

PROJECT FORMAT

TITLE SHEET (Soft binding cover and printout in bond sheet)

BONAFIDE CERTIFICATE (Must be in Colour Printout. In college letterhead with guide name, Director/HoD name, Internal, and External name) (Sample attached)

COMPANY LETTER (Must be in Colour Printout. - company letterhead)

DECLARATION (Your signature with date in given format – Sample attached)

ACKNOWLEDGEMENT (Paragraphed – Sample attached)

ABSTRACT - (15 – 20 lines, Single Paragraph)

TABLE OF CONTENTS (Format attached)

LIST OF TABLES (Format attached)

LIST OF FIGURES (Format attached)

The above are **FRONT PAGES** of report, From abstract to list of figures, page number must be in roman numerals, bottom centered from i, ii, iiietc

The below are **LAST PAGES** of report

Bibliography – Format given below – Give in alphabetical order

Annexures - Questionnaire or Financial Statements or any relevant records

TYPING, PRINTING AND BINDING RULES

Soft Binded Report and printed in Executive Bond Sheet

Max number of pages from front sheets to annexure must not exceed 75 pages

Entire report Times New Roman

Main Heading TNR – 14 + Bold + CAPS

Side Heading TNR – 12 + Bold + CAPS

Other contents – TNR – 12

Justified content

NO paragraph indent

1.5 line spacing

Not more than 3 paragraphs in single page

From Chapter I first page to Chapter III last page: Page number should be top right corner. (1,2,3,.....)

For insertion sheets between chapters no page number should be added

Printout must be in executive bond sheets, No colour printout required except Bonafide and Company letter

References Format

Should be in alphabetical order

For Journals

Author Name/Names (Year), Article Title, Journal Name, Volume number, Issue number, Month & Year, PP:

If more than two authors.. add first author and *et al*

PP means page number, Eg: PP: 63-72.

P means only one page: Eg: P: 142

For Books

Author Name/Names (Year), Book Title, Publisher Name, Edition, Year, PP:

For Magazines/Newspaper

Author Name (Year), Title of the Article, Name of the Magazine/Newspaper, Issue, Date/Month, PP/P:

For Webliography (Websites referred)

Give the link without underline and in TNR-12 with date **accessed on dd/mm/yyyy format**

Avoid Dr, Mr, Ms etc for author name, Initial of the author can be given at end of each name.



PROJECT TOPIC

YOUR NAME

(Register No – 4125XXXXX)

Of

COLLEGE NAME

AN AUTONOMOUS INSTITUTION

A PROJECT REPORT

Submitted to the

FACULTY OF MANAGEMENT SCIENCES

In partial fulfillment of the requirements

For the award of the degree

Of

MASTER OF BUSINESS ADMINISTRATION

ANNA UNIVERSITY

CHENNAI - 600044

JUNE 2023

BONAFIDE CERTIFICATE

This is to certify that this Report titled. **“PROJECT TOPIC”** is the Bonafide work of **YOUR NAME, REG. NO: 41251XXXX** who, carried out the research under my supervision. Certified further, that to the best of my knowledge the work reported herein does not form part of any other project report on dissertation on the basis of which a degree or award was conferred on an earlier occasion on this or any other candidate.

NAME

Signature of the Guide

NAME

Signature of the Director/HOD

INTERNAL EXAMINER

EXTERNAL EXAMINER

DECLARATION

I, YOUR NAME, hereby declare that the Project report, entitled “**PROJECT TOPIC** ” submitted to Anna university, Chennai in partial fulfillment of the requirement for the award of the degree of **MASTER OF BUSINESS ADMINISTRATION** is record of original and independent research work done by me during MONTH, YEAR under the supervision of **GUIDE NAME, Sri Sairam Institute of Management Studies / Department of Management Studies**, and it has not formed the basis for the degree or other similar title to any candidate of any university.

**YOUR NAME (with
sign)**

ACKNOWLEDGEMENT

First of all I would like to praise the Almighty for the countless blessings that he showered upon me to complete this project work.

