



**MATOSHRI COLLEGE OF MANAGEMENT & RESEARCH CENTRE**  
Eklahare, Near Odha Village, off Aurangabad Highway, Nashik 422 105, Dist-Nashik  
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## **Matoshri College of Management and Research Centre, Eklahare, Nashik**

**Approved by AICTE, New Delhi**

**Affiliated to Savitribai Phule Pune University**

# **Summer Training Instruction Manual**



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### **Vision**

“To establish prominent center of excellence at subtle personality development nurturing administrative abilities supporting social & national development”

### **Mission**

To build up all round personality of students by making them not just outstanding Professionals but also develop a sense of right and wrong and a carving for perfection.

### **Quality Policy**

We, at MCMRC committed to aim at personal & professional growth of individuals to fulfil the needs & expectations of students, parents, business, government & society at large. We would do this with entire involvement of staff, students & parents with continuous quality practice to make institute as foundation of eminence.”



## **Need of Summer Training**

Today all organizations are looking for those degree holders who are technically sound, creative and analytical. They don't want to spend time and money for training before putting employees on job. That is the main problem faced by fresh graduates who apply for a job.

Quality solution for this problem is to take industrial exposure very seriously and gain practical knowledge as much as you can do. This way both employer and employee will be benefited up to some extent.

### **Advantages of Summer training**

- To get in-depth technical & Practical knowledge.
- To enhance Managerial Skills & Technical Skills in real time environment.
- To realize area of interest and selection of area of specialization.
- To gain knowledge of how to work as a team member to complete given tasks.
- To improve awareness about industrial environment and work culture of specific industry. Students will be able to understand the psychology of the workers, their habits, attitudes and approach to problems along with the practices followed either at factory or at site.
- Students understand various constraints of time and cost within which goods are produced and services rendered in specified quantum.
- Interaction with experts help to solve queries with practical exposure.
- Certificate obtained from reputed organization give weightage to the resume.
- Chance to get job in same company which depends available opportunity and your performance.
- Project during summer training helps to judge trainee's capabilities and skills.
- Obtain highest marks in theory and practical exams plays a vital role at most of the case, but technical skills and aptitude learned in summer training helps to acquire a dream job.

### **Summer Training - Process**

- Students will submit their academic data to respective -head.
- Respective Head will verify it and submit it to TPO.
- TPO will communicate it to industry and inform student about vacancy/campus drive/pool campus in industry through mail/notice or oral instructions.
- Students have to attend campus drive.
- Students can collect letter about Summer Training permission from Director and approach to industry.
- After completion of training, student has to submit training completion report, certificate and feedback.



## Internship Registration Form

<b>Personal Information</b>	
<b>Name of Course</b>	
<b>Students Name</b>	
<b>Address for Correspondence</b>	
<b>Mobile No.</b>	
<b>Mail ID</b>	
<b>Academic Information</b>	
<b>% Marks in SSC</b>	
<b>in HSC</b>	
<b>in Graduation</b>	
<b>in 1<sup>st</sup> yr MBA</b>	
<b>My Preference / Inclination</b>	
<b>1<sup>st</sup> Preference</b>	<b>Job / Higher Education / Self Employment / Other</b>
<b>2<sup>nd</sup> Preference</b>	<b>Job / Higher Education / Self Employment / Other</b>
<b>3<sup>rd</sup> Preference</b>	<b>Job / Higher Education / Self Employment / Other</b>

I hereby declare that all the above information given by me is true to the best of my knowledge & belief. I also declare that I have read the **RULES OF REGISTRATION** carefully and accept those unconditionally. Please register me accordingly.

