

**Rajgad Dnyanpeeth's
Rajgad Institute of Management Research
and Development,
Dhankawadi, Pune – 43**

**(Approved by AICTE, Govt. of Maharashtra,
University of Pune and Recognised by DTE.)**

Summer Project Report Format

REFERENCE

FORMAT OF THE PROJECT REPORT

The format to be followed for submission of the Report is as follows:

1. PAPER:

- Report: computer typed on white paper, A 4 size, and bond.

2. COMPUTER TYPING:

- Typing Font: “Times New Roman”
- Font size: 12
- Line space 1.5
- Printed on one side of paper only.

3. MARGIN:

- The typed sheet shall have the following margins:
- Left 35mm.
- Top 35mm.
- Right 20mm.
- Bottom 20mm.

4. LETTERING:

- The lettering shall be inscribed, embossing on the bound back and the front cover.
- The bound back shall contain the title and the last name of the student in 3 mm. size letters.

5. BINDING: The report shall be Rexene bound in black.

6. FRONT COVER:

The front cover shall contain the following details:

- a) **Top** – The title in the block capitals of 6 mm size letters properly centered.
- b) **Center** – Full name of the candidate in block capitals of 3 mm size letters properly centered.
- c) **Bottom** – Name of the Institution, year of submission: all in block capitals of 3 mm size letters in separate lines with spacing and properly centered.

7. TITLE SHEET:

- First typed sheet and followed by immediate Blank sheet.
- Every Report shall have an abstract following the title sheet.
- The abstract shall lead the reader by highlighting the important features of the data contained in the individual chapters.
- The abstract shall not exceed 500 words.

8. CONTENTS:

- The contents shall follow the abstract indicating the title of chapters, sections and sub-sections etc. using the decimal notation with corresponding page number against them.

9. LIST OF TABLES:

- The ‘Contents’ shall be followed by a List of Tables indicating the table numbers, table title and the corresponding table number.
- The table number shall be in decimal notation indicating the chapter number and the table number in that chapter.
- Any reference within the text shall be given by quoting the relevant number, e.g. Table 2.2.

10. LIST OF FIGURES:

- It shall follow the ‘List of Tables’ indicating the figure number, Figure titles and the corresponding page number.
- The figures shall be in decimal notation indicating the chapter number and the figure number in that chapter e.g. 2.4 refers to Fig. 4 in Chapter 2.
- Any reference within the text shall be given by quoting the relevant number e.g. Fig. 2.6.

11. NOMENCLATURE:

- The Nomenclature follows the List of Tables and contains the list of symbols that are used.
- Symbols not available in computer shall be written in permanent black ink.

12. PAGE NUMBERING:

- For items (7) to (11) the page number shall be in small Roman at 15 mm from the bottom of the page centrally located.
- Page numbers in Arabic numerals shall start with 2 on the 2nd page of the introduction chapter.
- There shall be no numbering of pages on which new chapters begin.
- The number shall be at 15mm from the top, centrally located.
- All pages including those containing Figures and Tables must have page numbers.

13. CHAPTER NUMBERING:

- Chapter shall be numbered in Arabic numerals.
- Section and sub-section of any chapter shall be in decimal notation.
- All chapters shall begin on new page.
- The chapter number and the title shall be properly centered at the top of the page and have three spaces between them.

14. FIGURES AND TABLES:

- They shall be on separate sheets and not inserted on the pages with running text.
- Depending on the size, figures and tables shall be accommodated on sheets of size 210 x 297 mm or 197x450 mm or 297x625 mm.
- If there are longer tables that cannot be accommodated on these sheets, there shall be a continuation table.
- Very large figures shall be placed in a folded form at the end of the report.
- The figures and tables included in the Appendix shall be accordingly mentioned in the text.
- Lettering on figures shall be uniform either in engineering letters or types.
- Each figure and table may follow its first mentioned in the text and not precede it.

- The figures should be self-sufficient to provide all the information.
- There must be a title for every figure and table.
- Mathematical portions of the text shall preferably be typed. Where it is not possible, ample space shall be left and equations and symbols shall be inserted clearly in permanent black ink.

15. DISCUSSIONS AND CONCLUSIONS:

- They shall include a thorough evaluation of the investigation carried out and shall bring out the contribution if any.
- The discussion shall logically lead to certain conclusions and inferences.
- A suggested scheme of implementation should also be included.

16. BIBLIOGRAPHY:

- It shall give the list of works (paper, books etc.) referred to in the body of the text
- They shall be arranged in the order they are first cited in the text.
- The numbering shall be in Arabic numerals indicated as superscript along with the author's names in the text.
- For any paper the information shall contain the names of the author's, the title of the journal, the volume number underscored, the page number and the year of publication in parenthesis.
- In the case of references from journals and books in languages other than English the titles of the journals or books should be transliterated in Latin script.
- For any book the information shall contain the names of the authors, the of the book, name of the publisher, the edition and year of publication in the Parenthesis.
- For papers and books with joint authorship, the name of all the authors shall be reproduced in the same order. The authors name begins with the name followed by initials.

17. APPENDICES:

- It must be numbered in Roman capitals.
- The appendices shall normally contain detailed or lengthy derivations.
- Sample calculation, voluminous tables, large figures and calculations.

18. ACKNOWLEDGEMENTS:

- It shall indicate the extent to which assistance has been received by the student in work from various sources.

19.SYNOPSIS:

- It has to be typed in loose sheets, stapled and submitted along with the before final Project Report.
- This should give information about the Project in a nutshell not exceeding 5 pages.

Three typed copies of the Project Report as well as one copy of synopsis are to be prepared and two copies of Project Report & one copy of synopsis are to be submitted to the Institution.

A format of the title page or first page of the Project Report

<p style="text-align: center;">A Project Report On “A study of.” At (Company Name) Submitted By (Student Name) Guided By (Guide Name) In Partial Fulfillment of Master Degree in Business Administration Affiliated to University of Pune Rajgad Dnyanpeeth’s Rajgad Institute of Management Research and Development, Dhankawadi, Pune - 411043 Batch 20.... – 20....</p>

College Certificate

To Whomsoever It May Concern

This is to certify that Mr. /Ms..... is a bonafied student of the MBA programme of this Institute for the academic year 20.... - 20

He/She has undertaken and completed the Project Work as prescribed by the University of Pune for the Partial Fulfillment of the Post Graduate Degree Course on the topic

“

”

Project Coordinator

Internal Guide

Director

The form of declaration to be given by the student

Declaration

It is hereby declared that all the facts and figures included in the Dissertation is a result of my own research and investigations including formal analysis of the entire project work and the same has not been previously submitted to any examination of this University or any other University.

This declaration will hold good and in my wise belief with full Consciousness.

Date:

Place:

Name & Signature of the Student.

**Format of the certificate to be issued by the company
(on letterhead - in original)**

Certificate

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr. has successfully completed project work entitled in During the period from to

Date:

Place:

Authorized signatory
(With company seal)

ACKNOWLEDGEMENT

I, undersigned express my sincere, gratitude to following persons who helped me in completing the project work.

Director:

Project Guide:

Manager / supervisor of the Industrial Unit:

Other officers / persons:

Date:

Place:

Signature of the Candidate

Name:

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