



**Dr. Ambedkar Institute of
Management Studies & Research
Deeksha Bhoomi,
NAGPUR**

An Institute recognised under section 2(f) & 12(b) by UGC
Accredited by NAAC with 'A' Grade

**Format for
Preparation of
Project Report**

(40 to 60 pages max.)

Arrangement of Contents

The sequence in which the project report material should be arranged and bound as follows:

1. **Cover Page** (Standard format available)
2. **Inner Title Page** (Same as cover page)
3. **Certificate** (Standard format available)
4. **Declaration** (Standard format available)
5. **Acknowledgement** (only in 1 page)
6. **Executive Summary** (1 page)
 - First paragraph – Introduction
 - Second paragraph - Objectives
 - Third paragraph – Research Methodology
 - Last paragraph - Conclusions
7. **Table of Contents**
8. **List of Tables**
9. **List of Figures**
10. **Abbreviations and Nomenclature (If any)**
11. **Chapters**
12. **References**
13. **Appendices (If any)**

The tables and figures shall be introduced in the appropriate places.

Arrangement of Chapters

Project report shall consist of the following chapters.

- a. **Chapter 1- Introduction** [including Current Scenario]
- b. **Chapter 2- Literature Survey** [including Theoretical framework]
- c. **Chapter 3- Research Methodology**
 - **Statement of the Problem**
 - **Type of research**
 - **Objectives**
 - **Hypothesis**
 - **Research Design including Sample design**
 - **Data Collection**
 - **Methodology of Analysis (details of conceptual framework of analysis or analytical tools used, tests applied etc.)**
 - **Limitations of the study**
- d. **Chapter 4- Data Analysis/Present Work**
- e. **Chapter 5- Conclusion**
- f. **Chapter 6- Recommendation & Future Scope**

General Guideline & Typing Instructions

1. **No. of copies:** The project must be submitted in Two Copies (one returned to the student and 2nd for library) duly signed by the Supervisor. Students should also submit the soft copy on CD in pdf format along with the project.
2. **Length of report:** The length of the report may be about 40 to 60 pages.
3. **Font size:** The project report shall be computer typed (English- British, Font -Times New Roman, Size-12 point) and printed on A4 size paper.
4. **Binding of report:** The project report shall be hard bound with cover page in black colour and printed in golden/silver colour letters on the cover page. (As per the cover page format)
5. **Spacing, Margins and Page Nos., Titles:** Title font size 16 Times New Roman, Sub-title 14 Times New Roman, Text 12 Times New Roman. The project report shall be typed with 1.5 line spacing with a margin 2.5 cm on the left, 2.0 cm on the top, and 1.5 cm on the right and at bottom. Every page in the project report must be numbered. The page numbering starting from List of tables to Abbreviations and Nomenclature, should be printed in small Roman numbers, i.e, i, ii, iii, iv..... The page number of the first page of chapter should be printed using Arabic numerals, i.e. 1,2,3,4,5... All printed page numbers should be located at the bottom centre of the page.

6. **Appendices** are provided to give supplementary information, which is included in the main text may serve as a distraction and cloud the central theme.

7. **Arranging references:** The listing of references should be typed in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the surname of the first author. The name of the author (s) should be immediately followed by the year and other details.

A typical illustrative list given below relates to the citation example quoted.

REFERENCES:

1. **Anderson, J.D. (1995)** *Computational Fluid Dynamics*. McGraw Hill, Singapore 1995.
2. Barnard, R.W. and Kellogg, C. (1980) ‘Applications of Convolution Operators to Problems in Univalent Function Theory’, *Michigan Mach, J.*, Vol.27, pp.81–94.
3. Shin, K.G. and Mckay, N.D. (1984) ‘Open Loop Minimum Time Control of Mechanical Manipulations and its Applications’, *Proc.Amer.Contr.Conf.*, San Diego, CA, pp. 1231-1236.
4. Smith, R., (2002), —Conformal Lubricated Contact of Cylindrical Surfaces Involved in a Non-Steady Motion, from web site <http://www.cas.phys.unm.edu/rsmith/homepage.html> accessed on 12/08/2007.

