**SCHEME OF PROJECT REPORT**

**FORMAT OF PROJECT REPORT:**

**NOTE:** PAPER A4 size, typing: times new roman font size: heading: 14, bottom: 12

Margins-top- 35mm right- 20mm

Left -35mm bottom-20mm

The content shall follow the preliminary pages and must clearly indicate the serial number, title of chapters, section, and sub-section and page numbers. The report should contain the following

**Preliminary page :**

1. Institute certificate
2. Certificate from company
3. Acknowledgements
4. Executive summary/abstract(not more than 800 words)
5. List of figures(note that all figures must carry a table number and title)
6. List of tables(note that all tables must carry a table number and title)
7. Abbreviations

**CHAPTER SCHEME OF THE PROJECT REPORT**:

1. Introduction of topic
2. Company profile
3. Industry profile
4. Scope of work
5. Objective of project work
6. Research methodology( literature review is very essential)
7. Data collection and data analysis
8. Observations & findings
9. Limitations
10. Suggestions & recommendations
11. Conclusion
12. Bibliography in standard format i.e. authors, title in quotes, publisher, edition, page no.
13. References (the references must be complete in all respects. Students should provide complete link of website referred)
14. Annexure (company literature, maps, sampling frames etc)

**Chapters numberings** : preliminary pages should be numbered as I,ii,iii,iv etc and chapters shall be numbered like (1,2,3,4) all chapters shall be on new page.

**Details of chapter content:**

**Company profile:**  3-5 page about the history of organization, its founders, promoters, vision, mission, quality policy, products etc

Competitors, important financial/ statistical data (sales, turn over, awards, market share, projects taken up, organization charts)

**Scope of work of the project work 1-2 pages about objectives of projects work classified into primary and secondary objectives.**

**Research methodology**: the research framework, details about the sources of data, primary and secondary data used for the study, scope of study, sample size, sampling technique used, tools of data collection, surveys, questionnaires, interviews etc, limitations of study.

**Data analysis:** presentations of data collected in tabular and graphical form, its analysis using various statistical techniques/ interpretation of data.

Suggestions & conclusions: suggestions and to the conclusions drawn should be practical and related to the topic of the project. General suggestions and opinions should be made. It should be based on analysis of data.

**NOTE: THE STUDENTS SHOULD RELATE THEIR QUESTIONARE TO OBJECTIVES AND ANALYSIS TO OBJECTIVES**

**TITLE PAGE PROFORMA**

**A PROJECT REPORT**

**ON**

**“TITLE OF PROJECT”**

**“AT/FOR”**

**“NAME OF ORGANISATION”/ COMPANY (PLACE)**

**BY**

**“STUDENT NAME” (DO NOT MENTION QUALIFICATIONS)**

**UNDER THE GUIDANCE OF**

**SUBMITTED TO**

**“ JIWAJI UNIVERSITY”**

**IN PARTIAL FULFILLMENT OF THE REQUIREMENT FOR THE AWARD OF THE DEGREE OF BACHLOR OF BUSINESS ADMINISTRATION (BBA)**

**THROUGH**

**“GICTS GROUP OF INSTITUTIONS”, GWALIOR (M.P.)**

**PROFORMA OF SYNOPSIS**

1. **INTRODUCTION TO THE TOPIC EXPLAINING PROJECT SCOPE AND REASON FOR SELECTING THE SUBJECT IN DETAILS.**
2. **OBJECTIVES**
3. **METHODOLOGY**
4. **EXECUTIVE SUMMARY**
5. **FINDINGS & CONCLUSIONS**
6. **SUGGESINS AND RECOMMENDATIONS.**