Signature & Name of student

Signature & Name of parent /guardian



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<b>Particulars</b>	<b>Details</b>
<b>Course</b>	
<b>PRN</b>	
<b>Name of Student</b>	
<b>M/ F</b>	
<b>DOB</b>	
<b>Permanent Residential Address</b>	
<b>Email ID</b>	
<b>Contact Cell No. ( self)</b>	
<b>Parents contact</b>	
<b>SSC Marks Percentage</b>	
<b>Year of Passing</b>	
<b>HSC Marks Percentage</b>	
<b>Year of Passing</b>	
<b>Graduation Marks Percentage</b>	
<b>MBA Part I Percentage / CGPA</b>	
<b>MBA Part II Percentage / CGPA</b>	



## **Do's and Don'ts for the students during Summer Training.**

Your attitude and discipline should be exemplary. You should remember that you are an Ambassador of M.C.M.R.C, Nashik when you are working as a trainee. Placement for training of students in future will depend upon the image created by you. Maintain good relations with the company authorities.

1. Maintain excellent relations with all and particularly with your Supervisor(s).
2. Be punctual and regular. In case of difficulties, approach your Supervisor.
3. Write your diary daily and show it to your supervisors whenever they demand
4. Permit for your physical check by the security, if required.
5. Maintain good health throughout the training.
6. Show exemplary behavior by observing the manners and etiquettes.
7. Always carry Identity Card and produce the same on demand.
8. Do not disturb the workers in their work.
9. Do not record any information or copy out any drawing or part there of without prior and proper permission.
10. Do not touch any instrument / machine / apparatus without specific instruction of your Supervisor and without his supervision.
11. Do not carry any valuables.
12. Students who are found to be irregular, misbehaving in any way or indulging in any mischief will have to face disciplinary action.



## Areas of Exposure During Training

During the Summer Training period, the student should try to learn different aspects of professional industry. Following aspects whichever are applicable should be included in your study.

- History
- Type of industry - Public Limited, Private Limited, Co-operative
- Products / activities Site Plan from Competent Authority Plant Layout
- Flow Diagram / Process Diagram
- Product information
- Capacity of the plant
- Customers.
- Market of finished product Demand and Supply of product
- Export
- Organization Chart/Structure
- Total Employment: 1) Technical 2) Administrative
- Direct employment
- Indirect employment
- Turnover-capital employed
- Competitors
- Export achievements
- Technologies it relies
- Building and Construction.
- Built up area
- Type of construction
- Manufacturing processes.
- Drawings (if available) The type, model, age, specification of the machinery in use.
- The type of oils, greases, coolants etc, specified for use in or on this
- Machinery/software
- Maintenance schedule /
- Preventive Maintenance
- Breakdown Maintenance
- Calibration Systems (if required).
- The energy requirements of the company (machinery, lighting, heating and or air conditioning
- Connected load
- The use of computers / level of automation in the company.
- Type of Instrumentation and Control
- Quality control
- Quality Policy
- Accreditation
- Quality measures
- Value and system analysis
- Budgetary provisions, control and cost analysis
- Audited reports of last three years.
- The Utilities needed by a company
- Electricity
- Effluent Treatment Plant
- Water - DM Plant, Portable Water
- Environmental norms.
- Fire Safety norms.
- Industrial Safety norms.
- Purchasing,
- Write-off policy,
- Inventory Control etc





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**Try to collect information** -How can one? Innovate, Eliminate, Combine, Standardize, Transfer, Modify and Simplify. Always remember that an **Management Trainee** is essentially a creator and innovator. He should possess inquisitive mind. He must use the words 'How? When? And why? To understand dependence of men, machines, materials and money on each other.



## Summer Training Report

In addition to work diary (A-4 size register), you are required to submit an summer Training Report along with details of organization / factory, where you have received training.

You have to submit a detailed report of training in the industry incorporating study of plant / product / process along with intensive in-depth study .

The report shall be presented in the following manner.

1. Project Title Page
2. College Certificate
3. Industry Certificate(Period of minimum 60 Days)
4. Acknowledgements.
5. Declaration
6. Index.
7. Introduction
8. Research methodology
9. Profile of the Organisation
10. Review Of Literature
11. Data Presentation, Analysis & Interpretation
12. Conclusion & Suggestions/ Recommendations for improvement to industry, if any.
13. Annexure/Appendices
14. Questionnaire
15. References/Bibliography (Library books, magazines and other sources)



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### **Application for Summer Training to Director**

To,

The Director

M.C.M.R.C, Nashik

#### **Subject- Permission for Internship/Summer Training/Apprentice**

Respected Sir,

I am \_\_\_\_\_, a student of MBA-I ,  
interested in Summer training.

