

# PROJECT REPORT

ON

“

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Submitted to  
(Institute Name)

*IN PARTIAL FULFILLMENT OF THE  
REQUIREMENT OF THE AWARD FOR THE DEGREE OF  
BACHELOR OF MANAGEMENT (BM)  
(Semester VI of Master of Management – MAM)*

Under  
**Gujarat Technological University**

UNDER THE GUIDANCE OF

Faculty Guide  
Name and Designation

Company Guide  
Name and Designation

**Submitted by**  
(STUDENT NAME)  
Enrollment No.: \_\_\_\_\_  
M.A.M – SEMESTER VI

Gujarat Technological University  
Ahmedabad  
Month & Year

**CERTIFICATE**  
**(TWO PAGES BLANK)**  
**(1. Company Certificate 2. Institute Certificate)**

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**PREFACE**  
**(SEPARATE PAGE)**

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**ACKNOWLEDGEMENT**  
**(SEPARATE PAGE)**

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**DECLARATION**  
**(SEPARATE PAGE)**

I, \_\_\_\_\_, hereby declare that the report  
for “ Project” entitled “ \_\_\_\_\_

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\_\_\_\_\_”  
is a result of my own work and my indebtedness to other work publications,  
references, if any, have been duly acknowledged.

Place :

(Signature)

Date :

(Name of Student)

**TABLE OF CONTENTS**  
**Option 1: If Project is based on Research**

Preface  
 Acknowledgement  
 Declaration  
 Executive Summary

SR. NO.	PARTICULARS	PAGE NOS.
	<b>PART – I GENERAL INFORMATION</b>	
1	About the Industry World Market Indian Market Scenario about particular industry in Gujarat Growth of the industry in India & Gujarat	
2	About Major Companies in the Industry	
3	Product Profile (Major Products)	
	<b>PART – II PRIMARY STUDY</b>	
4	Introduction of the Study 4.1 Literature Review 4.2 Background of the Study 4.3 Problem Statement and Importance of the Study 4.4 Objectives of the Study 4.5 Hypothesis (If any)	
5	Research Methodology 5.1 Research Design 5.2 Source/s of Data 5.3 Data Collection Method 5.4 Population 5.5 Sampling Method 5.6 Sampling Frame 5.7 Date Collection Instrument	
6	Data Analysis and Interpretation	
7	Results and Findings	
8	Limitations of the Study	
9	Conclusion/Suggestions	

Annexure  
 Bibliography

## TABLE OF CONTENTS

### Option 2: If project is based on Industry and Company study

Preface

Acknowledgement

Declaration

Executive Summary

SR. NO.	PARTICULARS	PAGE NOS.
	<b>PART – I Industry Study</b>	
1	Growth and Evolution of Industry in India	
2	Product Profile	
3	Demand determination of the Industry	
4	Players in the Industry	
5	Distribution channel in the Industry	
6	Key Issues and Current Trends	
7	PESTEL / STEEPLED Analysis	
8	Financial Analysis of Chosen Industry	
9	Industry Analysis : Michel Porter's Five Force Model	
10	Future outlook	
	<b>PART – II Company Study</b>	
11	Company Information and Product Profile	
12	Functional Departments	
13	SWOT / TOWS Analysis	
14	Future Outlook/Conclusion/Suggestion	

Annexure

Bibliography

**LIST OF TABLES\*/GRAPHS\*/DIAGRAMS\***

**(SEPARATE PAGE)\***

<b>SR. NO.</b>	<b>PARTICULARS</b>	<b>TABLE NOS.</b>	<b>PAGE NOS.</b>

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**FORMAT FOR TABLES/GRAPHS/DIAGRAMS**

**(AS TO BE WRITTEN IN THE REPORT)**

**TABLE TITLE**

**TABLE NO.**

SOURCE: (Font Size – 10)

## SPECIFICATIONS FOR PROJECT REPORT

1	Paper Size	A4
2	Margins	Left Side - 1.5 cm Right Side - 1 cm Top - 1 cm Bottom - 1 cm
3	Line Spacing	1.5 Lines
4	Paragraph Spacing	Double Lines
5	Page Numbers	At bottom – Centre (Middle)
6	Font Type	Arial
7	Font Size (FS)	For normal – 12
8	Bold / Italic / Underline	Should be used for specific purposes only
9	Alignment	Page Justify
10	Heading Subhead	Upper case, Bold, Centre, FS – 14 Bold, Left Aligned, FS- 12, No Colon (:)
11	Tables/ Graphs/ Diagrams	Title, No. and Source
12	Borders / Shades	No Borders , Headers , Footers
13	Word Breaking	No word Breaking
14	Chapter Name	On Separate Page – Before the start of the Chapter Centre Aligned on the Page No page Numbers on it Next page start the Chapter – do not repeat the title on the next page
15	Report Binding	Hard Bound Cover – Black Plastic coated Writing –Golden color only
16	Copies of the Report	<b>Hard : Total 1 Copy</b> For Institute – 01 (Hard Binding – Black) For Student – 01 (Spiral) (Optional) <b>Soft : 01 Copy</b> CD should have following information: Name of the Student Enrollment No. CP Title Year Guide Name
17	No. of pages for the report	<b>Not more than 100 to 150 pages</b>