721	Mansi Tyagi
38.	35421501721	Abhinav Jain
39.	35521501721	Sikha
40.	00124201721	Rudra Gahlot
41.	00224201721	Tushar Kaushik
42.	00324201721	Sneha
43.	00424201721	Vansh Arora
44.	00524201721	Manik Anand
45.	00624201721	Yatin Batra
46.	00724201721	Nandan Raj
47.	00824201721	Lakshay Tomer
48.	00924201721	Aparna Khurana
49.	01024201721	Shubham Sharma
50.	01124201721	Harsh Singh Sisodia
51.	01224201721	Shobhit Gupta
52.	01324201721	Shubham Kadyan
53.	01424201721	Simran Kaur
54.	01524201721	Sachin
55.	01624201721	Navneet Rana
56.	01724201721	Himanshi
57.	01824201721	Sukhmani Kaur
58.	01924201721	Nikita Chaudhary
59.	02024201721	Shashi Ranjan Yadav
60.	02124201721	Ishaan Nijhawan
61.	02224201721	Jiya Kapoor
62.	02324201721	Shashank Shashwat
63.	02424201721	Anurag Shokeen
64.	02524201721	Aditya
65.	02624201721	Hemant Raj
66.	02724201721	Prakshal
67.	02824201721	Rohit Singh Rana
68.	02924201721	Arsh Batra
69.	03024201721	Rajat Singh Sisodia
70.	03124201721	Aneey Sinha
71.	03224201721	Suraj Kumar
72.	03324201721	Jins John
73.	03424201721	Aniket Chauhan
74.	03524201721	Shubham Pandey
75.	03624201721	Prashant Gupta
76.	03724201721	Jayant Khulbe
77.	03824201721	Harshit Tyagi

Mr. Kamal Batra
(M. 7838484805)
kamal.batra@cpj.edu.in



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Annexure-2

GUIDELINES FOR PREPARATION OF SUMMER TRAINING PROJECT REPORT FOR BBA (G) - V SEMESTER

INSTRUCTIONS FOR PREPARATION OF THE SUMMER TRAINING PROJECT REPORT

Students are required to follow the mentioned pattern in preparing the Summer Training Project Report:

Format of the report:

1. Title page
2. Certificate
3. Acknowledgement
4. Table of Contents
5. Chapter Plan: Chapter I: Introduction
 - Introduction about the Company
 - Objectives of the Study
6. Chapter II: Industry Profile
7. Chapter III: Research Methodology
 - Research Design
 - Methodology used for Data Collection
 - Statistical Techniques used in Project
8. Chapter IV:
 - Analysis & Interpretation
 - Findings and Suggestions
9. Chapter V: Summary & Conclusion

Format for Bibliography

Books

Pandey, I.M.; Financial Management, Vikas Publishers, New Delhi; Edition 2016.

Articles

Gupta, K; Durables: On a Fast Track; Harvard Business Review, No. 11; Vol. 8; pp 47.

Websites:

www.researchgate.net

Annexure:

Questionnaire (if applicable)

1. ARRANGEMENT OF CONTENTS:

The sequence in which the Summer Training Project Report material should be arranged and bound should be as follows:

1. Title Page
2. Certificate
3. Acknowledgement
4. Executive Summary
5. Table of Contents
6. Chapter Plan:

Chapter I: Introduction Company Profile

Chapter II: Industry Profile

Chapter III: Research Methodology

Chapter IV: Analysis and Interpretation

Chapter V: Summary & Conclusion

7. List of Tables
8. List of Figures
9. List of Symbols, Abbreviations and Nomenclature
10. Appendices
11. References/ Bibliography

The table and figures shall be introduced in the appropriate places.

2. PAGE DIMENSION AND BINDING SPECIFICATIONS:

The dimension of the project report should be in A4 size. Project Report should be bound using flexible cover of the thick white art paper. The cover should be **printed in black letters** and the text for printing should be identical.

