

PROJECTWORK REPORT FORMAT

1. **TITLE PAGE**
2. **CERTIFICATE ISSUED BY THE COMPANY**
3. **CERTIFICATE ISSUED BY THE COLLEGE**
4. **DECLARATION**
5. **ACKNOWLEDGEMENTS**
6. **CONTENTS**
7. **SYNOPSIS – ONE PAGE ABSTRACT CONTAINING IMPORTANCE OF TOPIC, COMPANY PROFILE, OBJECTIVES, METHODOLOGY AND MAJOR FINDINGS & SUGGESTIONS**
8. **CHAPTER – 1: INTRODUCTION TO THE TOPIC**
9. **CHAPTER – 2: INDUSTRY REPORT & COMPANY PROFILE**
10. **CHAPTER – 3: RESEARCH METHODOLOGY**
 - i. NEED FOR THE STUDY
 - ii. OBJECTIVES
 - iii. TYPE OF RESEARCH
 - iv. DATA SOURCES – PRIMARY, SECONDARY
 - v. DATA COLLECTION – POPULATION, SAMPLING PROCEDURE, SAMPLE SIZE, CONTACT METHOD, INSTRUMENT
 - vi. DATA ANALYSIS TOOLS
 - vii. LIMITATIONS.
11. **CHAPTER – 4: DATA ANALYSIS & INTERPRETATIONS**
12. **CHAPTER – 5: SUMMARY OF FINDINGS, SUGGESTIONS**
13. **ANNEXURES – QUESTIONNAIRE/FINANCIAL STATEMENTS/ANY OTHER RELEVANT DOCUMENTS**
14. **BIBLIOGRAPHY – REFERENCES of Text Books, Journals, Websites etc.**

Bibliography Example:

Textbook: Panday, IM, "Financial Management", 10th Edition, Vikas Publications, New Delhi, 2012

Website: [www.managementparadise.com/performance management.html](http://www.managementparadise.com/performance%20management.html) retrieved on 06.06.2014

Heading Font: Times New Roman 14 Bold

Text Font: Times New Roman 13;

Line spacing: 1.5

Margins: 1 inch on all four sides;

First Line of Paragraph: 1 TAB SPACE ONLY

Binding with Light YELLOW Wrapper
Hard Copies: One Student Copy + One
University Copy + Soft Copy on CD