

A
Project Study Report
On
Training Undertaken at

Company Name

Titled
“----- (Title of the Project) -----”

***Submitted in partial fulfillment for the
Award of degree of***

Master of Business Administration



**Submitted By: -
Students Name
MBA Part ___**

**Submitted To:-
Faculty Name
Designation**

2007-2009

Engineering College, Bikaner
(An Autonomous Institute of Govt. of Rajasthan)

Preface
(One Page)

Acknowledgement

I express my sincere thanks to my project guide, Mr. /Dr./Ms./Mrs. _____, Designation _____, Deptt _____, for guiding me right from the inception till the successful completion of the project. I sincerely acknowledge him/her/them for extending their valuable guidance, support for literature, critical reviews of project and the report and above all the moral support he/she/they had provided to me with all stages of this project.

I would also like to thank the supporting staff _____ Department, for their help and cooperation throughout our project.

(Signature of Student)

Name of the Students

Guidelines for Report

- Report Should be Computerized (Microsoft Word) [Three copies :- One original and two Photo Stat]
- Report should be **Hard Bound (Similar to Ph.D. thesis)** with Light Blue front and back cover.
- The front page should be as like given format.
 - Left Size – 1 inch
 - Right Side - .5inch
 - Top Side – 1 inch
 - Bottom Side – 0.5 inch
 - All font should be Arial
 - Line Spacing – 1.5
 - Paragraph Spacing 2
 - Font Size :-
 - All main headings 16 (Bold)
 - All Sub main headings 14 (Bold)
 - Matter 12 (Regular)
- Content should be in the given format.

Cover Page

Certificate from the Company/Organization

Preface/Prelude

Acknowledgement

Executive Summary

Contents

1. Introduction to the Industry
2. Introduction to the Organization
3. Research Methodology
 - 3.1 Title of the Study
 - 3.2 Duration of the Project
 - 3.3 Objective of Study
 - 3.4 Type of Research
 - 3.5 Sample Size and method of selecting sample
 - 3.6 Scope of Study
 - 3.7 Limitation of Study

4. Facts and Findings
5. Analysis and Interpretation
6. SWOT
7. Conclusion
8. Recommendation and Suggestions
9. Appendix
10. Bibliography

1.1 INTRODUCTION

1.1.1 Sub Heading Of Introduction. (The Heading Numbering should be in the above numbering format & Tables and diagrams should be as follows below:

Table

S.No.	Name	Address



