

Format of **Project Report**

*(With general guidelines on how to write a
Project Report)*

(For the students of PGP)

- ✓ Consult your Guide from time to time, as well as whenever necessary, carry out suggested changes by your guide and then proceed for next step.
- ✓ Do take signatures of your project guide as required on your progress report sheet.
- ✓ Do not include in the report the text printed in the BLUE INK. These are simply instructions or guidelines to be used while preparing the report.
- ✓ Work regularly with commitment and ensure you are following Project Report Activity Completion Schedule and avoid last minutes' hustle.

MIT College of Management (MITCOM), Pune

**A PROJECT REPORT
ON**

(Title of the project report in CAPITAL)

**SUBMITTED TO
MAEER's MIT COLLEGE OF MANAGEMENT (MITCOM)**

BY

(Name of the student in CAPITAL)

Roll No.

Batch No.

**IN PARTIAL FULFILLMENT OF
POST GRADUATE PROGRAM (PGP)**

MONTH, 200X-0Y

MAEER's MIT COLLEGE OF MANAGEMENT (MITCOM)

PUNE

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| | <i>Bibliography</i> | |
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| A | <i>Questionnaire/(s), if any</i> | |
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| C | <i>The technical details of sampling plan, if any.</i> | |
| D | <i>Technical literature related to the study, if any.</i> | |
| E | <i>Others, if any</i> | |

DECLARATION

I, Mr. /Ms. _____

hereby declare that this project report is the record of authentic work carried out by me during the period from -----to -----and has not been submitted to any other University or Institute for the award of any degree / diploma etc.

Signature

Name of the student

Date

CERTIFICATE FROM THE COMPANY/ORGANISATION

(On the letterhead of the Company/ Organisation, given and signed by the concerned authority in the Company / Organisation where student has done the Summer Training. It should also have Company/ Organisation Seal /Stamp.)

CERTIFICATE

This is to certify that Mr. / Ms.----- of MAEER's MIT College of Management (MITCOM) has successfully completed the project work titled ----- in partial fulfillment of requirement for the completion of PGP course as prescribed by the MAEER's MIT College of Management (MITCOM).

This project report is the record of authentic work carried out by him/her during the period from ----- to -----.

He/She has worked under my guidance.

Signature

Name

Project Guide (Internal)

Date:

Counter signed by

Signature

Name

Director

Date:

ACKNOWLEDGEMENT

(To be written and signed by the individual student. Name and designation of the Project Guide (Internal) and Company/ Organisation Guide should be written correctly)

List of Abbreviations
(To be written alphabetically)

| Abbreviation | Full form |
|---------------------|------------------|
| | |

EXECUTIVE SUMMARY

Normally it should not be more than 250 words.

Write in brief about the Objectives of the study, Research methodology used, Major findings, conclusions and recommendations.

Chapter – I

Introduction, Importance and Significance

1.3 Company Profile

The rule of thumb is to include what is relevant with the project on hand.

Normally it should include:

Name, Location and address of the Company, type of the Organisation, type of Industry, Organizational set up, Products /Services, Annual turnover, Number of employees, future plans etc.

For Project dealing with Marketing aspects:

Product: uses, prices, Brands, Present market share, After sales service, Major competitors, Major markets, Customers " profile, Distribution channels , Advertising/Promotion strategy, Product Life Cycle and present stage, Positioning and Branding, Segmentation, Marketing control system, Organizational set up, Marketing strategies, future plans, if any, .etc.

For Project dealing with Human Resource aspects:

Culture, Values/ethical values, Mission, Organizational set up, Number of employees, Job profile and responsibilities, Corporate Social Responsibility, HR practices followed (Recruitments and selection strategies, composition policies, and fringe/ non monetary benefits, appraisal, growth prospects, retention policies, career prospects, succession planning etc).

