

No. CPJCHS/2023/058

29-Sep-2023

NOTICE

Summer Training Project Report BBA (CAM) - V Semester

All students of BBA(CAM) - V Semester are required to submit their Summer Training Project Report BBACAM - 309 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 Project 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(CAM)/ Mentors of BBA(CAM) V Semester
- In charge – Social Media with the request to upload the Notice on Social media platform & College website

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Annexure-1

Batch: 2021-2024
Mentors & Mentees List of Minor Project Report
Class: BBA (CAM) – V Semester

S. No.	Enrollment No.	Student Name	Mentor Name
1	00121501921	Harsh Tyagi	Ms. Aditi Kaushik (M-9990575253) aditi.kaushik@cpj.edu.in
2	00221501921	Archit Jain	
3	00321501921	Sagar Malhotra	
4	00421501921	Jateen	
5	00521501921	Akshit Bhatnagar	
6	00621501921	Rohan Babbar	
7	00124201921	Lovesh Kapoor	
8	00224201921	Sahil Jain	
9	00324201921	Shivam Chaurasia	
10	00424201921	Shivang Chadha	
11	00524201921	Akshit Nayyar	
12	00624201921	Yashika	
13	00724201921	Dishu	
14	00824201921	Kapil Verma	
15	00924201921	Jiya Sharma	
16	01024201921	Pranjal	
17	01124201921	Ayush Sharma	
18	01224201921	Kavya Puri	
19	01324201921	Disha Sharma	
20	01424201921	Ashwani Rana	
21	01524201921	Simran Sharma	

**GUIDELINES FOR PREPARATION OF SUMMER TRAINING PROJECT
REPORT FOR BBACAM - 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

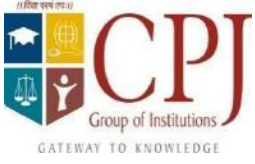
3.12 Table and figures - By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices. All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as 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 (CAM): 2021-24

Under The Guidance:

Mr. Vinod

Assistant Professor, CPJCHS

Submitted By:

Jiya 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