

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

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