For project dealing with Financial aspects:

Financial performance in terms of abridged financial statements for current and preceding year/(s)(may be a published data), Important ratios: liquidity, profitability, solvency (may be given in tabular form, no need of showing calculations), Important Auditor Comment/(s), if any, Information regarding corporate governance or CSR, Corporate Social Responsibility : (may be found in the Annual Report), Funding structures (i.e. Share Capital and Debt Capital composition), Market price of shares in case of a listed company, Comparative data of 52 weeks " high/ low and ratio to book value of shares plus price earning (PE), multiple. Land mark developments in the Company like mergers/acquisitions, technology tie-ups/ new issues etc.

For project dealing with Systems aspects:

Scope of the system (Basically computerization of various activities related to business functions.), Existing systems with the scope for the improvements in the current business: clerical / human errors, paper work, security, generation of reports, unstructured /unmanageable data,

Objective:

- (i) System Specific- Analysis & Design.*
- (ii) General Business Analysis.*

where it should cover feasibility and feature study of specific system, Risk analysis, Suggestions and conclusions. Conclusions should focus on Cost estimation and suggested architecture.

Specifications for Hardware (Hardware: processor, display, RAM, hard disk, other devices) and Software (Software: O.S. - XP, Vista, Front End – VB. Net, Back End – Ms Access) etc.

For project dealing with Operations Management

aspects:

Productivity efficiency, Learning curve, Supply Chain Management, Material Management, Inventory Management (Material Requirement Planning), Material handling, Quality Management, Production Planning and Control, Project Management (PERT, CPM), Scheduling, Layout, Plant Location, etc.

Chapter – II

Objectives

Chapter – III

Hypothesis

Chapter - IV
Research Methodology

1. Research Methodology

Research Objectives

Types of Research Design

Data (primary and secondary)

Research Instrument (if it is a questionnaire, you have to write what type of questionnaire. However, do not assume always that you need to have questionnaire to start the research. One of the greatest sins you will commit is to think designing questionnaire to start your research will convert your research putting cart before the horse.) Always remember that you need not have questionnaire to do research. You have different methods and use them to enrich your thought process.

Research Plan

2. Sample Design

Sample Unit

Sample frame

Time and Place

Type of sampling

Sample Size. Determine using methods thought to you in Research Methodology.

Chapter - V

Data Processing and Analysis

Chapter - VI

Findings

- *This chapter of the report describes the results of the project work related to the scope and objectives of the study.*
- *Be specific and avoid generality.*

Chapter - VII

Conclusions

- *Conclusions should be based on purpose, objectives and the findings of analysis relevant to the study.*

Chapter - VIII

Recommendations or Expected Contribution

- *Any recommendations made by you must be based on the findings and conclusions you have made.*

Bibliography

BIBLIOGRAPHY

Works or list of the works referred in a text or consulted by you for writing report. It should be arranged in alphabetical order by name of the authors.

For Books

Name of the author (Last name first), Title of the book, Edition, Year of publication, No. of Vol. (If any) Name and Place of Publisher.

- Example:

*Kothari, C.R.: Research methodology, 3rd edition, 1997,
Vikas Publishing House Pvt. Ltd, New Delhi,*

For Research Papers , Published articles, Magazines, Periodicals, Journals, Newspapers etc.

Name of the author (last name first), „Title of the article“ (in quotation mark), Name of the Journals /Periodicals /Magazines etc in italics, Volume number, Year, Page Numbers

- Example;

Wortman, Maxs (Jr.): “Entrepreneurship: An Integrating Typology and Evaluation of the Empirical Research in the field”, Journal of Management, Vol. 13 (2), 1967, pp259-279.

Online published material on World Wide Web (Alphabetically arranged Webliography)

Name of Website, Date and time of referring the Website, Name of the Author, Title /Topic

Annexure

INSTRUCTIONS FOR TYPING / PRINTING

The project report should be strictly prepared according to the following guidelines.

■ **Finalization of the Project Report**

Student should obtain clearance from their respective guide before final printing of the final project report.

■ **Paper**

The size of the Paper sheet: A4

Typing should be done on one side of the paper.

