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VEER NARMAD SOUTH GUJARAT UNIVERSITY

University Campus, Udhna-Magdalla Road, SURAT - 395 007, Gujarat, India.

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-: પરિપત્ર :-

વાણિજ્ય વિદ્યાશાખા હેઠળની સંલગ્ન બી.બી.એ. કોલેજોના આચાર્યશ્રીઓને જણાવવાનું કે, B.B.A. એડહોક બોર્ડનાં કન્વીનરશ્રી ના તા.૮/૦૬/૨૦૨૧ ના પત્રમાં જણાવ્યા મુજબ બી.બી.એ.નાં અભ્યાસક્રમ અંગે યુનિવર્સિટી કાર્યાલયનાં પરિપત્ર ક્રમાંક:એકે/પરિપત્ર/૧૨૦૪૩ તથા પરિપત્ર ક્રમાંક:એકે/પરિપત્ર/૧૨૦૪૪ તા.૫/૭/૨૦૧૯ થી પરિપત્રિત કરવામાં આવેલ જેમાં બી.બી.એ. સેમ. ૧ થી ૬ સુધીનો અભ્યાસક્રમ હોય, જેમાં ક્રમશઃ અમલમાં આવતો હોય જે અંગે શૈક્ષણિક વર્ષ ૨૦૨૧-૨૨ થી " Summer Training Report 501, BBA Curriculum " ઈવેલ્યુએશનની ગાઈડ મુજબ અમલ કરવા અંગે વિચારણા કરતા એકેડેમિક કાઉન્સિલની તા.૨૫-૨૬/૦૬/૨૦૨૧ની સભાનાં ઠરાવ ક્રમાંક: ૫૫ અન્વયે સ્વીકારેલ છે. તેની જાણ સંબંધકર્તા શિક્ષકો અને વિદ્યાર્થીઓને કરવી, તદ્દઉપરાંત તેનો અમલ કરવો.


એકેડેમિક કાઉન્સિલની તા.૨૫-૨૬/૦૬/૨૦૨૧ની સભાનાં ઠરાવ ક્રમાંક: ૫૫

:: આથી ઠરાવવામાં આવે છે કે, શૈક્ષણિક વર્ષ ૨૦૨૧-૨૨ થી "Summer Training Report-501, BBA Curriculum " ઈવેલ્યુએશનની ગાઈડ મુજબ અમલ કરવાયથાવત્ સ્વીકારવામાં આવે છે.

બિડાણ: ઉપર મુજબ

ક્રમાંક : એકે./પરિપત્ર/૮૦૦૫/૨૧

તા. ૨૮-૦૬-૨૦૨૧


ઈ.ચા. કુલસચિવ

પ્રતિ,

- ૧) વાણિજ્ય વિદ્યાશાખા હેઠળની તમામ બી.બી.એ. કોલેજોના આચાર્યશ્રીઓ.
- ૨) અધ્યક્ષશ્રી, વાણિજ્ય વિદ્યાશાખા
- ૩) પરીક્ષા નિયામકશ્રી, પરીક્ષા વિભાગ, વીર નર્મદ દ. ગુ. યુનિવર્સિટી, સુરત.

.....તરફ જાણ તેમજ અમલ સારૂ.



ONLINE SUMMER REPORT (501)

*(in substitution with 'Summer Training Report – 501' due to
COVID Pandemic)*

T.Y.B.B.A (SEM-5)

EVALUATION GUIDELINES

(ONLY FOR A.Y. 2021-22)

BACHELOR OF BUSINESS ADMINISTRATION

VEER NARMAD SOUTH GUJARAT UNIVERSITY, SURAT

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VEER NARMAD SOUTH GUJARAT UNIVERSITY

ONLINE SUMMER REPORT (ONLY FOR A.Y. 2021-22)

What is Online Summer Report?

Student(s) will choose a sector of his/her/their choice (list is given in Annexure 2) and will understand the overall scenario of that particular sector. Along with that student(s) will choose certain companies belonging to that sector and shall study overall working of the company in the form of detailed scanning of functional areas of business viz Marketing, Finance, HRM and Operations followed by preparation of detailed report. This exercise will be group-based exercise but evaluation should be done on individual bases. However, a student can do this whole exercise individually.

