

GUIDELINES FOR TRAINING CUM PROJECT REPORT

As per the scheme and syllabus of MIB every student of MIB-1st year has to undergo in-company training for 6-8 weeks. During the in-company Training-cum-Project Report, the trainees will learn practical realities of the business world. This will enrich their theory part with that of practical aspects. During the Training-cum-Project Report 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 student must undergo the Training-cum-Project Report in an insurance company or similar business entity engaged in insurance.
3. The students may choose any of the functional area of insurance business of their choice.
4. The training must be completed under the supervision of some senior executive of the organization.
5. On the completion of Training-cum-Project Report, the students will submit Training-cum-Project Report in the office of Director, Distance Education, GJU of S &T, Hisar. The last date of submission of Training-cum-Project Report is 30th April of the academic session. In case the reports are not submitted by this date, the Director under exceptional cases will accept the Project Report with a late fee of Rs. 1000/- upto 31st May. In case of exceptional cases, the Vice-Chancellor may allow a candidate to submit his/her Training-cum-Project Report with late fee of Rs. 2000/- upto 30th June of subsequent year. If the candidates, fails to submit the Training-cum-Project Report in time they will be awarded Zero marks and will be treated is Re-appear (As per latest prospectus.)
6. The contents of the Training-cum-Project Report may include introduction of the topic/problem statement, profile of organization, analysis of the problem, findings and suggestions, if any. To be specific, the contents of the Training-cum-Project Report should include
 - a) Introduction: This covers the statement of the problem to be investigated, its importance, mechanism, process and preview etc.
 - b) Profile of the organization: including organization structure, its products and financial highlights.
 - c) Research Methodology: Sample size, objectives, and sources of Data collection, Techniques of data analysis and hypothesis to be tested.
 - d) Analysis of data: The analysis of data will be made on the basis of various techniques of data analysis, depending upon the nature of data.
 - e) Findings and suggestions: The major findings of the study along with the suggestions, if any, will be included in this chapter.

1. Every Training-cum-Project Report must have a certificate in original from the Supervisor, who is to certify that the candidate has completed the Training-cum-Project Report of the said duration under his/her supervision. (Annexure-1)
2. Training cum Project Report should be simple tape binding with chart paper cover. Hard/spiral binding will not be accepted.
3. Project Report should be limited upto 80-100 pages with printing on both sides on A-4 size paper preferably with 1.5 line space.
4. A brief Bio-Data of the guide (as per Annexure-II) and declaration by the candidate (As per Annexure-III) should be added by each candidate in the beginning of Project Report.
5. The Training-cum-Project Report of two or more candidates should not be similar (i.e. same topic and same company)
6. The Performa of the title page of the report will be as follows:
- 7.

A Training-cum-Project Report in
'TITLE'
Conducted at (Name of the company)

(Submitted in partial fulfillment of the requirement of Master of Insurance Business)

Submitted to-

Name & Designation
Of the Supervisor

Submitted by -
Name of candidate
Enrollment no

Session
Directorate of Distance Education
Guru Jambheshwar University of Science & Technology, Hisar.

ANNEXURE-1

CERTIFICATE

Certified that Mr. /Ms. -----Enrollment No. ----- a
student of Master of Insurance Business (MIB-1st year)(session -----)
has undergone Training-cum-Project Report entitled “-----“ under my
supervision from ----- to----- (i.e. 6-8 weeks) in-----
company.

(Signature of Supervisor)
Name & Designation with seal

Counter signed:

Director Study center

(With seal)

ANNEXURE-III

DECLARATION

This is to certify that the Training-Cum-Project Report entitled “-----
-----“is an original work and has not been submitted in part or full to this
or any other university/institution the award of any degree or diploma.

Signature of Candidate

NAME:

ENROLMENT NO:

SESSION:

ANNEXURE-II
DIRECTORATE OF DISTANCE EDUCATION
GURU JAMBHESHWAR UNIVERSITY SCI. & TECH., HISAR

FORMATE FOR RESUME OF SUPERVISOR/GUIDE

1. NAME :
2. DESIGNATION :
3. QUALIFICATION :
4. AREA OF SPECIALIZATION :
5. EXPERIENCE :
6. OFFICIAL ADDRESS :
7. TELEPHONE NO :
8. MOBILE :
9. E-MAIL :

I am willing to supervise Mr./Ms. _____

Enrollment No. _____ On the topic _____

(Signature) with seal

Countersigned by Director of Study Centre with seal