3. PREPARATION FORMAT:

- 3.1 **Cover Page & Title Page** – A specimen copy of the Cover page & Title page of the Project Report are given in **Appendix 1**.
- 3.2 **Company Certificate** – A specimen copy of the Cover page & Title page of the project report are given in **Appendix 2**.
- 3.3 **Acknowledgement:**
- 3.4 **Abstract** – Abstract should be one page synopsis of the project report typed double line spacing, Font Style Times New Roman and Font Size 12.
- 3.5 **Table of Contents** – The table of contents should list all material following it as well as any material which precedes it. The title page and Bonafide Certificate will not find a place among the items listed in the Table of Contents but the page numbers of which are in lower case Roman letters. One and a half spacing should be adopted for typing the matter under this head. A specimen copy of the Table of Contents of the project report is given in **Appendix 5**.
- 3.6 **List of Tables** – The list should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
- 3.7 **List of Figures** – The list should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.
- 3.8 **List of Symbols, Abbreviations and Nomenclature** – One and a half spacing should be adopted or typing the matter under this head. Standard symbols, abbreviations etc. should be used.
- 3.9 **Chapters** – The chapters may be broadly divided into 5 parts (i) **Introductory Chapter** (ii) **Industry Profile** (iii) **Research Methodology** (iv) **Analysis & Interpretation** (v) **Summary & Conclusion**

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.

- Tables and figures in a chapter should be placed in the immediate vicinity of the reference where they are cited.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

3.10 Appendices – Appendices are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

- Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2, etc.
- Appendices, Tables and References appearing in appendices should be numbered and referred at appropriate places just as in the case of chapters.
- Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

3.11 List of References –The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted above.

REFERENCES

1. Aripnammal, S. and Natarajan, S. (2014) “Transport Phenomena of Sm Sel – X Asx”, Pramana – Journal of Physics Vol.42, No.1, pp.421-425.
2. Barnard, R.W. and Kellogg, C. (2020) “Applications of Convolution Operators to Problems in Univalent Function Theory”, Michigan Mach, J., Vol.27, pp.81–94.
3. Shin, K.G. and Mckay, N.D. (2014) “Open Loop Minimum Time Control of Mechanical Manipulations and its Applications”, Proc. Amer. Contr. Conf., San Diego, CA, pp. 1231-1236.

FORMAT FOR BIBLIOGRAPHY

Books

Pandey, I.M; Financial Management, Vikas Publishers, New Delhi; Edition 2016

Articles

Gupta, K; Durables: On a Fast Track; Harvard Business Review, No. 11; Vol. 8; pp 4-7.

Websites:

www.researchgate.net

3.12 Table and figures - By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

4. TYPING INSTRUCTIONS:

The impression on the typed copies should be black in color.

One and a half spacing should be used for typing the general text. The general text shall be typed in the Font style “Times New Roman” and Font size 12.

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APPENDIX 1

SUMMER TRAINING PROJECT REPORT

On

**“Marketing Strategy for Insurance Company
with reference to LIC”**

Submitted in the Partial Fulfillment for the award of Degree

BBA (G): 2021-24

Under The Guidance:

Mr. Kamal Batra

Assistant Professor, CPJCHS

Submitted By:

Sachin Sharma

Enrollment No.

Batch: 2021-24



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APPENDIX 2

DECLARATION

This is to certify that Summer Training Project Report entitled “.....” which is submitted by me in partial fulfillment of the requirement for the award of degree BBA (G) to GGSIP University, Dwarka, Delhi comprises only my original work and due acknowledgement has been made in the text to all other material used.

Date:

Name and Signature of Student

Approved By:

Name of Guide

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APPENDIX 3

CERTIFICATE

This is to certify that Summer Training Project Report entitled “”
which is submitted byin partial fulfillment of the requirement
for the award of degree BBA (G) to GGSIP University, Dwarka, Delhi is arecord of the
candidate own work carried out by him under my/our supervision

Date:

Supervisor Signature



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APPENDIX 4

ACKNOWLEDGEMENT

I offer my sincere thanks and humble regards to Chanderprabhu Jain College of Higher Studies & School of Law, GGSIP University, New Delhi for imparting us very valuable professional learning in Summer Training Project Report of BBA (G).

I pay my gratitude and sincere regards to Mr./Ms.. my project Guide, for imparting his/ her knowledge. I am thankful to him as he has been a constant source of advice, motivation and inspiration. I am also thankful to him for giving his suggestions and encouragement throughout the project work.

I take the opportunity to express my gratitude and thanks to our computer Lab staff and library staff for providing me opportunity to utilize their resources for the completion of the project.

I am also thankful to my family and friends for constantly motivating me to complete the project and providing me an environment which enhanced my knowledge

Student's Signature