Why Online Summer Report?

A student enrolled in Bachelor of Business Administration (BBA) program of Veer Narmad South Gujarat University has to undergo Summer Internship in any organization of their choice (Manufacturing / Processing is highly advisable) either individually or in group. But due to ongoing pandemic, it will be not be possible to send students on field and study the departments therein nor the companies shall allow them to their premises looking for security and other concerns. Hence, looking to the overall scenario, we hereby substitute conventional way of summer Training i.e. 'Summer Training Report – 501' with 'Online Summer Report' only for academic year 2021-22.

When to prepare O.S.R.?

Online Summer Report is supposed to be prepared during Semester 5 (A.Y. 2021-22) unlike conventional scheme of doing Summer Training during summer vacation. O.S.R. shall be in effect only for academic year 2021-22 and after this year, it will be discarded from curriculum and will be substituted by 'Summer Training Report – 501'.

General Rules

R.O.S.R. 1: One student / Group of students should prepare said report. HOWEVER, GROUP REPORT SHOULD BE ENCOURAGED.

R.O.S.R. 2: Student(s) will choose the sector of his/her/their own choice and will pick the companies belonging to that sector and will study overall working of the functional departments.

R.O.S.R. 3: College authority can decide minimum and maximum number of group size on their discretion but group size must not be greater than 6 (Six). Individual student can also undergo online summer project.

R.O.S.R. 4: Maximum two groups in the college can select same sector. In case where two groups have selected same sector, companies chosen therein must be different.

R.O.S.R. 5: College should allocate faculties for each group (faculty mentor) to guide them in the whole process. Information should be collected from Internet, Newspapers, Books, Journals and other sources strictly by giving due references. College as well as students must use these reports for academic purpose only and must not publish anywhere else.

R.O.S.R. 6: This study will purely be ‘**Sectoral Study**’ by nature wherein students will learn functioning of the companies by studying departments like Production, Operations, marketing, finance, accounting, sales, personnel, HR, Health, Safety, Quality Assurance and others in that particular sector.

R.O.S.R. 7: At the end of Online Summer Report, they will have to prepare and submit Hard Bound Report to the college. Without Hard Bound Report, study would be considered incomplete and student(s) will not get credit for the same and will be considered failed in ‘Summer Training Report’ head of Third Year BBA Semester V.

R.O.S.R. 8: It is mandatory for an individual student to prepare the said report to earn the required credit of the said paper.

Credit Rules

R.O.S.R. 9: The credit of Online Summer Report (O.S.R.) shall be transferred to ‘Summer Training Report’ (501) subject only for academic year 2021-22. After this academic year Online Summer Report will be discarded and will be substituted by Summer Training Report - 501 itself.

R.O.S.R. 10: If a student(s) fails to prepare required report, he/she will be considered “FAIL” and will be allotted ‘Grade F’ in the said subject.

R.O.S.R. 11: In case a student(s) fail(s) to prepare online summer report during Semester 5, and he/she is declared fail in the said subject, college can instruct such students to prepare this report during Semester 6 and can earn the credit in the marksheet of Semester 5. If the student still fails to prepare the Online Summer Report even during Semester 6, he/she will undergo the summer training in conventional way i.e. departmental study by visiting the company.

R.O.S.R. 12: Online summer report shall be prepared by only those students who have got their term granted in Semester 5. Student who got their form withdrawn either in Semester 3 or Semester 4, shall not prepare Online Summer Report.

R.O.S.R. 13: If student(s) gets his/her form withdrawn in Semester 5 and student(s) had already completed Online Summer Report during Semester 5, in such circumstance, he/she will be allowed to use the completed report to claim the credit of ‘Summer Training Report – 501’.

R.O.S.R. 14: An individual student or a group of students shall have to give VIVA VOCE Exam before the committee/panel. A panel consists of the faculty members of the college concerned or outside the college if college authority wishes to call panel outside. College must maintain full confidentiality during the whole evaluation process.

R.O.S.R. 15: Internal Marks of Online Summer Report should be put in the university ERP system in the Head of Summer Training Report – 501 at the time of putting internal marks of Semester 5.

R.O.S.R.16: If a student does not prepare online summer report, he / she will not be entitled for the credit of ‘Summer Training Report - 501’ of Semester 5.

