

**Institute of Distance, Learning, Sant Tukaram Nagar,  
Pimpri, Pune.**

**Project report format**

All students should strictly follow following guidelines while preparing project report.

<b>Sr. No.</b>	<b>Specification</b>	<b>Details</b>
1	Number of copies of project report	2
2	Soft copy of project PDF format in CD	01
3	Binding	Black color hard binding
4	Embossing	Golden color
5	Page size	A 4
6	Page color	White
7	Type of Page	Bond paper 1 copy & Normal paper 1 copy
8	Left Margin	1.5 inch
9	Other margin (Top, Bottom, Right)	1 inch
10	Heading font	Times new Roman
11	Heading font size	14, bold , uppercase
12	Subheading font	Times new Roman
13	Subheading font size	12, bold , uppercase
14	Text body font	Times new Roman
15	Text body font size	12, normal, lowercase
16	Header	As suitable
17	Footer	Page number at center
18	Total no. of pages	Approx. 55to 120

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Chapter No.	Particulars	Page No
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	Company Certificate	-----
	Declaration by Student	-----
	Acknowledgement	-----
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	Executive Summary	
Chapter 1	Theoretical Background of the topic	
Chapter 2	Objective of the study	
Chapter 3	Literature Review	
Chapter 4	Company Profile	
Chapter 5	Research Methodology <ul style="list-style-type: none"><li>• Research Method</li><li>• Sources of Data Collection</li><li>• Method of Sampling</li></ul>	

	<ul style="list-style-type: none"> <li>• Statistical tools to be used</li> </ul>	
Chapter 6	Data Analysis	
Chapter 6	Findings, suggestions and Conclusion	
Chapter :8	Scope and limitations of the study	
	<b>Annexure</b>	
	Bibliography ( Books, Journals, research work)  Reference ( Website, company paper)	-----
	Questionnaire	-----

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PROJECT REPORT

ON

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AT

SUBMITTED To

INSTITUTE OF DISTANCE LEARNING

Dr. D.Y .PATIL VIDYADEETH, PUNE



IN PARTIAL FULFILMENT OF DEGREE OF MASTERS OF BUSINESS ADMINISTRATION

BY

**STUDENT NAME**

**PRN:**

**(Batch : -----)**

**Dr. D.Y. Patil Vidyapeeth's  
Institute of Distance learning, Sant Tukaram,Nagar,Pune.**

**To whomsoever it may concern**

This is to certify that Mr./Ms. ....PRN:.....  
has completed his/her internship at \_\_\_\_\_ starting  
from\_\_\_\_\_ to \_\_\_\_\_.

His / Her project ‘ \_\_\_\_\_ ’ was a part of the MBA (distance learning) 2012-  
2015 and development tasks. The project is on \_\_\_\_\_ and includes research as  
well as industry practices. He/ She was very sincere and committed in all tasks.

Course Coordinator

Director

Examined by: 1) \_\_\_\_\_ 2) \_\_\_\_\_

Date:-

COMPANY LETTER

**(TO BE PROVIDED BY THE COMPANY WHERE THE PROJECT WILL BE  
CARRIED OUT)**

**To whomsoever it may concern**

This is to certify that Mr./Ms.....  
has completed his/her internship at \_\_\_\_\_ starting  
from \_\_\_\_\_ to \_\_\_\_\_.

His / Her project ‘ \_\_\_\_\_ ’ was a part of the MBA (distance learning) 2012-  
2015 and development tasks. The project is on \_\_\_\_\_ and includes research as  
well as industry practices. He was very sincere and committed in all tasks.

Signature & Seal of Industry Guide

DECLARATION BY STUDENT

This is to declare that I have carried out this project work myself in part fulfillment of the M.B.A Program of Institute of Distance Learning of Dr. D.Y. Patil Vidyapeeth's, Pune – 411018

The work is original, has not been copied from anywhere else, and has not been submitted to any other University / Institute for an award of any degree / diploma.

Date: -

Signature:-

Place:

Name:

## **ACKNOWLEDGEMENT**