



Maharaja Agrasen Institute of Technology

Department of Management, MBA

Dossier

On

Online Course

On

Guided Tour on Summer Training Report

Held On

7th July 2021 (Wednesday)

MAHARAJA AGRASEN INSTITUTE OF TECHNOLOGY
(Approved by AICTE & Affiliated to GGSIP University)
Plot No. 1, Sector – 22, Rohini, Delhi-110086

DEPARTMENT OF MANAGEMENT (MBA)
Under the Aegis of IQAC
presents
Online Training on

“A Guided Tour on Summer Training Report”
7th July 2021, Wednesday
(3:30 pm to 5:00 pm)

Presenter
Dr. Ritu Gupta
Assistant Professor, MBA Department, MAIT

E-certificate to all participants

[Click Here for Event Joining \(MS Teams\)](#)

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Event Incharge:

Dr. Sukhvinder Singh : Assistant Professor

Mr Rajiv Jain : Assistant Professor

Dr. Amit Gupta

HOD, Department of Management, MBA

Prof.(Dr.) Neelam Sharma

Director, MAIT

FORM A

Proposal:

Name of the Event: A Guided Tour on Summer Training Report

Platform : MS- Teams

Date : 07 July, 2021

Time : 3:30 PM – 5:30 PM

Organized By : Department of Management, MBA, MAIT

Motivational Objective of the Event:

This training program aims to develop the art of report writing and provide learners with an opportunity to understand the basics of summer training report before joining the summer internship program. All the necessary points will be highlighted during the course that is essential for a good summer training report. By attending this training, participants will be able to prepare the summer training report as per the guidelines within the time frame provided by the university so that they can score maximum in their academics.

Form B

Part 1

Aim of the event:

On successful completion of the course, participants should be able to:

- Understand the basics of Summer Training Report
- Learn the difference between Summer Training Report & Project dissertation
- Learn how to frame the title of Summer Training Report
- Understand how to formulate the objectives of Summer Training Report
- Apply and develop research methodology for Summer Training Report
- Understand how to present data in Summer Training Report
- Learn how to write the bibliography and references

Part 2

Abstract:

Maharaja Agrasen Institute of Technology, Department of Management (MBA), organized an online training on “A Guided Tour on Summer Training Report” on July 07, 2021. The resource person was Dr. Ritu Gupta, Assistant Professor of Department of Management, MAIT, New Delhi. Participants were first year students of Department of management. Objective behind this training was to enable students to prepare the summer training report as per the guidelines with in the time frame provided by the university so that they can score maximum in their academics.

Dr. Ritu Gupta started the session by taking insights of participants about summer training report. She acquainted the audience about the purpose of preparing summer training report by sharing her experiences & enlightened the audience with the significance of summer training report in their academic and professional career. She also elucidated that how the title and objectives for the summer training report is to be finalised. Dr. Ritu Gupta also described the process of designing the research methodology for summer training report. Students were also familiarised by the art of writing bibliography and references in American Psychological Association (APA) style. She also clarified the procedure of finding research papers and that how students can start working for summer training report.

Part 3

Conclusion

Dr. Gupta concluded her presentation with formatting guidelines for summer training report followed by a question answer round. Students came up with questions on selection of topic for summer training report, few students asked about the type of research design for their summer training report objectives and many more questions were addressed by Dr. Gupta. The session was attended by Ninety seven students. Students find the session as valuable and resourceful for enabling them to prepare their summer training report.

Part IV

Snap shot

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