

# **TOPIC**

(Project Title to be in Capital Letters/Upper Case , Font : Times New Roman, 18, Bold)

## **A Summer Training Project Report**

(Font : Times New Roman, 14, Bold, Title Case)

Submitted in partial fulfillment of the requirements for BBA (General) programme  
of Guru Gobind Singh Indraprastha University , Delhi

(Font : Times New Roman, 14, Sentence Case)

## **College Logo**

### **Submitted by**

Sunita Sharma

BBA Semester-V

Enrol. No.: 0671812208

(Font : Times New Roman, 14)

**Lingaya's Lalita Devi Institute of Management & Sciences**

Mandi Road, Mandi

Delhi-110047

(Font : Times New Roman, 16, Bold, Title Case)

## Sequence of the pages

The following headings should be in Upper Case, Bold, Font size 14, Times New Roman, and centrally aligned.

- **TITLE PAGE/FRONT PAGE**
- **CERTIFICATE**
- **ACKNOWLEDGEMENT**
- **EXECUTIVE SUMMARY**
- **TABLE OF CONTENTS**
- **LIST OF TABLES**
- **LIST OF FIGURES**
- **LIST OF SYMBOLS**
- **LIST OF ABBREVIATIONS**
- **CHAPTER –I INTRODUCTION**
- **CHAPTER –II PROFILE OF THE ORGANIZATION**
- **CHAPTER –III DATA ANALYSIS AND INTERPRETATION**
- **CHAPTER-IV SUMMARY AND CONCLUSION**
- **REFERENCES /BIBLIOGRAPHY**
- **APPENDICES**

## Contents for various Chapters

### **CHAPTER I INTRODUCTION**

**The chapter should include:**

- **Introduction**
- **Objectives of study**-(related to the project title)
- **Review of Literature**
- **Research Methodology**-Primary data collection using a tool, -Techniques used for data analysis
- **Limitations of the Study**

### **CHAPTER II Profile of the Organization**

**The chapter should include:**

- Explain the Profile, History, business line and other related information about the organization

### **CHAPTER III DATA ANALYSIS & INTERPRETATION**

**The chapter should include:**

- Data to be presented in standard formats like tables, charts/graphs, diagrams etc.
- Analyse the presented data going the rationale and logic for drawing inference and relate to the data collected.

### **CHAPTER IV CONCLUSION AND RECOMMENDATIONS**

**The chapter should include:**

- **Results of the study**-The summary of analysis giving/supported by facts and figures from Chapter III.
- **Suggestions & Recommendations.**

## **BIBLIOGRAPHY**

- **Books**

1. Surname, First Name. "Name of the Book", Publisher, Place of Publishing, Edition, year of publishing

- **Magzines and /or Journals**

1. Surname , First name. "Title of the Article" Name of Journal/Magzine, (of the author of the article) Volume, s.no, month and year, page number

- **Websites**

1. <http://search.eb.com-59.25.jp.html>. (last accessed on 9<sup>th</sup> February 2011).

## Formatting

- A-4 size page
- Page Margin: Left- 1.25” Right-1.25”  
Top- 1” Bottom-1”
- Text format
  - Times New Roman
  - Double line spacing
  - Font size-12 (Bold for Para headings)
  - Chapter title -14,Bold, Capitals
  - Justified alignment
- No. of pages: -60-80 pages
- Table and figure number




**Table no. 1:** \_\_\_\_\_

**Figure no. 1 :** \_\_\_\_\_

- **Binding** : Soft bound -2 copies  
Soft copy in CD-1
- Page numbering: At the centre of the page, to be started from chapter 1. Excluding bibliography and appendices.
- Italics and underlines are **not** allowed
- Bullets-simple bullets
- Pictures are not allowed.
- Project should be made in **MS-word 2007**.
- There should be 10-15 questions in a questionnaire.

## **ACKNOWLEDGMENT**

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An independent project is a contradiction in terms. Every project involves contribution of many people. This project also bears the imprints of many people and it is a pleasure for me to acknowledge and thank all of them.

I am deeply indebted to **(Name of the Guide)** who acted as a mentor and guide, providing knowledge and giving me his/her valuable time out of his/her busy schedule, at every step throughout the project. It is only because of his/her this project came into being.

I also take the opportunity to express my sincere gratitude to each and every person, who directly or indirectly helped me throughout the project and without anyone of them this project would not have been possible.

The immense learning from this project would be indelible forever.

Student Name

Enroll. No.

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2	Acknowledgement	-
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6	List of Symbols	-
7	List of Abbreviations	-
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## FORMAT FOR LIST OF TABLES/FIGURES/ SYMBOLS/ABBREVIATIONS

### LIST OF TABLES

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1	Number of Employees in Organisation ABC	5
2		9

### LIST OF FIGURES

Figure No	Title	Page No.
1	Sales Figures of RO Water Purifier 2002-2006	45
2		52

### LIST OF SYMBOLS

Table No.	Title	Nomenclature & Meaning
1	$\Sigma$	Sigma (Summation)
2	@	At the rate

### LIST OF ABBREVIATIONS

S No	Abbreviated Name	Full Name
1	CRM	Customer Relationship Management
2	EPS	Earning Per Share