

Summer Internship Project Report Format

- TITLE PAGE (includes your name, project title, company name, company logo, college name)
- CERTIFICATE FROM THE COMPANY
- DECLARATION BY THE STUDENT
- ACKNOWLEDGEMENT
- TABLE OF CONTENTS
- LIST OF TABLES / GRAPHS

Research Based Project Report Format for Students

1. EXECUTIVE SUMMARY (1 page) (Numbering of pages should start from executive summary)
2. INTRODUCTION TO THE TOPIC (Not more than 10 pages)
3. SECTOR INFORMATION (Not more than 5 pages) (General Information about the sector)
4. COMPANY INFORMATION (Not more than 10-12 pages) (General Information about the Company)
(Overview of the Organization: Brief History, Nature of Organization, Business Volume, Main Offices, Total staff strength, Products, Competitors)
5. RESEARCH METHODOLOGY
 - Introduction of the Study
 - Background of the Study
 - Problem Statement and Importance of the Study
 - Objectives, Scope and Limitations Of The Project of the Study
 - Research Design
 - Source/s of Data
 - Data Collection Instrument
 - Population
 - Sampling Method
 - Sampling Frame
7. DATA ANALYSIS AND INTERPRETATION
8. RESULTS AND FINDINGS
9. CONCLUSION
10. BIBLIOGRAPHY (APA format)
11. ANNEXURE
 - Annexure -I Questionnaire
 - Annexure -II Annual Reports etc.

Project Report Specifications

1	Paper Size	A4
2	Margins	Left Side - 1.5 cm Right Side - 1 cm Top and Bottom - 1 cm
3	Line Spacing	1.5
4	Paragraph Spacing	Double
5	Page Numbers	At bottom (Centre)
6	Font Type	Times New Roman
7	Font Size	12
8	Bold/Italic/Underline	Should be used for Specific Purpose only
9	Alignment	Justify
10	Heading Sub-heading	Upper Case, Bold, Centre Aligned, Font Size - 14 Title Case, Bold, Left Aligned, Font Size -12
11	Tables/Graphs/Diagrams	Title, No. and Source
12	Borders/Shading	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 No. on it Next page start the chapter - do not repeat the title on next page
15	Copies of the Report	Hard Bound - 2 Copies Red Binding Soft Copy- 1 in a CD(Pasted at the back side of the Report)

<Project Name>

A

Project

Submitted

in partial fulfillment

for the award of the Degree of

<Course Name>

Session <start year – end year>

Submitted By:

<Student Name1>

<Student Name2>

<Student Name3>



ARYAN COLLEGE

LOHAGAL,
AJMER-305001



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