Evaluation Pattern

Course Type	Semester	Course Code	Course Title	Course Credit	University Evaluation	Internal Evaluation	Total
Core	Fifth	501	Summer Training Report	4	70 Marks	30 Marks	100

University Evaluation (70 Marks)

Particulars	Marks
Online Summer Report (Hard Bound) (Quality & Quantum of Information Gathered, Formatting, Content, Way of presentation)	35 Marks
VIVA VOCE of Report (Faculty panel from within /outside college)*	35 Marks
Total	70 Marks**
<i>* College concerned is allowed to frame faculty panel for VIVA within as well as outside college. If college appoints outside faculties/experts for VIVA, DA and TA should be borne by college only and not by VNSGU. Panel members should not be less than two.</i>	
<i>**subject to producing completion certificate</i>	

Internal Evaluation (30 Marks)

Particulars	Marks
Regularity and Punctuality	15 Marks
Presentation of Group/Individual student by Faculty Mentor	15 Marks
Total	30 Marks*
<i>*To be put by faculty mentor in university ERP system at the time of putting internal marks of Semester 5</i>	

ANNEXURES

ANNEXURE 1

INFORMATION TO COVER / FORMAT OF O.S.R.

Points given hereunder are just for reference purpose, students can add and delete the points as per their own requirements taking guidance from faculty mentor.

Chapter 1: Industrial/Sectoral Scenario

- History / Evolution of the sector
- Overall working of the sector
- Challenges faced by that sector in India
- SWOC Analysis
- Major Players in the sector
- GDP contribution by that sector
- Some facts/figures regarding that sector (Optional)
- Global Perspective
- Summary

Chapter 2: Company Profiles

Group Size	Companies to be chosen
Individual	3
2	3
3	3
4	4
5	5
6	5

- Name & Location of Company
- Name & Location of other branches
- Year of Establishment
- Brief History
- Name of Founders and Promoters
- Vision Statements

- Mission Statement and Values statement
- Organizational Structure / Hierarchy (*if available*) (*along with diagram, also explain the same in brief*)
- Controlling System (*if available*)
- SWOT analysis of the companies (individually)
- Any other specific detail

Chapter 3: Finance department

Company Comparison table - Finance Department

Sr. No.	Particulars	Company X	Company Y	Company Z
1.	Trading and P&L account (<i>how they maintain, what is the present status etc.</i>)			
2.	Balance sheet			
3.	Ratios and their interpretation (<i>here, if the data is available, then students can find the ratio and put the analysis here.</i>)			
4.	Financial statement analysis (<i>the students can analyze the financial statements of the company and then put the final outcome here.</i>)			
5.	Accounting procedure			
6.	CSR and the expense			
7.	A listed company. If yes, then where and since how long?			

Chapter 4: Marketing Department

Company Comparison table - Marketing Department:

Particulars	Company X	Company Y	Company Z
List of Products & Services			
Number of customers / overseas customers			
Specific distribution channel			
PLC – associate the product with respect to the PLC Stage			
Market segmentation			
Positioning strategies			
Promotion tools used			
Pricing Methods			
Sales force management			
CRM practices (if followed)			
List of products exported and in which country(s)			

Chapter 5: Human Resource Department (HRM) / Personal department

Particulars	Company X	Company Y	Company Z
Recruitment & Selection process			
Number of employees (<i>if available</i>)			
Training methodology/ approach			
Employee safety mechanisms			
Specific HR policies			
Performance Appraisal process			
Wages & Salary administration			
Grievance handling procedure			

Strategic HRM (if adopted)			
Employee feedback mechanism (if adopted)			
Any other			

Chapter 6: Production / Operations Department

If Manufacturing Firm is there

Particulars	Company X	Company Y	Company Z
Raw materials used			
Turnover			
Plant Location			
Inventory Policies (if available)			
Layouts used			
Products Produced			
Machines / Equipment used			
Process used (Process in brief)			
Quality Maintenance			
Specific Operations policies			
Services provided			
Any other			

If Service Firm is there

Particulars	Company X	Company Y	Company Z
Core Service			
Supplementary Services			
Role of Employees			
Equipment used			
Distribution Channel Used			
Service Process / Blueprint			
Quality Maintenance			
Specific Operations policies			
Service Pricing			
Physical Evidences used			
Any other			

Chapter 7: Any other Company Specific Department

Chapter 8: Conclusion from the study.

