

**DIRECTORATE OF DISTANCE EDUCATION**  
**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &  
TECHNOLOGY, HISAR**

**BBA- 307 In- Company – Training (6 to 8 weeks)**

**The following guidelines should be followed by the student for**

**Preparing and submitting the In-Company-Training Report**

**“Guidelines for In Company Training Report”  
For BBA Students**

As per the scheme and syllabus of BBA every student of BBA-3<sup>rd</sup> year has to undergo in company training for 6 to 8 weeks. During the In-Company-Training the trainees will learn the functioning and practices prevailing in the corporate world. This will help the student in translating theory into 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 student must undergo the training in a Private limited company / Public limited company / Government institution.
3. The student 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. A brief profile of supervisor / guide duly signed by him/her must be added in the report.
5. On the completion of training, the student will submit their Training Report in the office of Director Distance Education GJUS &T, Hisar. The last date of submission of Training Report is March 31<sup>st</sup> of the 3<sup>rd</sup> year of BBA. Thereafter, the report will be accepted along with a late fee of Rs. 1000/- up to 30<sup>th</sup> April, late fee of Rs. 2000/- up to 31<sup>st</sup> of May. It is made of clear that if a candidate who fails to submit the Project Report up to 31<sup>st</sup> May of the third year, he/she will be treated as “Absent “and no project report will be accepted after this date a provided under clause 7.6 (I) of the prospectus. The project report submitted by the learners will carry the following contents in proper format as following :-

- I. Introduction
- II. Profile and Organisation Structure of the Company
- III. Objectives of Study
- IV. Methodology Adopted
- V. Analysis of the Problem under study
- VI. Interpretation of Result.

- VII. Suggestions/ Recommendations etc.
- VIII. Reference/ Bibliography etc.

**ANNEXURES:**

- Questionnaire (if any)
  - Tables / Graphs / Annual Report etc.
  - Reports (Corporate or any other relevant reports)
  - Raw Data
  - Any other relevant information.
6. The contents of the training report may include introduction of the topic/ problem studies profile of the organization, analysis of the problem and findings and suggestions, if any the training report should normally be 50-60 pages and each page should be numbered and typed in double space with letter size “12”. Two copies of the Training Report (hard bound red colour are to be submitted).
  7. Every Training Report must have a certificate in original form the Supervisor, who is to certify that the candidate has completed the training of the said duration under his supervision.
  8. The Training Report of two or more candidates should not be identical through more than one students can undergo training in the same organization, but their projects should be separate so as to submit separate training reports.
  9. The preform of title page of the report will be a follows :

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

(Submitted in partial fulfilment of the requirement of Bachelor of Business Administration-BBA,  
Guru Jambheshwar University of Science & Technology, Hisar)

**Submitted by**

**Training Supervisor  
Name & Designation  
of the Supervisor**

**Name of the Candidate  
Enrolment No.**

Session.....  
**DIRECTORATE OF DISTANCE EDUCATION  
Guru Jambheshwar University of Science & Technology, Hisar)**