I am thankful to our Chief Executive Officer **Dr. SAI PRAKASH LEOMUTHU** for providing excellent environment and infrastructure at Sri Sairam Engineering College

I would like to express my sincere thanks to **Dr K PORKUMARAN/DR K PALANIKUMAR** Principal of Sri Sai Ram Engineering College/Sri Sairam Institute of Technology, Chennai for extending his moral support to complete the project work.

I extend my heartfelt thanks to **Dr. K.MARAN**, Director, Sri Sairam Institute of Management Studies, Chennai for his valuable ideas guidance and support for the successful completion of this project work.

I also thank **Dr C R Senthilnathan**, Head of the Department, who motivated to carryout and complete this project work. (For S I T students)

I also thank faculty my guide **GUIDE NAME, Designation** who inspired me to undertake and complete this project work.

Finally I express my gratitude to all my faculty members, my parents all my friends and well-wishers for the successful completion of this project work.

YOUR NAME

ABSTRACT

Chapter wise Explanation in 15 to 20 lines

Keywords: Maximum 6

TABLE OF CONTENTS

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CHAPTER NO.	TITLE	PAGE NO
I	1. INTRODUCTION	
	1.1 Introduction to the study	
	1.2 Industry profile	
	1.3 Company profile	
	1.4 Review of Literature	
	1.5 Need for the study	
	1.6 Objectives of the study	
	1.7 Scope of the study	
	1.8 Research Methodology	
II	2. DATA ANALYSIS AND INTERPRETATION	
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	2.2 Statistical analysis	
III	3. SUMMARY OF FINDINGS, SUGGESTIONS AND CONCLUSION	
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	3.2 Suggestions	
	3.3 Conclusion	
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LIST OF TABLES

TABLE No.	TITLE	PAGE NO.
2.1.1		
2.1.2		

LIST OF FIGURES

FIGURE No.	TITLE	PAGE NO.
2.1.1		
2.1.2		

Note :

Roman No. at the top right Corner up to this page

Arabic Numerals at the top right Corner from Introduction

CHAPTER I – INTRODUCTION

1.1 INTRODUCTION TO THE STUDY – 3 – 5 pages

1.2 INDUSTRY PROFILE 3 – 5 pages

1.3 COMPANY PROFILE 3 – 5 pages (may not be applicable for freelance project)

1.4 PRODUCT PROFILE 3 – 5 pages (if applicable)

1.5 REVIEW OF LITERATURE Minimum 30 review (Each ranging from 4 – 10 lines), More number of reviews should be from recent years (Eg; 2020, 2021, 2022 each minimum 3 review and 2023 – 1 or 2 reviews) **RESEARCH GAP**

1.6 NEED FOR THE STUDY 10-15 lines, Single Paragraph

1.7 OBJECTIVES OF THE STUDY Point by Point (Every objective should start with “To + Action Verb”)

1.8 SCOPE OF THE STUDY 10-15 lines, Single Paragraph

1.9 RESEARCH METHODOLOGY

Research Design: Descriptive Research Design/Analytical Research Design – Describe the relevance in 5 lines

Data Collection: Primary Data through Structured Questionnaire and Secondary Data through websites, magazines, journals etc (Describe for 3 – 5 lines)

Research Instrument Description: Describe your Questionnaire

Sampling Design:

Sample Size

Sampling Unit

Sampling Technique

Period of Study: For project with secondary data, Sampling design and questionnaire description not applicable

Statistical Tools (Describe each tool why it is used along with variables)

LIMITATIONS OF THE STUDY – Point by Point

REVIEW OF LITERATURE FORMAT – Chronological Order (Latest years at the end)

Avoid Dr, Mr, Ms etc.,

Initial of the author can be given at the end of each name: Eg: Usman K S not K S Usman

Single Author

Author Name (Year), Review content in 4 to 10 lines

Two Authors

Author Name 1 & Author Name 2 (Year), Review content in 4 to 10 lines

More than Two Authors

Author Name 1, *et al*, (Year), Review content in 4 to 10 lines

Et.al means Other authors included.

