

Template for Preparation of Project Report

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About Cover page and Title Page

<TITLE OF PROJECT REPORT>

A PROJECT REPORT

Under the guidance Of

Submitted by

***in partial fulfillment of the requirement
for the award of the degree***

Of

MBA

IN

**[Finance/Marketing/Human Resource Management/Information
Systems/ Banking/Retail Operations/ Operations Management/
Project Management/ Total Quality Management]**



<MONTH> & <YEAR>





Acknowledgement: Acknowledgment is the regards given to the people and organization who have helped you in completing the project undertaken. Mainly it must consist of Acknowledgement towards the organization you study and to the company where you have done your project followed by the people who have helped you in the process.



Bonafide Certificate:



BONAFIDE CERTIFICATE

Certified that this project report titled
.....” is the bonafide work of
“.....<NAME OF THE CANDIDATE(S)>.....” who carried out
the project work under my supervision.

SIGNATURE

SIGNATURE

HEAD OF THE DEPARTMENT

FACULTY IN CHARGE

<Department>

<Academic Designation>

<Department>

<<Full address of the Dept & College >>
College >

<Full address of the Dept &



Abstract / Executive Summary: Executive summary should be of one page summary of the project report. It should consist of the statement of the problem, main findings, and recommendations for the further use.



Table of contents: It is the list of all the contents in the report and all the detailed content precedes this table of content. A Specimen is shown below.

TABLE OF CONTENTS

CHAPTER NO.	TITLE	PAGE NO.
1.	INTRODUCTION	1
	1.1 GENERAL	1
	1.2	2
	1.2.1 General	5
	1.2.2	12
	1.2.2.1 General	19
	1.2.2.2	25
	1.2.2.3	29
	1.2.3	30
	1.3.....	45
	1.4	58
2.	LITERATURE REVIEW	69
	2.1 GENERAL	75
	2.2.1	99
	2.2	100



List of Tables: Give the same name for the table as they exactly appear above the tables in the text. The caption of the Table must be present above the table.

Table 1 < Caption of the table >

Feild1	Field2	Field3	Feild4	Feild5	Feild6...

List of tables

1. **Table 1:** <caption the table1>
2. ...

Note: By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices (If any). All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

List of Figures: Give the same name for the table as they exactly appear below the figures in the text. The caption of the figure must be present below the figure. 1.5 line spacing should be adopted for typing the matter under this head.

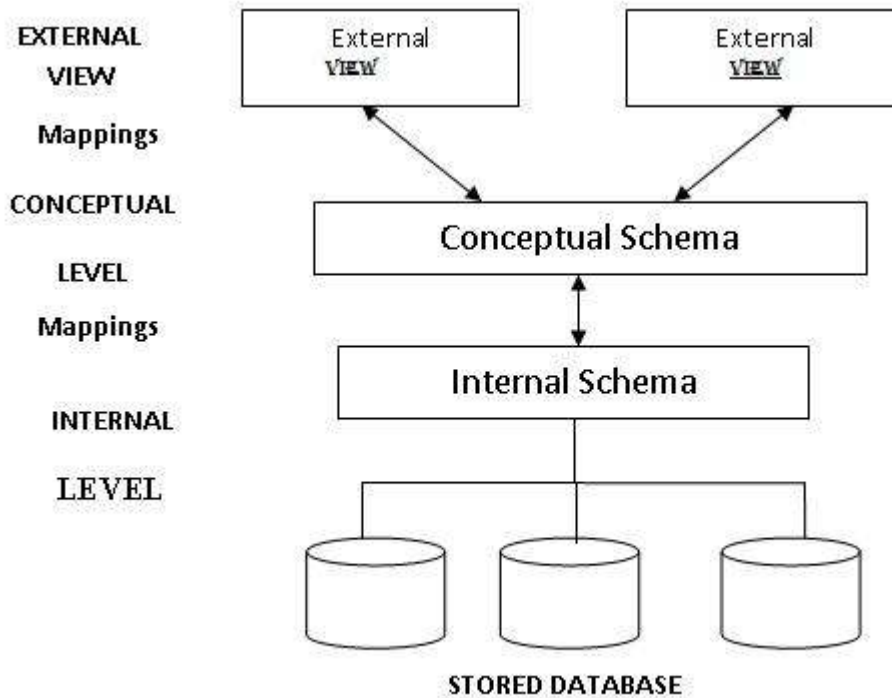


Figure 1: < Caption of the Figure >

List of Figures

1. Figure 1: <caption the Figure 1>
2. ...



List of Symbols, Abbreviations and Nomenclature

Only standard symbols, abbreviations etc. should be used.

Chapters: Mainly the chapters can be broadly classified into 3 parts

1. Introductory chapter
2. Chapter(s) on the main content of the project
3. Concluding chapter.

The main text will be divided into several chapters and each chapter can be further divided into several divisions and sub-divisions.

- ✓ Each chapter should be given a relevant title.
- ✓ Tables and figures in a chapter should be placed in the position with respect to the reference where they are cited.
- ✓ Headers and Footnotes should be used sparingly. The title of the project must be reflected in the left side of the header and chapter name must be in the right side of the headers. Page numbers are to be placed in the right side of the footer. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

NOTE: The report must always be ended with the concluding chapter and future enhancements.



References/Bibliography: The listing of references should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details. Any website reference must be referred preceded by the publications reference.

You find a specimen for a typical reference

REFERENCES

1. Anupama (1947) ‘Role of Electronic engineering in Technology’, IEEE-Journal of Computer science, CA.
2. Nupur Rastogi. (2008) ‘Transformational Leadership’, Journal on contemporary management.
3. Ramya S Gowda. (2008) ‘Automatic Classification of Satellite Images for Weather Monitoring’, International conference on Digital Factory, Coimbatore.
4. [WWW. Nortelconnectivity.com/openpge/product.pdf](http://WWW.Nortelconnectivity.com/openpge/product.pdf)