

A PROJECT ON

“TITLE”

AT

COMPANY NAME

SUBMITTED TO

SAVITRIBAI PHULE PUNE UNIVERSITY

IN PARTIAL FULFILLMENT OF

MASTER IN BUSINESS ADMINISTRATION

SUBMITTED BY

STUDENT NAME

(2024-26)

UNDER THE GUIDANCE OF

FACULTY GUIDE NAME



Dr. D. Y. Patil Educational Federation

Dr. D.Y. Patil Institute of Management & Entrepreneur Development,

Varale, Talegaon Dabhade, Pune- 410507

WRITE HERE MONTH & YEAR OF SUBMISSION

OJT Format :

S.N	Description	Specification
1	Project Length	60-70 pages
2	Paper size	A4 size Semi bond/Bond Paper only (11"x 8.5")
3	Font	Times New Roman (Headings –Bold)
4	Font Size	12
5	Spacing	1.5
6	Margins	Top -1" Bottom-1" Left-1.3" Right-1"
7	Cover	Hard-bound black with golden embossing.
8	No. of copies	Two hard copies & one soft copy (CD)
9	Front Cover format	Annexure A
10	Print on one side.	
11	List of Tables:	The "Contents" shall be followed by a List of Tables indicating the table numbers, table title, and the corresponding table number.
12	List of Figures:	It shall follow the List of Tables indicating the figure number, Figure titles, and the corresponding page number.

OJT Report Layout :

S.N.	Particulars	No. of Pages
1	Annexure A (Title Page)	1 page
2	Annexure B (DYPIMED Institute Certificate)	1 page
3	Annexure C (Company Certificate on Company letter head)	1 page
4	Annexure D (Formal Feedback from the Company Guide)	1 page
4	Annexure E (Student declaration)	1 page
5	Annexure F (External Guide's Declaration)	1 page
6	Acknowledgment	1 Page
7	Table of Contents	2 Pages
8	List of Tables	1 page
9	List of Figures	1 page
10	Chapter1- Introduction to Research 1.1 Executive Summary 1.2 Statement of Problem undertaken 1.3 Objectives of Study 1.4 Theoretical Framework 1.5 Consideration to factors such as environment, safety, ethics, cost, professional (national & international) standards 1.6 Need/Purpose of Study 1.7 Importance of Study 1.8 Scope of Study	5-6 Pages
11	Chapter-2 Review of Literature	Up to 20 to25 pages
12	Chapter-3 Company Profile 3.1 Introduction to Organization 3.2 Introduction to Indian Industry 3.3 Introduction to Global Industry 3.4 Comparison of the Company against Indian and global industry (Optional)	3 Pages 2 pages 2 Pages 2 Pages
13	Chapter 4: Research Methodology: 4.1 Introduction to Research Topic 4.2 Research Objectives (Same as mentioned in Chapter-1) 4.3 Problem Statement (If any then only mention that should be analysed in chapter 5) 4.4 Research Design 4.4 Survey of Literature Design 4. 5 Data Collection Methods 4.6 4.7 Statistical Tools for Presentation-(The student should mention the tool used for Data analysis such as Piechart,Bargraph,Line Graph,Histogram,Dashboard)	5 to 6 Pages s
14	Chapter-5 Data Analysis & Interpretation (Collection of Primary and Secondary Data must be presented using Analytic Tools and Techniques Example-Piechart,Bargraph,Line Graph,Histogram,Dashboard,etc)	20 to 25 Pages

15	Chapter-6 Results & Discussion 6.1 Findings (Learning of Students, Key issues Identified, Opportunities, trends, etc) 6.2 Recommendations (Contribution to Host Organization) 6.3 Limitations of Study	1-2 Pages
16	References –APA Style	
17	Annexures (Questionnaire/ Data Sheets/ Balance sheets(If Any)/Observation sheet/ Field Maps/ Geotagged Photo With Sample Respondents)	3-4 Pages

Typing Instructions For Black Book

- 1) **Font:** The entire report of text body should be typed in the font of style of **Times New Roman**, Prefatory items of the reports may be printed according to the choices of the student.
- 2) **Size :** **The size of the font for the body of report should be 12.** Font size for Prefactory items of the reports may be of choice of the student.
- 3) **Line Spacing:** The entire report should be typed with doubled spacing except for intended paragraph, tables and footnotes. The tables and footnotes are to be typed with single spacing.
- 4) **Paragraph Spacing :** The entire report should be typed with six (06) points before and after paragraph spacing.
- 5) **Indentation :** The first line of the paragraph should be typed with 0.5 indentations.
- 6) **Margins :** **The entire report should be typed with Left margin – 1.5”, Right margin 1”, Top margin 1” and Bottom margin 1”**
- 7) **Quotations :** Quotations should be quoted in inverted comma.
- 8) **Length :** The length of the report may be about 70 to 85 **single** typed pages.

PAPER TYPE :

- 1) **Paper :** EXECUTIVE BOND Papers.
- 2) **Size :** A4
- 3) **Paper Colour :** White
- 4) **Variety :** Plain Finish
- 5) **Length :** 29.7 Cms.
- 6) **Width :** 21.0 Cms.
- 7) **GSM :** 75 or 85.