

Rajgad Institute of Management Research & Development

Project Guidelines (SIP)

Technical specifications of the project report -

Sr. No.	Description	Specification
1	Project Length	70-90 pages
2	Paper size	A4 size Bond Paper only(11"x 8.5")
3	Font	Times New Roman, font size - 12, 1.5 spacing
4	Margins	Left 35mm , Right 20mm , Top 35mm , Bottom 20mm
5	Cover	Hard-bound black with golden embossing.
6	No. of copies	Three (hard-bound) and one soft copy of the project.
7	Front Cover format	Annexure A
8	Print on one side/ both sides.	
9	LIST OF TABLES: The 'Contents' shall be followed by a List of Tables indicating the table numbers, table title and the corresponding table number.	
	10. LIST OF FIGURES: It shall follow the 'List of Tables' indicating the figure number, Figure titles and the corresponding page number.	

Guidelines for Project Layout –

Annexure A (Title Page)	1 page
Annexure B (RIMRD Certificate)	1 page
Annexure C (Company Certificate)	1 page
Annexure D (Student declaration)	1 page
Annexure E (Guide's certificate)	1 page
Annexure F Acknowledgement	1 page
Table of Contents – List of Tables List of figures	2 pages
Ch 1 – Executive summary: a. Outline of the Study b. Objectives of the Study c. Scope of Study or Need of the Study d. Limitations of the Study	4 Pages (1 page each)
Ch 2 – Company Profile / Organizational Profile	(5 pages)
Ch 3 – Research Methodology	(5 pages)
Ch 4 – Theoretical Concepts (including Literature Review)	(20 pages)
Ch 5 – Data Analysis & Interpretation	(25 pages)
Ch 6 – Learning of Students (Findings)	(2 pages)
Ch 7 – Contribution to Host Organization (Suggestion / Recommendations)	(2 pages)
Conclusion	(1 page)
References (In APA Style)	(2 pages)
Appendix/ Questionnaire/ Data Sheets/ Balance sheets	2-3 Pages

A

Project Report

On

“Title of the project”

At

“Name and Place of the company”

By

Name of the student

Under the guidance of

Name of the guide

Submitted to

Savitribai Phule Pune University

In partial fulfillment of the requirement for the award of the degree of

M.B.A

Batch – 2016 - 2018

Through

Rajgad Institute of Management Research and Development, Pune - 411043

Annexure B

Institute's Certificate will be issued by you guide, after completion of SIP.

Annexure C

Company Certificate

Date: __/__/2017

TO WHOMSOEVER IT MAY CONCERN

This is to certify that _____ has completed his/her project work on the topic
“ _____.” during the period from **15 May**
2017 to 15 July 2017.

He/she has been sincere, hardworking and punctual in his/her work.

We wish him/her success in future endeavors.

Authorized Signatory.

Designation.

Company Seal.

ANNEXURE D

DECLARATION OF STUDENT

(CERTIFICATE OF ORIGINALITY/DECLARATION)

This is to declare that I have carried out this project work myself in partial fulfillment of the MBA Program of Savitribai Phule Pune University.

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

Date

Signature

Place

Name:

ANNEXURE E

DECLARATION OF GUIDE

This is to certify that the work incorporated in this Project Report (Title)
submitted by (Student's name) is his original work and completed under my
guidance. Material obtained from other sources has been duly acknowledged in the Project
Report.

DATE

SIGNATURE OF GUIDE

PLACE

ANNEXURE F

ACKNOWLEDGEMENT

Table of Content

Chapter Number	Chapter Name	Pages
1	Executive Summary a. Outline of the Study b. Objectives of the Study c. Scope of Study or Need of the Study d. Limitations of the Study	
2	Company Profile / Organizational Profile	
3	Research Methodology	
4	Theoretical Concepts	
5	Data Analysis & Interpretation	
6	Learning of Students (Findings)	
7	Contribution to Host Organization (Suggestion / Recommendations)	
8	Conclusion	
	References	
	Appendix/ Questionnaire/ Data Sheets/ Balance sheets	

CHAPTER 1

1.1 OUTLINE OF THE STUDY

(1 page only)

1.2 OBJECTIVES OF THE STUDY

1. To XXXXX
2. To XXXXX
3. To XXXXX
4. To XXXXX

(Objectives should not be more than five)

1.4 LIMITATIONS OF THE STUDY

1. XXXXX
2. XXXXX
3. XXXXX
4. XXXXX

CHAPTER 2: COMPANY PROFILE/ ORGANISATION PROFILE

2.1 Introduction to Organization

(Write down the information regarding organization with related to your topic only, maximum three pages.)

Note: Company history, information of board of directors, products information and photographs of the company and products **should not be included** in the company introduction.

Organizational Chart

CHAPTER 3: RESEARCH METHODOLOGY

Research Design

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

- 1) Research Problem / statement of Problem
- 2) Hypothesis
- 3) Methods of data collection
 - a) Primary data
 - b) Secondary data
- 4) Measurement and scaling technique
- 5) Sample Design
- 6) Statistical technique

Note – this chapter must include all the above points related to your topic. Please do not write the definitions and theoretical concepts

CHAPTER 4: THEORETICAL CONCEPTS

(20 to 25 pages)

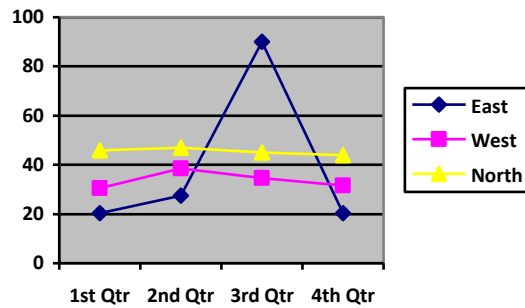
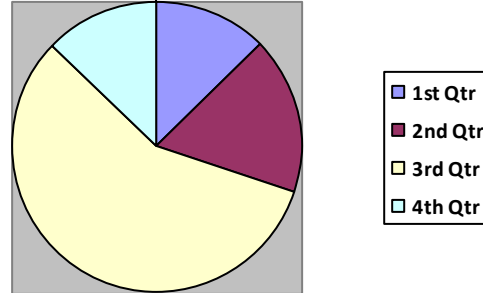
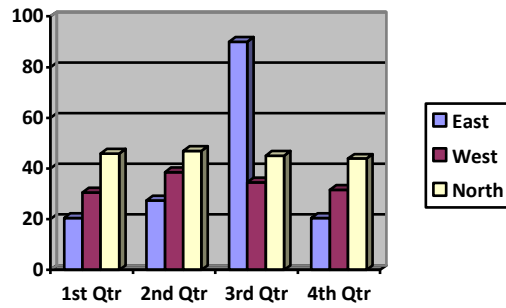
Including Review of related literature

CHAPTER 5: DATA ANALYSIS AND INTERPRETATION

(25 Pages)

Note – use different charts like pie charts, bar charts, etc. to analyze your data.

OR YOU CAN USE ANY STATISTICAL METHOD TO PROOVE YOUR HYPOTHESIS



CHAPTER 6

6.1 FINDINGS

CHAPTER 7

7.1 SUGGESTIONS/ RECOMANDATIONS

CHAPTER 8

CONCLUSIONS

REFERENCES

(In APA style)

ANNEXURE (QUESTIONNAIRE/ BALANCE SHEETS)