

<TITLE>

PROJECT REPORT

*Submitted by*  
<Name of the student>

<University Roll No.>

*Under the guidance of*  
<Name of the Guide>

*in partial fulfillment of requirements for  
award of Degree of*

**MASTER OF BUSINESS ADMINISTRATION**

of

Dr APJ Abdul Kalam Technical University

(Month, Year of submission)



**Department of Management Studies**  
GL Bajaj Group of Institutions, Mathura

## **DECLARATION**

I undersigned, hereby declare that the project titled <“Title of the Project”> submitted in partial fulfilment for the award of Degree of Master of Business Administration of Dr APJ Abdul Kalam Technical University is a bonafide record of work done by me under the guidance of <**Name of Guide**> of<**Name of the Dept & College**>. This report has not been previously published for the award of any degree, diploma, or similar title of any University.

<**Date**>

<**Signature**>  
<**Name of student**>

<**Roll No.** >

**Department of Management Studies**  
GL Bajaj Group of Institutions, Mathura

## **CERTIFICATE**

This is to certify that the report titled “<**Title of the Project**>” being submitted by <**Name, Roll No.**>, in partial fulfilment of the requirements for the award of the Degree of Master of Business Administration, is a bonafide record of the project work done by <**Name of student**>of < Name of the Dept. & College>

<**Name of guide**>

<**Designation**>

<**Name**>

<**Head of Department**>

## **Acknowledgements**

**(This is only a sample)**

Through this acknowledgement I express my sincere gratitude towards all those people who helped me in this project, which has been a learning experience.

This space wouldn't be enough to extend my warm gratitude towards my project guide

<.....> for <his/her> efforts in coordinating with my work and

guiding in right direction.

I escalate a heartfelt regards to our Head of Department <.....> for giving me the essential hand in concluding this work.

It would be injustice to proceed without acknowledging those vital supports I received from my beloved classmates and friends, without whom I would have been half done.

I also use this space to offer my sincere love to my parents and all others who had been there, helping me walk through this work.

**< Name of the Student >**

### List of Tables

<b>Table No.</b>	<b>Title of the Table</b>	<b>Page No.</b>
2.1		
2.2		
2.3		
2.4		
4.1		
5.1		

### List of Figures

<b>Fig. No.</b>	<b>Title of the Figure</b>	<b>Page No.</b>
2.1		
2.2		
2.3		
2.4		
4.1		
5.1		

### List of Symbols/ Abbreviations

<b>Symbol/ Abbreviation</b>	<b>Explanation</b>	<b>Page No.</b>

## TABLE OF CONTENTS

Sl No.	Topics	Page No
<b>1</b>	<b>INTRODUCTION</b>	
1.1	Background of the study	
1.2	Need and Significance of the study	
1.3	Statement of problem	
1.4	Objectives of the study	
1.5	Scope of the study	
1.6	Limitations of the study	
1.7	Organization of the report	
<b>2</b>	<b>LITERATURE REVIEW</b>	
2.1	(Suitable headings based on reviews)	
2.2		
2.3		
2.4		
<b>3</b>	<b>THEORETICAL FRAMEWORK (if any)</b>	
3.1	(Suitable headings)	
3.2		
3.3		
3.4		
<b>4</b>	<b>RESEARCH METHODOLOGY</b>	
4.1	Objectives	
4.2	Hypothesis	
4.3	Research Design	
4.4	Sources of Data	
4.5	Primary and Secondary data	
4.6	Population	
4.7	Sample Design	
4.8	Sampling method	
4.9	Method of data collection	
4.10	Drafting a questionnaire	
4.11	Pilot survey (Reliability and Validity of the instrument)	
4.12	Data analysis techniques	

<b>5</b>	<b>DATA ANALYSIS</b>	
5.1	(suitable headings may be provided)	
5.2	(Note: If the analysis is lengthy, a new chapter with appropriate title can be added)	
5.3		
5.4		
<b>6</b>	<b>FINDINGS (DISCUSSION)</b>	
6.1		
6.2		
6.3		
6.4		
<b>7</b>	<b>RECOMMENDATIONS PROPOSED MODELS (if any)</b>	
7.1		
7.2		
<b>8</b>	<b>CONCLUSION</b>	
8.1		
8.2		
	<b>REFERENCES</b>	
	<b>APPENDICES</b>	
	<b>APPENDIX A</b>	
	<b>APPENDIX B</b>	
	<b>APPENDIX C</b>	
	LIST OF PAPERS PUBLISHED ( if any)	

## **EXECUTIVE SUMMARY**

This summary should cover everything of the project, all points of the project report shall be covered in this section, such as significance of the study, objectives, hypothesis, research methodology, data collection analysis, interpretation, findings and recommendations. In nut shell, executive summary should be a snap shot of the entire project work. This summary should not exceed 3 pages.

### **Text style and format**

- The report should be hard bind in blue/ black rexine only.
- Minimum number of pages 80
- Times New Roman 12, 1.5 spacing, margins 1.5 inch on all sides
- Main heading 14 Bold- Capital Letters
- Sub headings 12 Bold- Capitalize each word
- Chapter titles-16 BOLD- Capital Letters
- Chapter titles and headings shall not be underlined
- Titles of Tables shall be centralized above the table.
- Titles of Figures shall be centralized below the figures
- Tables and Figures shall be centre justified.
- All Tables and Figures must be used in the body of the report.
- All references must also be used in the body of the report with proper citation.
- Page numbering : Arabic numerals (12 Regular font) – bottom centred.
- Start page number 1 from Chapter 1. Page numbers shall not be printed on Chapter beginning pages and Project Report facing sheet. Use series i, ii, iii,. for the initial pages up to start of Chapter 1.
- Dont Print Page number on facing sheet.
- Initial pages are to printed only on one side of the paper up to start of Chapter 1.

PLEASE PRINT on both sides of the paper from Chapter 1 onwards till the end



## CHAPTER 1 INTRODUCTION

Background of the study and background of the topic, Problem statement, Need and Significance of the study, Scope of the study, Objectives of the study, Limitations of the study

## CHAPTER 2 LITERATURE REVIEW

Quotes are not allowed. Students should read and write the review in their own language

## CHAPTER 3 THEORETICAL FRAMEWORK

if applicable

## CHAPTER 4 RESEARCH METHODOLOGY

Objectives, Hypothesis, Research Design, Sources of data, Primary data, secondary data, Population, Sample design, sample size, Sampling method, Method of Data collection, Drafting a questionnaire, Pilot survey, Data Analysis techniques

## CHAPTER 5 DATA ANALYSIS

Note: Appropriate division of chapters can be made on the basis of size of analysis

## CHAPTER 6 FINDINGS

## CHAPTER 7 RECOMMENDATIONS

## CHAPTER 8 CONCLUSION

### Important

- (i) A typed draft report as per the above guidelines has to be prepared and submitted to the guide(s) in the soft copy, at least one week before the internal practical viva.
- (ii) The draft report shall be corrected and approved by the guide(s). This signed draft report is to be produced before the evaluation board at the time of internal and external viva of the project.
- (iii) The final report is to be made after final project evaluation.. The corrections and suggestions made by the evaluation board are to be incorporated in the final report. Submit the final report along with the draft report, within one week after final project evaluation, to the faculty mentor for getting signature of the Head of the Dept..
- (iv) Submit two copies of the Project report to the faculty guide by the due date