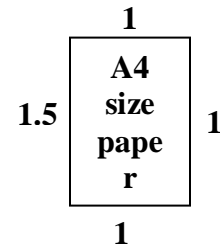


# FORMAT FOR SUMMER TRAINING REPORT

## COVER AND TITLE PAGE

- Certificate of the college
- Certificate of the organization
- Preface
- Acknowledgement
- Declaration given by the student
- Table of contents (with page number)
- Executive summary

**Font Size : 12**  
**Font : New Times Roman**  
**Line Spacing : 1.5**  
**Page Margin :**



## CHAPTER I

- Introduction
- Objective of the study
- Scope and limitations of study
- Methodology: this would contain the following things:
  1. Sources of data
  2. Sample sizes, if any
  3. Methods of data collection
  4. Instrument used
  5. Tools and techniques of analysis

## CHAPTER II

This section of the summer training report would mean writing about the ways in which the organizational realities are similar or different from theory. The management theory dealt with in the report must be written in detail.

- The background
- The promoters
- The company and its product line
- Features of the product
- Marketing strategies
- Competitors
- Government policies
- Taxation aspects
- Major problems
- Achievements
- Share Market position
- National and international image
- Future prospects

## CHAPTER III

- About the project (topic) taken in the organization
- Surveys, Feedback, Findings & Data Analysis

## CHAPTER IV

- Suggestion/ Recommendation

## CHAPTER V

- Conclusion

Bibliography

Appendix / Annexure

*If you have used any table/ graph, figure, then it is to be numbered and source of information from which it is collected, is to be mentioned under each.*