

Suggested format for Preparation of Project Report for “Master of Business Administration” MBA

1. Arrangement of Contents:

- a) Cover Page Title Page (Same as cover Page)
- b) Declaration
- c) Certificate by company
- d) Acknowledgement from students
- e) List of Symbols
- f) List of abbreviations
- g) List of Tables
- h) List of figures
- i) Table of contents
- j) Chapter : Introduction
- k) Format of Bibliography

2. Description of the work (to be divided into following chapters)

- | | | |
|---------------|---|-----------------------------------|
| Chapter – I | : | Introduction |
| Chapter- II | : | Review of literature |
| Chapter – II | : | Research Methodology |
| Chapter – III | : | Data Analysis and Interpretations |
| Chapter – IV | : | Conclusions & Suggestions |

Paper & Typing dimension.

Milk white papers which do not deteriorate rapidly are to be used. The paper must be with informally even edges. Photocopies should be on copy bond available at most reproduction centers. The report should be typed in one side of the paper only. Whole of the report (except the cover and title page) should be typed in Times New Roman font size of 12, justified and a line spacing of 1.5 left ,Margin 3 cm, Right margin 2 cm. Top margin 2.5 cm and Bottom margin 3.5 cm to be maintained. In case of mathematical expressions equation editor is to be used. Each chapter should start at a fresh page with a heading of a chapter

Pagination

Each page must have a number designation, though numbers may be at center at the bottom of the page and pages of chapter heading if the student prefers. All pages must be numbered consecutively as follows:

- Lower-case Roman numerals (i.e., i, ii, iii, iv, v, vi, etc.) are used for preliminary pages. The numerals appear at the right bottom of the page, approximately ½” above the bottom.
- Arabic numerals (i.e., 1, 2, 3, 4, 5, 6, etc.) are used for the body of the thesis/project. The numerals appear in the right bottom corner of the page, approximately ½” up from the bottom and ½” in from the right margin.
- Material inserted after final typing should be numbered as in this example: 21, 21a, 21b, etc. This expedient should be used sparingly.

Appendices and the bibliography or reference list should be numbered consecutively with the rest of the thesis.

Caption of figure & tables.

Caption of figure and table should be provided at the bottom of the table and diagram. Captions should be italicized and should be at the center. Figure and table numbers should be in tune with the chapter numbers (e.g. the first figure of the chapter I should be numbered as Fig.1.1, first figure of chapter II should be numbered as Fig. 2.1 and so on.

Bibliography

Guard Sheets

A blank white page (Preferably thick) must be placed at the beginning and end of the report.

A
Summer Training Project Report
On
“Title of the Project”

(Times New Roman, Bold, Font size 18 & 1.5 Line spacing)

Submitted for partial fulfillment of requirement for the award of degree

Of

Master of Business Administration

(Font Size 16)

Of

Jharkhand Rai University, Ranchi

Session 2014-16(Font Size ‘16’)

Supervision By

Name of the Guide

Designation

Department

Submitted by

Name of the student

Roll No.....

MBA IV Semester

Jharkhand Rai University

Ranchi, Jharkhand

DECLARATION

I the undersigned solemnly declare that the report of the project work entitled <Name of the Project>, is based my own work carried out during the course of my study under the supervision of <Name of the guide/s>

I assert that the statements made and conclusions drawn are an outcome of the project work. I further declare that to the best of my knowledge and belief that the project report does not contain any part of any work which has been submitted for the award of any other degree/diploma/certificate in this University or any other University.

(Signature of the Candidate)

Name of the Candidate

Roll No.:

CERTIFICATE BY SUPERVISOR

This to certify that the report of the project submitted is the outcome of the project work entitled <Title of the project> carried out by <Name of the student> bearing Roll No.:..... & Enrollment No.:..... Carried by under my guidance and supervision for the award of Degree in Master of Business Administration of Jharkhand Rai University, Ranchi, Jharkhand.

To the best of the my knowledge the report

- i) Embodies the work of the candidate him/herself,
- ii) Has duly been completed,
- iii) Fulfils the requirement of the ordinance relating to the MBA degree of the University and
- iv) Is up to the desired standard for the purpose of which is submitted.

(Signature of the Supervisor)

Name:

Designation:

Department:

Name & Address of the company

ATTACHED SUMMER TRAINING CERTIFICATE

CERTIFICATE BY GUIDE (INTERNAL FACULTY OF UNIVERSITY)

This to certify that the report of the project submitted is the outcome of the project work entitled <Title of the project> carried out by <Name of the student>bearing Roll No.... & Enrollment No.:..... Carried by under my guidance and supervision for the award of Degree in Master of Business Administration of Jharkhand Rai University, Ranchi, Jharkhand.

To the best of the my knowledge the report

- i) Embodies the work of the candidate him/herself,
- ii) Has duly been completed,
- iii) Fulfils the requirement of the ordinance relating to the MBA degree of the University and
- iv) Is up to the desired standard for the purpose of which is submitted.

(Signature of the Guide)

Name:

Designation:

Department:

Name & Address of the Institute

ACKNOWLEDGEMENT

(Body of the text should be paragraphed. The text should be typed in Times New Romans Font, Justified line spacing 1.5 and font size 12)

(Signature of the student)

Name:

Roll.No.....

MBA. Semester

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	3.2 Need of the Study	
	3.1 Research Plan	
	3.4 Data Collection	
	3.5 Sample Plan	
	3.6 Implication of the Study	
	3.7 Limitation of the Study	
IV	Data Analysis	
V	Finding, Suggestion & Conclusion	
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Chapter – I
Introduction

BIBLIOGRAPHY

Books:

(Sl.No.) <Author>, <"Title of the Book">, <Name of Publisher
>, <Place of Publication>, <Edition No.>, <Year of Publication>, <Chapter No.>, <Page No.>

Periodicals:

(Sl.No.) <Author/s>, <"Title of the research paper">, <Name of Journal>, <Vol.>, <No./Month
of publication>, <pp.>, <Year>

Website:

<http://www.gobbeldygook.co.uk>

Magazines: