



SUMMER TRAINING REPORT

**Submitted in Partial Fulfilment of the Requirements for the
Award of the Degree of**

BA(JMC)

BY

Name: _____

Enrolment No. _____



**BHARATI VIDHYAPEETH'S INSTITUTE OF
COMPUTERAPPLICATIONS & MANAGEMENT**

**(GURU GOBIND SINGH INDRAPRASTHA
UNIVERSITY)**

NEW DELHI

2022

CANDIDATE'S DECLARATION

I hereby declare that the work which is being presented in this project work entitled **“Dynamic Website Builder”** in partial fulfilment of the requirements for the award of the degree of **Bachelor of Arts (Journalism & Mass Communication) at Bharati Vidyapeeth's Institute of Computer Applications and Management (BVICAM), New Delhi** is an authentic record of my own work carried out during the period _____ under the supervision and guidance of _____ **(Assistant/Associate Professor, BVICAM)**.

I have not submitted the matter embodied in this project work anywhere for the award of any degree or diploma.

Name of student _____

Enrolment . No. _____

ACKNOWLEDGEMENT

It is my proud privilege to express my profound gratitude to the entire management of Bharati Vidyapeeth's Institute of Computer Applications and Management and teachers of the institute for providing me with the opportunity to avail the excellent facilities and infrastructure. The knowledge and values inculcated have proved to be of immense help at the very start of my career. Special thanks to Hon'ble Founder, Bharati Vidyapeeth, Pune for having provided us an excellent infrastructure at BVICAM.

I am grateful to _____(Project Guide, BVICAM, New Delhi) for his astute guidance, constant encouragement and sincere support for this project work.

I feel pride and privileged in expressing my deep sense of gratitude to all those who have helped me in presenting this assignment. I would be failing in my endeavour if I do not place my acknowledgement.

Name: _____

Enrolment. No. _____

Executive Summary

(Sample)

Canopus Media creates Content which is viewer-friendly, accessible content. The Content Creation, Social Media marketing, and Meme Marketers are the services which are used by marketers to enhance subscriber/follower's base. This is an incredible chance to make a significant contribution to the company's growth.

Experience Certificate

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LIST OF ABBREVIATIONS

| Abbreviation | Description |
|--------------|---------------------------|
| RSS | Really Simple Syndication |
| PDF | Portable Document File |
| | |
| | |
| | |
| | |

TABLE OF CONTENTS

1. Overview of the Organization (word limit: Max. 500 words)

- a. Brief history
- b. Introduction of the organization
- c. Policy of the organization
- d. Competitors

2. Organizational Structure (word limit: Max. 500 words)

- a. Organizational Hierarchy chart
- b. Number of employees
- c. Main offices
- d. Introduction of all the departments
- e. Comments on the organizational structure

3. Plan of your internship program (word limit: Max. 300 words)

- a) A brief introduction of the branch/ area office of the organization where you did your internship
- b) Starting and ending dates of your internship
- c) Names of the departments in which you got training and the duration of your training

4. Training Program (word limit: Max. 2000 words)

- a) Detailed description of the operations/activities performed by the department(s) you worked in.
- b) Detailed description of the task(s) assigned to you **OR** detailed description of the project assigned.

5. Daily Progress Report (On per Day Basis)

| S.No | Date | Task Allocated | Reporting Manager | Signature of the concerned Authority |
|------|------|----------------|-------------------|--------------------------------------|
| | | | | |
| | | | | |

6. Work Samples (word limit for this section is not specified as it depends on the nature of work sample)

7. Critical Analysis (word limit: Max. 800 words)

8. SWOT Analysis (word limit: Max. 800 words)

9. Conclusion (word limit: Max. 350 words)

10. Recommendation (word limit: Max. 300 words)

11. References & Sources

12. Annexes

Instructions

1. Students are expected to collect information from various sources such as interaction with the **organization's personnel (managers, internship supervisor, colleagues etc.) and company website, documents, brochures etc. but it is necessary to mention the sources of information in report.**
2. Some examples of **work samples include: news stories, articles, interviews, spreadsheets, log sheets, correspondence, videos, CDs with audio or visual clips, photos, layouts, press releases, media lists, speeches etc**
3. Each work sample should have a **short description of your role in that work sample or how you used the sample.**
4. Recommendation section is required to suggest solutions for all the problems or discrepancies
5. Relate the theoretical concepts with your practical experience during your internship in the organization. Execute an overall analysis of the organization.
6. **At the end of your report, attach all of the supportive material you have used for the preparation of your report, like brochures, forms, newsletters, interviews, questionnaires, news reports, articles, features, columns etc.**
7. All the references and sources in APA format that you have used for data collection in your Internship Report.
8. While writing recommendation suggest solutions for all the problems or discrepancies (you have pointed out in critical/ SWOT analysis) found in the organization.
9. In SWOT section describe the organization according to your evaluation/assessment
10. In conclusion you are required to describe the organization according to your evaluation/assessment in the light of critical and SWOT analyses.
11. Strengths and weaknesses are internal to the organization and represent its culture while opportunities and threats correspond to the environment outside the organization.
12. Cheating or copying in these sections is NOT acceptable and hence the entire internship report can be completely rejected as per **ZERO TOLERANCE POLICY** of the university.