Industrial Training Guidelines

& Project Report Format

**MBATH/5/26 INDUSTRIAL TRAINING PROJECT-I**

**Full marks (Internal=50; External=50)**

**Objectives:**

* At the end of the fourth semester, students have to undergo industrial training for 6-8 weeks in a business organization preferably outside Mizoram.
* This training should help the student develop a perspective of wholesome management of business activities.
* This would enable students to appreciate the importance of different business activities and see how different business activities are interrelated.
* At the end of the training the student will have to submit a report on the organization and that will be evaluated based on the written report and presentation in before an expert panel.

Industrial Training Objectives

The Industrial Training is an integral part of the MBATH programme and aims at achieving the following objectives:

* Application of knowledge and techniques learnt in the first year to real business problems and to test out and enrich one’s understanding, knowledge and skills.
* Gives an insight into the working of the real organizations.
* Gaining deeper understanding in specific functional areas.
* Appreciating the linkages among different functions and developing a realistic managerial perspective about organizations in their totality.
* Helps in exploring career opportunities in their areas of interest.

Guidelines during Industrial Training

Do’s and Don’ts in the Organization

Do’s-

* Punctuality (timeliness) is very important
* Maintaining healthy and cordial relationship with the people in organization.
* Understand the work culture and follow it.
* Obeying direct orders from the seniors.
* Showing a sense of belonging with the organization.
* Maintaining proper Line and Staff Relationship with the seniors and subordinates (If Any).

Don’ts-

* Do not take the training lightly and casually.
* Do not give an impression that you are doing the training just for the sake of it. Put your heart and soul.
* Do not involve in internal.
* Do not reveal you weaknesses.
* Do not lie to your seniors.
* Do not waste your time in the organization.
* Do not copy any material. Be original.
* Do not go for leave unless it is indispensable.
* Do not ask for favours.

**Format for Industrial Training Project Work**

* As a part of training, the students are required to submit a Project Report and give a presentation to the organization (if necessary) but compulsorily in the Department. Also, they may be required to submit a project report to the organization.
* The Report, Presentation of project report and Viva on Project Report are the basis for evaluation of the Project Work at the Departmental and University level.
* The project report should show that the student is capable of scientific analysis of a problem and can approach the solution for the same in a systematic manner.
* The project must provide sufficient indication that the student is competent in successful application of acquired management tools and skills to practical problems of industry.

**Typing Instructions:**

Paper A4 Size

Margins Left = 1.5 inch, Right = 1 inch

Spacing within a sentence: Double

Between words : 1 space

After a colon : 1 space 13

After a colon : 1 space

After a semi colon : 1 space

After a comma : 1 space

After a full stop : 1 space

**TEXT**

TEXT font : Times New Roman

**Headings Types:**

Centre Head (All Caps, without underlining) 14 font size

Centre subhead (Caps and lower case underlined) 14 font size 14

Side Head (All Caps, without underlining) 14 font size

Body text – 12 font size

Paragraph head followed by a colon (Caps & Lower case underlined) 12 font size.

**Quotation**

It should be placed in quotation marks and double spaced, forming an immediate part of the text, but if a quotation is of a considerable length (more than four or five type written lines) then it should be single-spaced and indented at least half an inch to the right of the normal text margin.

**REPORT STRUCTURE**

**Title Page**

**Certificate**

**Acknowledgments**

**Table of Contents**

 **List of Tables**

 **List of Figures**

**Executive summary**

**1. Part One**

**A. Company Profile**

1. Organizational Structure

2. Main product

3. Market

4. Size

**B. Department Profile**

1. Organizational structure

2. Role/function of the department in the company

**2. Part Two**

**A. Introduction**

**B. Objective or statement of the problem**

**C. Theoretical background**

(literature review, related theoretical areas, etc.

**D. Methodology**

The chapter would contain the following things.

-Sources of data

 -Data collection

 -Sample size, if any 17

-Methods of data collection

-Instrument used

 -Tools and techniques of analysis

**E. Model (if applicable).**

**F. Data Analysis**

**G. Findings, Conclusion & Suggestions**

**J. References** ---- (Harvard Style) Books, Journals, Magazines, Newspapers, Reports Etc.

**K. Appendix**

-Questionnaire

-Reports

-Extra data

Prescribed Cover Page and Guidelines

* The size of the report would depend on the project undertaken. However it must be 60 to 110 typed pages (double space) on A4 size paper.
* All the students are required to use the uniform font and format throughout the text of the report.
* The project report must accompany a certificate authenticating the originality of the work done in the prescribed format, as indicated below.
* Each student will make three copies of project report in the recommended format. One copy is to be submitted to the HOD individually on or before date of the presentation. The students will keep one copy of the project for their future reference and one copy to the organization where they have done their summer training (if required).
* All the students are required to follow the following instruction.

-There should not be any deviation from requirement of reproducing the cover page of the report from the format prescribed below.

**Front Page Format:**

***Industrial training project report on***

**(TITLE OF THE PROJECT AND NAME OF THE ORGANISATION)**

***For the partial fulfillment of the requirement***

***for the award of***

***Master of Business Administration in Tourism & Hospitality Management***

***(12 font size, Times New Roman, Bold and Italic)***

**Under the supervision of:**

**Mr. (Reporting Officer)**

**Submitted by**

**(Name of the student)**

**MNM/16/203**

**DEPARTMENT OF TOURISM & HOSPITALITY MANAGEMENT**

**SCHOOL OF ECONOMICS MANAGEMENT AND LIBRARY INFORMATION SCIENCE**

**MIZORAM UNIVERSITY**

**TANHRIL, AIZAWL**

**DEPARTMENT OF TOURISM & HOSPITALITY MANAGEMENT, SEIMS**

**MIZORAM UNIVERSITY**

**TANHRIL, AIZAWL**

**CERTIFICATE**

This is to certify that the project work carried out on (Title of the project) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_is a bonafide work carried out by Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_of ……………………………… Department of Tourism & Hospitality Management, Mizoram University, Aizawl under my supervision and guidance. The project report is submitted towards the partial fulfillment of the requirement for the award of 5 Year Masters of Business Administration in Tourism & Hospitality Management.

This work has not been submitted anywhere else for any other degree. The original work was carried during …….. to …….. in (Name of the organization).

Name & Sign of Industry Guide

Date:

Student’s Name and Sign

 Roll No.