

Project Report Specifications

Project report should be presented in the following sequence:

Front Pages

- i. Title page
- ii. Student's declaration
- iii. Supervisor's certificate / College Certificate
- iv. Internship certificate (if any) (Company Certificate)
- v. Acknowledgement
- vi. Abstract
- vii. Table of contents (**Sample is given below**)
- viii. List of tables
- ix. List of figures
- x. List of annexure/appendices (if any)

Main Body

Chapter I: Introduction to Study.

Chapter II: Literature Review

Studies pertaining to the topic of study – maybe from Journals, newspapers, text books or internet. (In the chronological order)

Chapter III: Research Methodology

Identification of Research Gap, Need for the Study, Objectives of the Study, Period of the Study, Scope of the Study, Sources of Data, Sampling Methods and Techniques, Statistical Tools or Statistical techniques, Limitations of Study.

Chapter IV: Company Profile (Optional i.e. depending on the study)

A brief overview of the organization being studied like: Core values, objectives, mission, vision, growth and SWOC analysis.

Chapter V: Data Analysis and Interpretation

Analysing and Interpretation of data using statistical tools or statistical techniques.

Chapter VI: Summary

Findings, Conclusion and Suggestions, if any

Last Pages

Bibliography: (APA Style of Referencing)

In the following sequence

- Books
- Articles
- Newspapers
- Websites

List of Annexure/Appendices

- Questionnaire if any
- Financial statements if any
- Any other documents supporting your data

Specifications

Font Style - Times New Roman

Font size

Running matter – 12

Side Headings - 14

Main Headings- 16 (Centre Alignment)

Line spacing _ 1.5

Left margin: 3 Right margin: 2.5 Top: 2.5 Bottom: 2.5

Gutter Position: Left Gutter : 0

- For main and sub headings only first letter should be the capital letter.
- Page number should be in the middle of the footer.
- Page numbers should not be given for the individual chapter names.
- Page numbers should be given only wherever, there is the running matter.

- After completing the project report, supervisor will give completion certificate i.e. (Supervisor's certificate / College Certificate). After getting completion certificate from the concerned supervisor, then only students should go for binding.
- 3 bounded copies should be submitted.
- For Printing, use bond papers (A4 is not allowed)
- For all tables, graphs & charts, proper numbering and heading (In Times new Roman, 12 pt, Bold) should be done and to be kept at centre and top of the table.

Table of Contents (Sample)

Chapter no	Contents	Page no.
Chapter I	Introduction to Study	
Chapter II	Literature Review	
Chapter III	Research Methodology	
Chapter IV	Company Profile	
Chapter V	Data Analysis and Interpretation	
Chapter VI	Summary – Findings and Conclusion	
	Bibliography	
	Annexure	