

**FORMAT  
OF  
MBA PROJECT REPORT  
(To be followed for T5 & T6 Reports)**

**<TITLE>**

PROJECT REPORT

*Submitted by*  
**<Name of the student>**

<Register Number>

*Under the guidance of*  
**<Name of the Guide>**

*in partial fulfilment of the requirements  
for the award of the Degree of*

**MASTER OF BUSINESS ADMINISTRATION**

of

A P J Abdul Kalam Technological University

*(Institute Emblem)*

**(Name of the Dept. & College)**  
**(Month & Year of submission)**

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A P J Abdul Kalam Technological University

*(Institute Emblem)*

**(Name of the College)**

**(Month & Year of submission)**

## **DECLARATION**

I undersigned, hereby declare that the project titled <“-----”> submitted in partial fulfilment for the award of Degree of Master of Business Administration of A P J Abdul Kalam Technological University is a bonafide record of work done by me under the guidance of <Name of Guide>, <Name of the Dept & College>. This report has not previously formed the basis for the award of any degree, diploma, or similar title of any University.

<Date>

<Signature>  
<Name of student>

**(Name of the Dept & College)**

**(Institute Emblem)**

**CERTIFICATE**

*This is to certify that the report titled “<-----  
----->” being submitted by <Name, Roll No.>, in  
partial fulfilment of the requirements for the award of the Degree of  
Master of Business Administration, is a bonafide record of the project  
work done by <Name of student>of < Name of the Dept. & College>*

**<Name of guide>**

**<Designation>**

**<Name>**

**<Director>**

## **Acknowledgements**

**(This is only a sample)**

Through this acknowledgement I express my sincere gratitude towards all those people who helped me in this project, which has been a learning experience.

This space wouldn't be enough to extend my warm gratitude towards my project guide <.....> for <his/her> efforts in coordinating with my work and guiding in right direction.

I escalate a heartfelt regards to our Institution Director <.....> for giving me the essential hand in concluding this work.

It would be injustice to proceed without acknowledging those vital supports I received from my beloved classmates and friends, without whom I would have been half done.

I also use this space to offer my sincere love to my parents and all others who had been there, helping me walk through this work.

**< Name of the Student >**

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### List of Symbols/ Abbreviations

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# **EXECUTIVE SUMMARY**

This summary should cover everything of the project, all points of the project report shall be covered in this section, such as significance of the study, objectives, hypothesis, research methodology, data collection analysis, interpretation, findings and recommendations. In nut shell, executive summary should be a snap shot of the entire project work. This summary should not exceed 3 pages.

## **Text style and format**

**Times New Roman 12, 1.5 spacing, margins 1.5 inch on all sides**

**Harvard Style of referencing must be used**

**Main heading 14 Bold- Capital Letters**

**Sub headings 12 Bold- Capitalize each word**

**Chapter titles-16 BOLD- Capital Letters**

**Chapter titles and headings shall not be underlined**

**Titles of Tables shall be centralised above the table.**

**Titles of Figures shall be centralised below the figures**

**Tables and Figures shall be centre justified.**

**All Tables and Figures must be used in the body of the report.**

**All references must also be used in the body of the report with proper citation.**

Page numbering : Arabic numerals ( 12 Regular font) – bottom centred. Start page number 1 from Chapter 1. Page numbers shall not be printed on Chapter beginning pages **and Project Report facing sheet. Use series i, ii, iii,.... for the initial pages up to start of Chapter 1.**

**Dont Print Page number on facing sheet.**

**Initial pages are to printed only on one side of the paper up to start of Chapter 1.**

**PLEASE PRINT on both sides of the paper from Chapter 1 onwards till the end to save paper.**

## **CHAPTER 1**

### **INTRODUCTION**

(Background of the study and background of the topic, Problem statement, Need and Significance of the study, Scope of the study, Objectives of the study, Limitations of the study)

## **CHAPTER 2**

### **LITERATURE REVIEW**

(Quotes are not allowed. Students should read and write the review in their own language)

## **CHAPTER 3**

### **THEORETICAL FRAMEWORK (if applicable)**

## **CHAPTER 4**

### **RESEARCH METHODOLOGY**

(Objectives, Hypothesis, Research Design, Sources of data, Primary data, secondary data, Population, Sample design, sample size, Sampling method, Method of Data collection, Drafting a questionnaire, Pilot survey, Data Analysis techniques)

## **CHAPTER 5 DATA ANALYSIS**

( Note: Appropriate division of chapters can be made on the basis of size of analysis)

## **CHAPTER 6 FINDINGS**

## **CHAPTER 7 RECOMMENDATIONS, PROPOSED MODELS (if any)**

## **CHAPTER 8 CONCLUSIONS**

### **REFERENCES**

**All references must be in Harvard Style as follows and must be alphabetically arranged in the references.**

### **Harvard Style of Referencing**

Harvard is a style of referencing, primarily used by university students, to cite information sources.

