

PAGE FORMATTING AND SETUP FOR SIP

1. TYPING OF THE PROJECT REPORT:

- ▶ **Type of Paper- Executive Bond (White)**
- ▶ **Paper Size- (A4 Size)**
- ▶ **Font- Times New Roman**
- ▶ **Font Size-**
 - ▶ **Chapter Title- 22 (Bold)**
 - ▶ **Heading 16 (bold)**
 - ▶ **Sub heading 14 (bold)**
 - ▶ **Body of Text 12 (normal)**
 - ▶ **Foot notes 10 (normal)**
- ▶ **Margins 1" minimum from all four sides.**
- ▶ **Line spacing- 1.5 lines**
- ▶ **Text Alignment- Left aligned**
- ▶ **Cover Sheet Bound in Black Resin with letterin embossing or screen printing**
- ▶ **Binding- perfect binding with hard bound cover**
- ▶ **Printing- Both sided only.**

**A
PROJECT REPORT
ON**

**-----PROJECT TITLE (IN CAPITAL LETTER)-----
-----**

AT

-----COMPANY NAME (IN CAPITAL LETTER)-----

**SUBMITTED TO
SAVITRIBAI PHULE PUNE UNIVERSITY**

**THROUGH
NAVJEEVAN INSTITUTE OF MANAGEMENT,
NASHIK.**

BY

MR. / MS. (IN CAPITAL LETTER)-----

**IN PARTIAL FULFILLMENT OF
MBA-II - SPECIALIZATION (IN CAPITAL LETTER)-**

**UNDER THE GUIDANCE OF
----- (IN CAPITAL LETTER) -----**

2023-2024

Attach Navjeevan Institute of Management Certificate

Attach Company Certificate on company letterhead

DECLARATION BY THE CANDIDATE

I undersigned, Mr./Ms. ----student name---, declare that the project entitled - “----
-----project title-----,” is the record of work carried out by me, under the
guidance of **project guide** and has not formed the basis for the award of any
degree, diploma, associate ship, fellowship, titles in this or any other university or
other institution of higher learning. I further declare that the material obtained
from other sources has been duly acknowledged in the project.

Date: - ___/___/2023

Mr. / Ms. Candidate Name-

Place: Nashik

CERTIFICATE OF THE RESEARCH GUIDE

Certified that the work incorporated in the project “-----**project title**-----
----,” submitted by **Mr./Ms. student name--** was carried out by the candidate
under my supervision /guidance. Material obtained from other sources has been
duly acknowledged in the project.

Date: - ___/___/2023

Research Guide Name

Place: Nashik

ACKNOWLEDGEMENT

I hereby take immense pleasure to express my gratitude towards --Company Name-- for giving me an opportunity for the summer internship project at their esteemed organization. I express my hearty thanks to Navjeevan Institute of Management and Savitribai Phule Pune University for providing the platform for getting the practical knowledge during 2023-2024. I am grateful to I/C Director of Navjeevan Institute of management Dr. Suvarna R. Shinde for expert guidance. I remain indebted to my respected guide ---guide name--- and all teachers for helping, guiding and monitoring me to complete this work. I would also like to thank those who supported me and provided prompt help for the completion of this project successfully.

Mr./Ms.-----Student Name-----

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LIST OF ACRONYM

Acronyms of a word is formed by the initial letter or letters of each of the successive parts or major parts of the compound term.

E.g. Indian Council of Management Research_ ICMR

Abbreviation is contraction of a word wherein some letters in the words are removed.

E.g. Literature_____Lit. Country____Ctry.

First time full word should be used and Abbreviations or Acronyms in Bracket

CHAPTER NO -1

INTRODUCTION

Introduction		
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1.1 Introduction of the Topic

Introduction of the topic – theory part related to the topic

Reference-

- 1.

1.2 Objectives of the Study

1.3 Rationale of the Study

Reason for selection of the topic-importance of the topic in the business market

1.4 Scope of the Study

Area of functional / practical utilization of the study

1.5 Limitations of the Research Study

CHAPTER NO -2
COMPANY PROFILE

CHAPTER NO -3
RELATED REVIEW OF
SELECTED
LITERATURE

CHAPTER NO -4
RESEARCH
METHODOLOGY

Research Methodology

Sr. No	Particular	Details
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DATA ANALYSIS AND
INTERPRETATION

CHAPTER NO -6
LEARNING OF THE
STUDENT THROUGH THE
**PROJECT (FINDINGS/
OBSERVATION)**

CHAPTER NO -7
CONTRIBUTION TO
THE HOST
ORGANIZATION/
RECOMMENDATIONS

CHAPTER NO -8

CONCLUSION

**BIBLIOGRAPHY/
REFERENCES
(APA FORMAT)**

ANNEXURE/
APPENDICES