Here the group of students have to give an understanding regarding what did they study from various departments and how does the company functions in the particular sector.

Note: All the above points mentioned under chapter names are subject to availability on secondary sources. In case of non-availability of information, student(s) can add or delete points taking help of faculty mentor.

ANNEXURE 2
SUGGESTED LIST OF SECTORS THAT CAN BE CHOSEN BY
STUDENTS

AGRICULTURE AND ALLIED INDUSTRIES	MANUFACTURING
AUTOMOBILES	MEDIA AND ENTERTAINMENT
AUTO COMPONENTS	MEDICAL DEVICES
AVIATION	METALS AND MINING
BANKING	MSME
BIOTECHNOLOGY	OIL AND GAS
CEMENT	PHARMACEUTICALS
CHEMICALS	PORTS
CONSUMER DURABLES	POWER
DEFENCE MANUFACTURING	RAILWAYS
E-COMMERCE	REAL ESTATE
EDUCATION AND TRAINING	RENEWABLE ENERGY
ELECTRONICS SYSTEM DESIGN & MANUFACTURING	RETAIL
ENGINEERING AND CAPITAL GOODS	ROADS
FINANCIAL SERVICES	SCIENCE AND TECHNOLOGY
FMCG	STEEL
GEMS AND JEWELLERY	TELECOMMUNICATIONS
HEALTHCARE	TEXTILES
INFRASTRUCTURE	TOURISM AND HOSPITALITY
INSURANCE	Any other with consent of faculty
IT & BPM	

ANNEXURE 3
STRUCTURE OF ONLINE SUMMER REPORT

Sr. No.	Particulars
1	Title Page
2	Report Completion Certificate (College)
3	Declaration
4	Acknowledgements
5	Executive Summary
6	Chapter 1: Industrial Scenario
7	Chapter 2: Profile of the Companies Selected
8	Chapter 3: Finance Department
9	Chapter 4: Marketing Department
10	Chapter 5: Human Resource / Personnel Department
11	Chapter 6: Production / Operations Department
12	Chapter 7: Any other company specific department
13	Chapter 8: Conclusion
14	Bibliography
15	Annexure

ANNEXURE 4
SUGGESTED FORMATTING GUIDELINES

- Font Type: Times New Roman
- Font Size (Main Heading): 18
- Font Size (Sub Heading): 16
- Font Size (Body Text): 12
- Line Spacing: 1.5
- Alignment: Justified
- References: APA Style
- Copies: 1 Hard Bound (Black Cover)



SUMMER TRAINING REPORT (501)

T.Y.B.B.A (SEM-5)

EVALUATION GUIDELINES

(EFFECTIVE FROM A.Y. 2022-23)

BACHELOR OF BUSINESS ADMINISTRATION

**VEER NARMAD SOUTH GUJARAT UNIVERSITY,
SURAT**

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SUMMER TRAINING REPORT – 501 (T.Y.B.B.A – Sem. V)

About Summer Training Report (S.T.R)

A student enrolled in Bachelor of Business Administration (BBA) program shall have to undergo Summer Internship in any organization of their choice (Manufacturing / Processing is highly advisable) either individually or in group. Student(s) will choose a company of his/her/their choice will personally go to the company and understand the working of the company there will prepare a report of the same and will have to present the report in front of panel members. This whole exercise will be equivalent to 4 credits in Semester 5 of BBA course. The students shall be able to get credit only when they complete their training.

General Rules

R.S.T.R. 1: At the end of Semester 4 during Summer Vacations, student(s) has to undergo 4-weeks Summer Internship Training. In case of No Summer Vacation, students must be allowed the time of 4 weeks by the college concerned.

R.S.T.R. 2: One student / Group of students should undergo said training. HOWEVER, GROUP PROJECT SHOULD BE ENCOURAGED.

R.S.T.R. 3: Student(s) will choose the company of his/her/their own choice and will bring the permission letter from there either in written letter format or via e-mail or any other formal mode. This training is the only means in BBA curriculum which allows the students to expose practically with hard-core working of manufacturing / processing. Hence, exposing them with manufacturing/processing firms is advisable. However, students can also be sent to service firms / organisations, if college wishes to do so.

