

## **Format for Synopsis**

- 1.** Introduction
- 2.** Research Objectives
- 3.** Research methodology:
  - a) Research design
  - b) Data requirements
  - c) Sampling procedure
  - d) Sample size
  - e) Data collection instrument
- 4.** Managerial implications
- 5.** Learning outcomes
- 6.** References
- 7.** Annexure/s (if any)

# Format of the Summer Training Project Report

## 1. Title Page

- Declaration (Duly signed by Student)
- Acknowledgement
- Certificate from head of the Institution (by Director)
- Certificate from internal guide (Faculty Member)

## 2. Table of Contents

## 3. List of Tables

## 4. List of graphs/charts

## 5. Executive Summary (Brief summary of the project and the work done)

### Part 1

6. Company Profile (Brief history of the organization, structure, performance products/services and problem faced) **OR** brief about industry/sector

### Part 2

## 7. Introduction to the project

## 8. Review of literature

## 9. Objectives of the Study

## 10. Research Methodology

- Research Design
- Sampling
- Sample Size
- Data Collection Method

## 11. Data Analysis & Interpretation

## 12. Findings

## 13. Conclusion

## 14. Recommendations

## 15. Limitations of the study

## 16. Bibliography\* (Books, Website, Magazine)

## 17. Appendices (Blank copy of questionnaire, copy of Balance sheet / financial statement or any other relevant supporting document)

*\* Bibliography must be as per APA format.*

*\* Keep Left Margin 1.5" and rest all margin at 1"*

*\* Times New Roman font size 12 and 14 for headings*

***Note: Project report is to be submitted in hard bound with golden text on black background. The format of front page would be same for every student.***