■ **Font**

Type: New Times Roman,

Size: 12

■ **Line Spacing**

Body of the text: 1.5 lines

List of tables/ graphs/charts/bibliography: Single line

■ **Alignment**

Title page: Centre

Chapter heading: Centre

Sub heading: Left

Body of text: Justify

■ **Margins**

At the binding edge (Left): not less than 3 cm

Other margins (Right, Top, Bottom): not less than 2 cm.

■ **Titles**

*All titles and subtitles should be printed in **BOLD**.*

All the Tables/ Graphs /Charts should have appropriate titles.

■ **Numbering of the Table / Graph/ Charts**

Table /Graph/ Charts should be numbered in the following fashion.

Second table / Graph/ Chart in Second Chapter should be numbered as Table /Graph/Chart No 2.02 where first digit stands for Chapter No. and digits after (.) period stand for Number of Table /Graph /Charts in that chapter.

Same numbering system should be followed for other chapters.

Table /Graph /Charts must be followed by proper explanation and analysis.

■ **Pagination (Page numbers):**

The Title page should not carry any page number.

For initial pages, (i.e. from Student "s Declaration to Executive Summary) numbers should be given in small Roman Numbers. (Like i, ii, iii, iv, etc.)

Report should contain main page numbers (i.e. 1, 2 ...) after Executive Summary.

Main page numbers should start from first page of Chapter No. 1 and will continue until last page of the report.

Page numbers are to be given at the center of bottom of the page.

Pages separating Chapters should not be numbered but be counted.

■ **Binding of the report**

The project should be hard bound with golden embossing as per the standard format

■ **Number of Copies to be prepared**

Two copies:

■ **Before submission:**

Students must sign Declaration and Acknowledgment before putting for the Signature of the Guide and Director.

WHAT YOU SHOULD NOT DO

■ *Trying to take breaks while doing project (you cannot have holidays during your project work)*

■ *Trying to miscommunication with organizations by telling that institute wants a review. We are sending your schedule of project report to all the organizations. You do not have any reviews in between.*

■ *While taking to the organization personnel do not degrade your institute or teachers by making statements that are reduce your self image.*

■ *Talking negative and trying to be certain about everything. No organization or person likes negative talk and people who ask too may question to be certain of everything.*

■ *Let me give some examples*

- 1) *I want marketing project, I am in a finance organization. Do not ask the manager this question. You are going to an organization to know its business and business do not have functional silos. However, ask questions relating to your project, show enthusiasm. Smile, enjoy hard work.*
- 2) *If some urgent work is to be done by the organization, do it willingly. For example the office has no power and your manager finds that the electricity bill is not paid, volunteer to do the task. MBA is not management by arrogance. Never show that this is not my work. You will be surprised to know that there is no work as not your work. The organizations are boundary less organizations.*
- 3) *Do not take campus culture to organization. Leave letters, excuses, concessions etc. Inculcate organizations culture and come to institute with all ideas to change the way in which you work in institute. Share experience with your classmates and teachers. It is an opportunity to professionalize with you.*
- 4) *Wear your tie and go to organization. Some organizations have informal environment. They may not insist on your attire. That does not mean that you go with casuals.*

FOR PGP Ist BATCH

Duration of Summer Training: From ----- to -----.

Project Report Activity Completion Schedule

| <i>Activity No.</i> | <i>Activity</i> | <i>Expected Date of Completion</i> |
|----------------------------|--|---|
| <i>1</i> | <i>Selection of Organisation/Company Area of project</i> | |
| <i>2</i> | <i>Problem formulation, Setting of objectives, Deciding Research methodology</i> | |
| <i>3</i> | <i>Field Work</i> | |
| <i>4</i> | <i>Completion of the project and collection of Certificate as well as progress Report Sheet from Organisation/Company where you have done your project work.</i> | |
| <i>5</i> | <i>Rough Draft</i> | |
| <i>6</i> | <i>Final Draft</i> | |
| <i>7</i> | <i>Submission of the Report</i> | |