I kindly request you to permit me and issue the letter for the same.

Name of the industry –

Address of the industry-

Concerned Person –

Duration -

Thank you.

Yours Faithfully,

Students Name and signature

Contact number



Ref/MCMRC/T&P/

Date

**Letter for Summer Training**

To,

\_\_\_\_\_  
\_\_\_\_\_

**Subject: Permission to undergo Summer Training**

Dear Sir/Madam

Mr/Ms. \_\_\_\_\_ is bonafide student of our college studying in MBA-I. He/She is interested to undergo Summer Training (Research Project) in your esteemed organization during \_\_\_\_\_ to \_\_\_\_\_.

I request you to kindly allow him/her to pursue their Summer Training (Research Project).

Summer Training (Research Project) is an essential part of the curriculum hence your kind co-operation in this regard is highly solicited.

Hoping for a favorable response.

Yours sincerely,

Dr. Y.M.Gosavi  
Director



## Summer Training Progress Report

Name of the student ..... Roll No. ....

Course: - M.B.A .

Academic Year:.....

Dept. / Plant / Section ..... was present.....days,

Leave(s) sanctioned.....days, was absent.....days.

Week No.	Date		Brief Report About Work Done	Any Remark
	FROM	TO		

Signature of the Student

N.B.: Additional information, if any, may please be written on separate sheet.



**Feedback from industry about Summer Training.**

**(The form is designed to bridge the gap for academic evaluation and improvement of skills of trainee)**

Name of the Trainee:

Date of Commencement:

Your opinion (Please tick the grade):

Attributes	Excellent	V. Good	Good	Average	Poor
Technical knowledge					
Discipline					
Punctuality					
Commitment					
Willingness to do the work					
Communication skill					
Hard work					
Team work					
Leadership					

Please advice the critical areas where we should focus for his / her further development.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Five Qualities required in a management student to be successful in the corporate world

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

If an opening became available in your firm, would you consider this student for a full- time position? 1. \_\_\_\_\_

How the interaction between institute and industry can be made more effective?

\_\_\_\_\_

Signature of the Industry Guide

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Company's Stamp: \_\_\_\_\_



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## Summer Training Feedback by Student

Name of Student \_\_\_\_\_

Class Roll No  
\_\_\_\_\_

Name & Address of the Industry/Organization/Company:  
\_\_\_\_\_

Summer Training (Research Project) conducted from:  
\_\_\_\_\_ to \_\_\_\_\_

Whether college provide assistance for getting internship YES/No

Title/Short description of the Summer Training  
: \_\_\_\_\_  
\_\_\_\_\_

Do you feel there is improvement in your skills after summer training? List the skill.

Did your site Industrial Guide provide any advice for future internships or employment?

Do you join the organization if offered a job?

Have you received any technical support from your college faculty during Summer Training?

Impact/Learning Experience of the student from the Summer Training.

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Signature of the Student with Date



## **Student Undertaking**

During summer training, I undertake to follow rules and regulations stated below:

1. I will submit detail report in the prescribed form after completion of training, duly countersigned by the Officer of the Organization where I am assigned to undergo Summer Training.
2. I will be entirely under the disciplinary control of the organization and will abide by the rules and regulations of the said organization.
3. I will submit timely all the reports duly filled in and countersigned by the Officer of the Organization to the institute as mentioned in the instruction manual.
4. I will follow the stipulated term of training programme.
5. I hereby undertake that, the institute will not be responsible for any mishap / accident during the training period and also for my any act contrary to law.
6. I will obey and follow all the instructions and guidelines mentioned in Summer Training Instruction Manual.

**Signature of the Students**