

Project Report Format (Guide lines)

- Length:** Approx 110 to 120 pages (ideal), 100 pages minimum, but if the project is very exhaustive the report may run up to 200 pages.
- Paper:** A4 White bond paper
- Typing:** Font – Times New Roman
Standard letter size: Title – 14 and Text – 12
Black Colour
One side of the paper
One and half line spacing
- Margin:** Left and Top – 35 mm
Right and Bottom – 20 mm
- Cover:** Hard bound Black
Front Cover –
Engraved letters in block capital (please refer to specimen of title page attached herewith)

One white paper each, adjacent to front and back cover.

Page Numbers:

All the pages in the initial part are in small roman centrally located at the bottom of the pages.

Each chapter should begin on a new page

Chapter pages are in numerical

First page of a chapter should not bear the page number, but it should be counted and the page number should appear from the second page of each chapter.

Chapter Numbers:

Chapters should be serially numbered in numerical. Sections and subsections of chapters should be in decimal notation e.g. in chapter 2, section would appear as 2.1, 2.2, 2.2.1 etc.

Format

A. Initial/ Opening Pages:

- a. Title page
- b. Company certificate
- c. College certificate
- d. Acknowledgements
- e. Executive Summary (Entire Report)
- f. Index/ Contents – Chapter Number, Chapter Title and Page Numbers
- g. List of Tables – serial number, table number, title of table, page number
- h. List of Graphs/ Charts – serial number, figure number, title of figure, page number

B. Main Body:

- a. Introduction – Chapter 1 – Rationale of the study, sector profile in brief
- b. Industry/ Sector Profile – Chapter 2 – Industry size, growth trends, major players and their market shares, government support and policies etc.
- c. Company and Product Profile – Chapter 3
- d. Literature Survey – Chapter 4 – project related literature – relevant books, journals, articles etc.
- e. Objectives and Scope of the project (Elaborately) – Chapter 5
- f. Research Methodology – Chapter 6
 - i. Objectives (briefly)
 - ii. Type of Research
 - iii. Sampling – Universe, sample frame, sample unit, technique of sampling
 - iv. Data Collection Techniques/ Tools
 - v. Analysis Techniques – Statistical tools and techniques used.
 - vi. Limitations
- g. Data Analysis and Interpretation – Chapter 7 – Presentation of tables and graphs prepared from the data collected in the following order
 - i. Table
 - ii. Graph/ chart
 - iii. interpretation
- h. Observations and findings – Chapter 8
- i. Conclusions – Chapter 9
- j. Suggestions/ Recommendations – Chapter 10

C. Closing pages:

- a. References
- b. Annexure – Questionnaire, Documents/ Statements, List of contacts/ respondents.
- c. Glossary