

ANNEXURE I

<A typical specimen of Cover page & Title Page> [Font style Times New Roman – Bold]

AN ORGANISATIONAL STUDY

AT

COMPANY NAME

 <1.5 line spacing>

By

Student Name <Bold – Capital>

Roll No. Reg. No.

A SUMMER TRAINING REPORT <Capital>

Submitted to the

FACULTY OF MANAGEMENT SCIENCES

in partial fulfillment for the award of the degree

of

 <Italic>

MASTER OF BUSINESS ADMINISTRATION

 <Bold – Capital>



ST. XAVIER'S CATHOLIC COLLEGE OF ENGINEERING

(An Autonomous Institution)

Chunkankadai, Nagercoil – 629003.

 <Bold – Capital>

Month, Year

ANNEXURE II

ST. XAVIER'S CATHOLIC COLLEGE OF ENGINEERING

(An Autonomous Institution)

Chunkankadai, Nagercoil – 629003.

DEPARTMENT OF MANAGEMENT STUDIES

BONAFIED CERTIFICATE

Certified that this summer training report entitled An Organizational study at (Company Name) is the bonafied work of Mr./ Ms.Reg. no. who carried out the work under my supervision. Certified further that to the best of my knowledge the work reported herein does not form part of any other project report or dissertation on the basis of which a degree or award was conferred on an earlier occasion on this or any other candidate.

<<Signature of the Head of the Department>>

<<Signature of the Supervisor>>

SIGNATURE

SIGNATURE

<<Name>>

<<Name>>

HEAD OF THE DEPARTMENT

SUPERVISOR

<<Academic Designation>>

<<Department>>

<<Department>>

<<Full address of the Dept & College >>

<<Full address of the Dept & College>>

Submitted for the viva-voce examination held at St. Xavier's Catholic College of Engineering on

Internal Examiner

ANNEXURE III

ST. XAVIER'S CATHOLIC COLLEGE OF ENGINEERING

(An Autonomous Institution)

Chunkankadai, Nagercoil – 629003.

DEPARTMENT OF MANAGEMENT STUDIES

DECLARATION

I hereby declare that the summer training report entitled An Organizational study at (Company Name) submitted by me in partial fulfillment of the requirement for the award of the degree of Master of Business Administration of the Anna University, Chennai is my work. The report has not been submitted for the award of any other degree / diploma of this university or any other university before.

Place:

Name:

Date:

Reg. No.:

SUMMER TRAINING REPORT FORMAT

PRELIMINARY PAGES

- ❖ Bonafide Certificate
- ❖ Company Certificate
- ❖ Declaration
- ❖ Abstract
- ❖ Acknowledgement

CHAPTERS

I. Introduction

- 1.1 Introduction [About Organizational study in the respective Company]
- 1.2 Objectives of the Study
- 1.3 Sources of Data [Primary Data & Secondary Data]
- 1.4 Limitations of the Study

II. Profile

- 2.1 Industry Profile
- 2.2 Company Profile [Overall data about the company in general including organization chart]
- 2.3 Product Profile

III. Functional Departments [Whichever department is applicable in the respective concern including departmental Charts]

- 3.1 Finance Department
- 3.2 Human Resource Department
- 3.3 Production Department
- 3.4 Marketing Department
- 3.5 R & D Department

IV. Analysis [Two or more analysis tool can be used]

- 4.1 SWOT Analysis
- 4.2 PEST Analysis
- 4.3 BCG Matrix
- 4.4 Porter's Five Forces Model

V. Learning Experience & Skill Development

VI. Finding, Suggestions & Conclusion

- 6.1 Findings
- 6.2 Suggestions
- 6.3 Conclusion

Bibliography