Mini Project Report ‘Table of Contents’

Chapter 1 - Introduction of the Study

* 1. Introduction – Overview of the sector, organization and the study.
  2. Objectives of the Study
  3. Scope and Limitation of the Study
  4. Research Methodology

Research Design

Types of Data

Data Collection Methods

Sampling Methods

Sample Size

* 1. Significance of the Study

Chapter 2 - Company Profile

A Brief Introduction to the company and information regarding the Ownership Pattern, Nature of the Business, Vision Mission and Quality Policy.

Also information regarding the Market Scenario, Competitors, Achievements and Awards

Information regarding the Departments in the Organisation and Organisation Chart.

Chapter 3 - Theoretical Background

The information regarding the theoretical concepts considered in the project should be included.

Chapter 4 – Data Analysis and Interpretation

Chapter 5 – Findings

Chapter 6- Conclusion

Annexure

1. Should contain copy of Questionnaire.

Bibliography

Students should refer and mention at least 2 reference books, 1 National and International Journals along with Websites.

Rules for Writing and Presenting the Summer Project

1. Font Type – Times New Roman.
2. Font Size - 12 Normal Text, 14 Heading 1.5 line Spacing.
3. Page Margins - Left 1.5 inch Right 1.0 inch

Top 1.0 inch Bottom – 1.0 inch

1. Header - HNCC – MBA (Right Side)
2. Footer - Page No. (Center) and “MBA Program 2023 -24 (Right Side)
3. The project should be submitted in Sprial Binding.
4. Project should be of minimum 30 and maximum 40 pages.
5. The print out should be in Black and White.