R.S.T.R. 4: College authority can decide minimum and maximum number of group size on their discretion but group size must not be greater than 6 (Six). Further college can also decide the maximum limit of groups going in single company. Individual student can also undergo summer training project. College should appoint faculty mentor to guide them throughout their work.

R.S.T.R. 5: This study will purely be ‘Departmental Study’ by nature wherein students will learn functioning of the company by studying departments like production, operations, marketing, finance, accounting, sales, personnel, HR, Health, Safety, Quality Assurance and others. If students are sent in pure service organisation, college should ascertain that there exist three to four departments for effective knowledge gaining experience.

R.S.T.R. 6: College should ascertain that student(s) are not going in the firm which is possessed by his/her/their(s) family members (It must not be student’s / students’ own firm).

R.S.T.R. 7: At the end of Summer Training Project, they will have to bring completion certificate and one copy of the same must be kept by the college. Without Project Completion

Certificate, study would be considered incomplete and student(s) will not get credit for the same and will be considered failed in 'Summer Training Report'.

R.S.T.R. 8: It is mandatory for an individual student to undergo the said training to earn the required credit of the said paper.

Credit Rules

R.S.T.R. 9: If a student(s) fails to undergo required summer training, he/she will be considered "FAIL" and will be allotted 'Grade F' in the said subject.

R.S.T.R. 10: In case a student(s) fail(s) to undergo the training and he/she is declared failed in it, a student can earn the required credit anytime after that by going to organization. A college shall have to permit him/her the leave during that period.

R.S.T.R. 11: If student(s) gets his/her form withdrawn either in Semester 3 or Semester 4, they cannot be allowed to undergo Summer Training in that particular year in.

R.S.T.R. 12: In case a student fails to clear 3/5th subjects of Semester 3 and Semester 4 and/or a student is unable to clear all subjects of Semester 1 and Semester 2 together, he / she will be allowed to undergo Summer Training, but the credit for the same will be transferred to him/her only when he/she satisfies all the conditions to enter in Semester 5.

R.S.T.R. 13: If student(s) gets his/her form withdrawn in Semester 5 and student(s) had already completed the training during summer vacation, in such circumstance, he/she will be allowed to use completion certificate to claim the credit of 'Summer Training Report – 501'.

R.S.T.R. 14: If a student exceeds maximum number of years to complete the BBA program and if in case of re-registration in BBA program, he/she will have to undergo Summer Training again.

R.S.T.R. 15: An individual student or a group of students shall have to give VIVA VOCE Exam before the committee/panel as a part of External Evaluation. A panel may consist of the faculty members of the college concerned or faculty panel outside the college, if college wishes for. College must maintain full confidentiality during the whole evaluation process.

R.S.T.R. 16: Internal Marks of Summer Internship Project should be put in the university ERP system at the time of putting internal marks of Semester 5.

R.S.T.R. 17: Although this is a group project work but evaluation should be done on individual student basis. E.g. If only 4 students are working sincerely out of 5 and one is not putting enough efforts, evaluation of that students should be less than other 4 members in group.

R.S.T.R.18: If a student never undergoes summer training, he / she will never be entitled for the credit of 'Summer Training Report (501)' of Semester 5.

Evaluation Pattern

Course Type	Semester	Course Code	Course Title	Course Credit	University Evaluation	Internal Evaluation	Total
Core	Fifth	501	Summer Training Report	4	70 Marks	30 Marks	100

University Evaluation (70 Marks)

Particulars	Marks
Summer Training Report (Hard Bound) (Quantum of Information taken, Formatting, Content, Way of presentation)	35 Marks
VIVA VOCE of Report (Faculty panel from within /outside college)*	35 Marks
Total	70 Marks**
<i>* College concerned is allowed to frame faculty panel for VIVA within as well as outside college. If college appoints outside faculties/experts for VIVA, DA and TA should be borne by college only and not by VNSGU. Panel members should not be less than two.</i>	
<i>**subject to producing completion certificate</i>	

Internal Evaluation (30 Marks)

