

DIRECTORATE OF DISTANCE EDUCATION
“GUIDELINES FOR IN-COMPANY TRAINING REPORT”
For BBA students

As per the scheme and syllabus of BBA, every student of BBA 3rd year has to undergo in-company-training for 6-8 weeks. During the in-company-training the trainees will learn the functioning and prevailing in the corporate world. This will help the students in translating theory practice. During the training period, the students are required to take a note of the following.

1. The training period should not be less than six weeks in any case.
2. The students must undergo the training in a Private limited company/ public Limited company/government institution.
3. The students may choose for training any of the functional area of management.
4. The training must be completed under the supervision of some senior executives of the organization imparting training.
5. On the completion of training, the students will submit their Training Reports in the office of Director, Distance Education, GJUS&T, Hisar. The last date of submission of Training Reports is March 31st of the session. The Training Report should be simple tape binding with pink chart paper cover. Hard Bound copy will not be accepted.
6. The contents of the training report may include introduction of topic/problems studies profile of the organization, analysis of the problem and findings and suggestions, if any. A copy of the training report should be simple tape binding with pink chart cover paper. Hard Bound copy will not be accepted.
7. Training Report should be limited up to 50-60 pages with printing on both sides on A-4 size paper preferably with the 1.5 line space.
8. Every Training Report must have a certificate in original from the Supervisor, who is to certify that the candidate has completed the training of the said duration under his/her supervision.
9. The Training Report of two or more candidates should not be identical though more than one student can undergo training in the same organization, but their projects should be separate training reports.

10. The Performa of title page of the report will be as follows-

In- company Training Report
On
“Title of the Report”
Completed in “Name of Company”

Submitted in partial fulfillment of the requirement of Bachelor of Business Administration (BBA), Guru Jambheshwar University of Science & Technology.

Training Supervisor

Name & Designation
Of the Supervisor

Submitted by-

Name of the Candidate's
Enrolment