### **Text Book Citation**

"After that I lived like a young rajah in all the capitals of Europe..." (**Fitzgerald, 2004**).

Fitzgerald, F. (2004). *The great Gatsby*. New York: Scribner.

- Desikan, S. and Ramesh, G. (2006). *Software testing*. Bangalore, India: Dorling Kindersley, p.156.
- Vermaat, M., Sebok, S., Freund, S., Campbell, J. and Frydenberg, M. (2014). *Discovering computers*. Boston: Cengage Learning, pp.446-448.

### **Harvard Reference List Citations for Print Journal Articles**

- Ross, N. (2015). On Truth Content and False Consciousness in Adorno's Aesthetic Theory. *Philosophy Today*, 59(2), pp. 269-290.
- Dismuke, C. and Egede, L. (2015). The Impact of Cognitive, Social and Physical Limitations on Income in Community Dwelling Adults With Chronic Medical and Mental Disorders. *Global Journal of Health Science*, 7(5), pp. 183-195.

### **Harvard Reference List Citations for Journal Articles Found on a Database or on a Website**

- Raina, S. (2015). Establishing Correlation Between Genetics and Nonresponse. *Journal of Postgraduate Medicine*, [online] Volume 61(2), p. 148. Available at: <http://www.proquest.com/products-services/ProQuest-Research-Library.html> [Accessed 8 Apr. 2015].

### **Harvard Reference List Citations for Print Newspaper Articles**

- Weisman, J. (2015). Deal Reached on Fast-Track Authority for Obama on Trade Accord. *The New York Times*, p.A1.

### **Harvard Reference List Citations for Newspaper Articles Found on a Database or a Website**

- Harris, E. (2015). For Special-Needs Students, Custom Furniture Out of Schoolhouse Scraps. *New York Times*, [online] p.A20. Available at: <http://go.galegroup.com> [Accessed 17 Apr. 2015].

### **Harvard Reference List Citations for Print Magazines**

- Davidson, J. (2008). Speak her language. *Men's Health*, (23), pp.104-106.

### **Harvard Reference List Citations for Websites**

Messer, L. (2015). *'Fancy Nancy' Optioned by Disney Junior*. [online] ABC News. Available at: <http://abcnews.go.com/Entertainment/fancy-nancy-optioned-disney-junior-2017/story?id=29942496#.VRWbWJwmb0.twitter> [Accessed 31 Mar. 2015].

- Mms.com, (2015). *M&M'S Official Website*. [online] Available at: <http://www.mms.com/> [Accessed 20 Apr. 2015].

### **Harvard Reference List Citations for eBooks and PDFs**

- Zusack, M. (2015). *The Book Thief*. 1st ed. [ebook] New York: Knopf. Available at: <http://ebooks.nypl.org/> [Accessed 20 Apr. 2015].
- Robin, J. (2014). *A handbook for professional learning: research, resources, and strategies for implementation*. 1st ed. [pdf] New York: NYC Department of Education. Available at <http://schools.nyc.gov/> [Accessed 14 Apr. 2015].

### **Harvard Reference List Citations for Blogs**

- Cohen, M. (2013). *Re-election Is Likely for McConnell, but Not Guaranteed*. [Blog] FiveThirtyEight. Available at: <http://fivethirtyeight.blogs.nytimes.com/2013/07/01/re-election-is-likely-for-mcconnell-but-not-guaranteed/> [Accessed 4 Apr. 2015].

### **Harvard Reference List Citations for Conference Proceedings**

- Palmer, L., Gover, E. and Doublet, K. (2013). Advocating for Your Tech Program. In: *National Conference for Technology Teachers*. [online] New York: NCTT, pp. 33-34. Available at: <http://www.nctt.com/2013conference/advocatingforyourtechprogram/> [Accessed 11 Jan. 2014].
- Fox, R. (2014). Technological Advances in Banking. In: *American Finance Association Northeast Regional Conference*. Hartford: AFA, p. 24.

### **Harvard Reference List Citations for Dissertations**

- Shaver, W. (2013). *Effects of Remediation on High-Stakes Standardized Testing*. PhD. Yeshiva University.

**Important**

- (i) A typed draft report as per the above guidelines has to be prepared and submitted to the guide(s), at least one week before the final evaluation of the project.
- (ii) The draft report shall be corrected and approved by the guide(s). This signed draft report is to be produced before the evaluation board at the time of final evaluation of the project.
- (iii) The final report is to be made after final project evaluation.. The corrections and suggestions made by the evaluation board are to be incorporated in the final report. Submit the final report along with the draft report, within one week after final project evaluation, to the Project coordinator for getting signature of the Head of the Dept..
- (iv) Submit six copies of EXECUTIVE SUMMARY to the Project coordinator three days before the date of final project evaluation.