

No. CPJCHS/2024/034

28-Aug-2024

**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 <sup>th</sup> Sep, 2024
2.	Progress Work: Review 1	25 <sup>th</sup> Sep, 2024
3.	Progress Work: Review 2	10 <sup>th</sup> Oct, 2024
4.	Submission of Final Report	18 <sup>th</sup> Oct, 2024
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/-  
Director

**Annexure:**

1. Mentor List
2. Guidelines

**CC:**

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

**Batch: 2022-2025**  
**Mentors & Mentees List of Summer Training**  
**Project Report**  
**Class: BBA (G) - V Semester**

S. No.	Enrollment No.	Student Name	Mentor Name
1.	0121501722	SAKSHAM JAIN	Mr. Vinod Kumar (M.9873030313) <a href="mailto:vinod.kumar@cpj.edu.in">vinod.kumar@cpj.edu.in</a>
2.	0221501722	SHIVANI	
3.	0321501722	YASH BHARDWAJ	
4.	0421501722	VIVEK KUMAR	
5.	0521501722	HIMANSHU BALAYAN	
6.	0621501722	RONAK AGGARWAL	
7.	0721501722	HARSHDEEP SINGH VIRDI	
8.	0821501722	PRASHANT JHA	
9.	0921501722	HARSH	
10.	1021501722	YASH	
11.	1121501722	RISHABH JAIN	
12.	1321501722	MUKUL JAIN	
13.	1421501722	YAMINI	
14.	1521501722	SOURAV GULLIYA	
15.	1621501722	ANSH KUMAR	
16.	1821501722	TUSHAR PAL	
17.	1921501722	YASH	
18.	2021501722	CHANDANI	
19.	2121501722	MEHAK JAIN	
20.	2221501722	RISHABH	
21.	2321501722	AAYUSH GUPTA	
22.	2421501722	RAKSHIT SEHRAWAT	
23.	2521501722	VISHWANATH SINGH	
24.	2621501722	SHIVAM	
25.	2721501722	CHAVI SHARMA	
26.	2821501722	RAMDHAN VERMA	
27.	3021501722	AAGAM JAIN	
28.	3121501722	ASTHA BANSAL	
29.	3221501722	KHUSHI MISHRA	
30.	3321501722	AAKASH PAREEK	
31.	3021501722	AAGAM JAIN	
32.	3421501722	ADITYA SINGH	
33.	3521501722	CHRISWIN SABU	
34.	3621501722	DHRUV	
35.	3721501722	MANAS SHARMA	

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36.	3821501722	KHYATI
37.	3921501722	MUSKAN
38.	4021501722	BHARTI
39.	4121501722	AMAN JHA
40.	4221501722	SHIV KUMAR
41.	4321501722	RAGHAV CHUGH
42.	4421501722	SAJID ANSARI
43.	4521501722	GAUTAM CHAWLA
44.	4621501722	YAGYAM DEMBLA
45.	4721501722	KUSHAGRA PANDEY
46.	4821501722	MANU PRATAP SINGH
47.	4921501722	KESHAV GOEL
48.	5221501722	ASHUTOSH
49.	5421501722	ATUL YADAV
50.	5521501722	DEEPANSHU PRAJAPATI
51.	5621501722	MANISH KUMAR
52.	5721501722	MUDIT SHARMA
53.	80121501722	HARSHIT KWATRA
54.	80221501722	ANYA SHARMA
55.	80321501722	PRABHAKAR KUMAR ARYA
56.	80421501722	TARUN GUPTA
57.	80521501722	FARDEEN KHAN
58.	80621501722	ARCHI PANDEY
59.	80721501722	AYUSH GARG
60.	70124201722	MANYA SINHA
61.	70224201722	ABHAY CHAUHAN
62.	70324201722	SURBHI SINGH

Ms. Bhumika Dasoar  
(M.8929251698)

[bhumika.dasoar@cpj.edu.in](mailto:bhumika.dasoar@cpj.edu.in)

**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](http://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](http://www.researchgate.net)



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**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

**“Customer Expectation for Insurance  
Company with reference to LIC”**

Submitted in the Partial Fulfillment for the award of Degree

BBA (G): 2022-25

**Under The Guidance:**

Mr. Vinod Kumar

Assistant Professor, CPJCHS

**Submitted By:**

Sachin Sharma

Enrollment No. ....

Batch: 2022-25



**CHANDERPRABHU JAIN COLLEGE OF HIGHER STUDIES & SCHOOL OF LAW**

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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**

CPJCHS & SOL



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**APPENDIX 3**

**CERTIFICATE**

This is to certify that Summer Training Project Report entitled “ .....”  
which is submitted by.....in partial fulfillment of the requirement  
for the award of degree BBA (G) to GGSIP University, Dwarka, Delhi is a record 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**