

## **GUIDELINES FOR SUMMER TRAINING-2010**

- 1) Each student will make at least one copy of project report in the recommended format & is to be submitted to the chairman individually on or before 10<sup>th</sup> July, 2010.
- 2) Each student is required to make a copy of project in CD & submit along with your project report. On the cover of CD (& on the CD itself), title, students Name, ENR, Batch should be mentioned by readable marker.
- 3) The students will keep one copy of the project with themselves for their further reference in future & one copy to the organization where they have done their summer training (If required).
- 4) All the students are required to follow the following instruction.
  - a) Their should not be any deviation from requirement of reproducing the cover page of the report from the format prescribed below.

### **Prescribed Cover Page**

Title	
A report submitted to Ishan Institute of Management & Technology, Greater Noida as a partial fulfillment to full time post graduate diploma in management.	
Submitted To: Dr.D.K.Garg, Chairman, IIMT.Gr. .Noida	Submitted By: Students Name ENR No: Batch
IIMT LOGO	
ISHAN INSTITUTE OF MANAGEMENT & TECHNOLOGY 2, Knowledge Park -1, Greater Noida, Dist.-G.B.Nagar (U.P.) Website: www.ishanfamily.com E-Mail: student@ishanfamily.com	

Note: Each student must mention specialization in bracket.

- b) The cover page must be hardbound in light grey colour with black embossing with the above mentioned details & cover page must be laminated one.
- c) The size of the report would depend on the project undertaken. However it must be 300(approx) typed pages (single space) on A4 size Paper.
- d) All the students are required to use the uniform font & format (except in heading & subheading) through out the text of the report.

### **Report Structure**

- i. Cover & Title Page
- ii. Preface
- iii. Certificate-Prescribed format is given below
- iv. Acknowledgement
- v. Declaration given by the student-Prescribed format given below
- vi. Table of contents
- vii. Executive Summary

- viii. Literature review
- ix. Bibliography/Annexure

**Note:** If the student uses a table/ graphs/ figures then it is to be numbered & source of information from which it is collected is to be mentioned under each.

**Format for the certificate:**

**CERTIFICATE**

This is to certify that the project work done on “ -----Title -----  
----” submitted to Ishan Institute of Management and technology, Greater Noida by -----  
----- (Name of the Student) ----- in partial fulfillment of the requirement for the  
award of degree of PG Diploma in Business Management is a bonafide work carried out  
by him/her under my supervision and guidance. This project report is the original one and  
has not been submitted anywhere else for any other degree/diploma.

Date:

Seal/Stamp of the Guide

Name of the guide  
Address:

**Literature review:**-This section for 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.

**Table of content:** Table of contents should be same as mentioned in the synopsis approved.

**How to write bibliography?**

**Books:**

- I. Author (s) if author name is Stephen Robbins then it will be written as Robbins Stephen.
- II. Title, place of publication ,Publisher Date(year) of publication, number of pages referred From “ \_\_\_\_\_ to \_\_\_\_\_ ”
- III. Magazines & Journals/ Newspapers, Author(s), Title of \_\_\_\_\_, Volume, Number, Serial Number, Date of Issue, Page Number.

**Internet:**

Name of the website, Article name, name of the author, date of the site visited.

## **Prescribed Format for the declaration:**

### **Declaration**

The summer training project on \_\_\_\_\_ title \_\_\_\_\_ under the guidance of \_\_\_\_\_ (name of the guide) is the original work done by me. This is the property of the Institute & use of this report without prior permission of the Institute will be considered illegal & actionable.

Date:

Signature:  
(Students Name)  
Enr. No:

### **What goes with an Annexure:**

- Original table/data
- Industry report
- Information from Journals/Magazines/newspaper
- Any photographs displaying product features etc.
- Supplementary and secondary references

### **Typing Instruction**

- I. Paper size A4
- II. Margins left = 1.5 inches
- III. Right = 1 inches
- IV. Spacing with in a sentence between words 1 space, after a colon 2 spaces, after a semicolon: 2 spaces, after a comma: 1 space, after a full stop 2 spaces.
- V. Times New Roman, 12 font size

#### **Headings**

- (i) Center head (font size 16, all are in capital, bold without underlining)
- (ii) Center Subhead (font size 14, all capital, bold, without underlining)
- (iii) Side head (font size 12, lowercase, bold, without underlining)

Note: All students are required to follow the above mentioned guidelines and are required to write the project report in their own language. Attaching downloaded information/materials in content is strictly prohibited.