Particulars	Marks
Regularity and Punctuality, Follow-ups, Behavioural Conduct at company etc.	15 Marks
Presentation of Group/Individual student by College Faculty Mentor(s)	15 Marks
Total	30 Marks*
<i>*To be put by faculty mentor in university ERP system at the time of putting internal marks of Semester 5</i>	

ANNEXURE 1

DEPARTMENTS THAT CAN BE STUDIED

General Information

- Name & Location of Company
- Name & Location of other branches
- Year of Establishment
- Brief History
- Name of Founders and Promoters
- Vision Statements
- Mission Statement and Values Shared
- Organisational Structure / Hierarchy
- Controlling System
- Any other specific detail

Production Department / Processing Department

- Plant Location
- Plant Layouts Used
- Raw Materials Used
- Systems used (Continuous / Intermittent and their sub-systems)
- Heavy Machineries Used
- Products and Services produced
- Process used
- Description of Layout (Product, Process, FP, Hybrid)
- Material Handling Equipment used
- Inventory Control methods (if followed)
- Order Quantity, Lead Time, Reordering Level
- APP
- MPS
- List of dependent demand inventory (BOM file)
- CRP plan
- MRP plan
- Quality control technique
- Inspection Technique
- Work Study & Time Study (If Applicable)
- On the Job & Off the Job Training to Workers and Supervisors
- Names and addresses of plants if elsewhere situated

- Any other company specific detail

Marketing Department

- List of Products & Services
- Number of customers / overseas customers
- Marketing Plan
- Major competitors
- Specific Distribution channel
- PLC concept and association of their product with respect to PLC stage
- Market segmentation
- Positioning Strategies
- Promotion tools used
- Pricing method followed
- Sales force management
- CRM practices (if followed)
- Research Procedure (if conducted)
- MKIS (if maintained)
- Export Procedure (if applicable)
- Any other company specific detail

HRM / Personnel Department

- Recruitment Procedure
- Selection Process
- No. of employees
- Attendance maintenance
- Training given
- Fringe benefits provided
- Leave rules
- Employee Safety mechanisms
- Promotion – Transfer rules
- Specific HR policies
- Performance appraisal
- Wages & Salary Administration
- Grievance Handling Procedure
- Strategic HRM (if adopted)
- Employee Feedback mechanism (if adopted)

Finance Department / Accounting Department

- Trading & P & L Account
- Balance Sheet
- Ratios & their interpretation
- Financial Statement Analysis
- Accounting procedure

Purchase Department

- Purchase Procedure
- Purchasing Lead time
- Ordering Costs and carrying costs
- General details about purchase department
- Raw Materials Ordered
- List of Suppliers
- Re-Ordering Time
- Any other specific detail

Safety Department

- No. of fire extinguishers
- Safety Equipment provided to workers
- Workmen's Compensation policy
- List of Life Insurance Policies (if taken)
- List of General Insurance Policies (Fire, Marine, Burglary etc.)
- Health and Safety Policy
- Any other Safety mechanisms

Other Company Specific Departments that can be studied

- Packing Department
- Store & Warehousing
- Dispatch Department
- Engineering Department
- Q&A Department
- Any other department that company has other than above

ANNEXURE 2

STRUCTURE OF SUMMER TRAINING REPORT

Sr. No.	Particulars
1	Title Page
2	Project Completion Certificate (College)
3	Project Completion Certificate (Company)
4	Declaration
5	Acknowledgements
6	Executive Summary
7	Chapter 1: General Information
8	Chapter 2: Production Department / Purchase Department
9	Chapter 3: Marketing / Sales Department
10	Chapter 4: Finance / Accounts Department
11	Chapter 5: Human Resource / Personnel Department
12	Chapter 6: Purchase Department
13	Chapter 7: Any other company specific department
14	Bibliography
15	Annexure

ANNEXURE 3

SUGGESTED FORMATTING GUIDELINES

- Font Type: Times New Roman
- Font Size (Chapter Heading): 24
- Font Size (Main Heading): 16
- Font Size (Sub Heading): 14
- Font Size (Body Text): 12
- Line Spacing: 1.5
- Alignment: Justified
- References: APA Style
- Page No.: At Bottom Center
- Copies: 1 Hard Bound (Black Cover)