CHAPTER II

DATA ANALYSIS AND INTERPETATION

2.1 PERCENTAGE ANALYSIS

(For all questions and statements including demographic, dichotomous, Likert scale, ranking questions, etc)

(Sample percentage analysis, table format & figure format with inference - should be in one page, each question or statement should be on a separate single page)

2.1.9 Response towards satisfaction with their goals

Table 2.1.9

TITLE

S. No	Statement	Frequency	Percentage
1	Strongly Agree		
2	Agree		
3	Neutral		
4	Disagree		
5	Strongly Disagree		
Total			100

TITLE

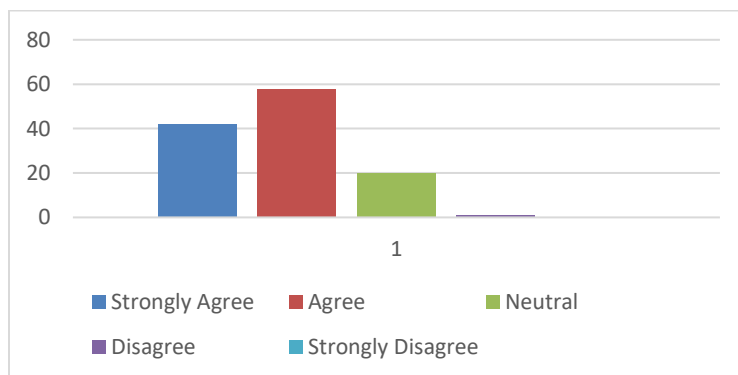


Figure 2.1.9

Interpretation

From the above table, it is known that 47.9% of the respondents agree that they are satisfied when goals are achieved, 34.7% of the respondents strongly agree that they are satisfied when goals are achieved, 16.5% of the respondents are neutral about their opinion and 0.8% of the respondents disagree that they are satisfied when goals are achieved.

2.2 STATISTICAL ANALYSIS

Sample Statistical Analysis

2.2.1 PEARSON CORRELATION ANALYSIS

2.2.1(A) To find the correlation between reuse and recommending others

Null hypothesis (H_0) There is no significant relationship between reuse and recommending to others

Alternative hypothesis (H_1) There is a significant relationship between reuse and recommending to others

Table 2.2.1(a) Correlation between relationship between reuse and recommending to others

	Reuse	Recommend
Reuse	1.000	0.763
Recommend	0.763	1.000
Sig (2 - tailed)	0.000	

Inference

From the above table, it is inferred that significant value is less than 0.05.so H_0 is rejected. Therefore reuse and recommending to others have strong positive correlation with the value of 0.763.

Note: Statistical Analysis decision criteria: Significance value Less than 0.05 reject H_0 .

CHAPTER III

SUMMARY OF FINDINGS, SUGGESTIONS AND CONCLUSION

3.1 FINDINGS – Point by Point (Avoid using words like Most, Majority etc, Use exact or rounded of percentage)

3.2 SUGGESTIONS

3.3 CONCLUSION

References

Sample

- **Anjana Sen (2015)** “Dharma Concepts in Emotional Intelligence”, International Journal of Engineering and Technology volume 3, Issue 12, July 2015, PP 637-642.
- **Donald Cooper R, Pamela Schindler S & Sharma J K (2013)**, Business Research Methods, McGraw Hill, 11th edition, pp:309-313

APPENDIX (Primary data – Questionnaire) **OR** (Secondary data – Financial Statements, .)

Important Note: Plagiarism Report Should be checked with Turnitin Software with your respective guide. (It Should be less than 35%).

Get rough draft Approval from your guide and then meet director with Plagiarism Report for final verification.

INSERTION SHEETS

CHAPTER I

INTRODUCTION

CHAPTER II

DATA ANALYSIS AND INTERPRETATION

CHAPTER III

**SUMMARY OF FINDINGS,
SUGGESTIONS AND CONCLUSION**