



GUIDELINES FOR PREPARING THE PROJECT REPORT

(Department of Management)

Lucknow Public College of Professional Studies
An affiliated College of University of Lucknow, Lucknow

1. ARRANGEMENT OF THE CONTENTS OF PROJECT REPORT

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

1. Cover Page and Title Page
2. Preface
3. Acknowledgement
4. Declaration
5. Certificate from the organization
6. Executive summary
7. Table of Contents
8. List of Tables
9. List of Figures
10. List of Symbols, Abbreviations and Nomenclature
11. Chapters (Introduction, Research Methodology, Data Interpretation, Findings, Limitations, Recommendations, Conclusion)
12. References
13. Appendices

2. Page Dimensions, Margins and Quality

The page dimensions of the final copies of the project report should be 290mm x 205mm. Standard A4 size (297mm x 210mm) paper may be used for preparing the copies. It should have the following page margins:

Top edge	25 mm,	Bottom edge	25 mm
Left side	35 mm,	Right side	25 mm.

The project report should be prepared on good quality white paper preferably not lower than 80 gsm.

Tables and figures should be prepared on good quality paper preferably not lower than 80 gsm. Tables and figures should conform to the margin specifications. Large size figures should be photographically or otherwise reduced to the appropriate size before insertion.

3. Cover Page/ Title Page

A specimen of the cover/title page is given in the **Annexure IV**.

- a. The TITLE of the project report (Times New Roman, font size 20, bold, single line spacing, all character's uppercase except the symbols and numerals if used in the title of the project report; centered within the specified margin of the page).

TITLE OF PROJECT REPORT

- b. The phrase (Times New Roman, font size 14, bold, each line in the Title/Sentence mode, single line spacing, centered within the specified margin of the page).

**Project report submitted
in partial fulfillment of the requirements for the Degree of**

- c. The name of the degree (Times New Roman, font size 20, bold, the whole line in uppercase, centered within the specified margin of the page).

Bachelor of Business Administration

by (Times New Roman, font size 14, bold, both the characters lower case, centered within the specified margin of the page).

- d. NAME OF STUDENT** (Times New Roman, font size 16, bold, full name as enrolled, all characters in Title mode case, centered within the specified margin of the page).

Name of Student

- e.** (Roll number & Batch) (Times New Roman, font size 12, bold, underneath the name of candidate and centered within the specified margin of the page).
(Roll no. xxxxxxxxxx)
- f.** Phrase of supervision (Times New Roman, font size 12, bold, line in the Title mode, centered within the specified margin of the page).

Under the Supervision of

- g.** NAME(S) OF SUPERVISOR (Times New Roman, font size 14, bold, full name in title mode prefixed by Prof. or Dr. with in the prescribed below, separated symmetrically, brief the names of the institution of the supervisors).

Name of guide (college authority)
Assistant/Associate Professor

Name of Supervisor (organization authority)
(Designation of supervisor)



- h.** College logo (size = 30 mm diameter)
- i.** Phrase for the name of Department (Times New Roman, 12/14 pts., bold, full name of the Department in title mode, centered within the specified margin of the page).

to the Department of Management

Name of the college and University (Times New Roman, font size 16, bold, full name, all characters upper case/Title mode, centered within the specified margin of the page).

Lucknow Public College of Professional Studies University of Lucknow, Lucknow

- j.** Academic session ((Times New Roman, font size 14, bold, full name of the month in title mode, comma, 4-digit year in Arabic, all centered within the specified margin of the page).

Academic Session 2020-23

Guidelines for project report content

1. Cover Page

As aforementioned above

2. Preface

The Preface of the project shall be in double line spacing using Times New Roman font size 12, as per the format shown in **Annexure I**. The heading **PREFACE** Times New Roman font size 14 bold in the center should start about 70mm from the top of the page.

3. Acknowledgement

Acknowledgements shall be brief and should not exceed one page when typed in single spacing Times New Roman with font size 12 within the specified margin of the page, as per the format shown in **Annexure II**. It should begin with title **ACKNOWLEDGEMENT** Times New Roman with font size 14 bold as heading placed in centre. The signature of the candidate shall be made at the bottom right end above his/her name typed in title case.

4. Declaration

The Declaration of student of the project shall be in double line spacing using Times New Roman font size 12, as per the format shown in **Annexure III**. The heading **DECLARATION** Times New Roman font size 14 bold in the center should start about 70mm from the top of the page. The certificate shall carry the student's signature in original.

5. Certificate from the organization

Student has to produce the certificate of the organization from where student did the summer internship.

6. Executive Summary

Executive summary should be an essay type of narration not exceeding two pages outlining the project information, the methodology used, a summary of the findings, and suggestions/directions. It should be typed single line spacing, in Times New Roman with font size 12 within the specified margin of the page. It should begin with the heading as the title of the project report in title mode centered (bold), the name of candidate (next line) centered, and then **"EXECUTIVE SUMMARY"** with font size 14, bold and centered. The text of executive summary should begin thereafter.

7. Table of Contents

The table of contents should list all the contents following this section. The preceding section like the Title Page, Certificate and Acknowledgements will not find a place amongst the items listed in the Table of Contents, but the page numbers in lower case Roman letters shall be accounted for them. The title **TABLE OF CONTENTS** in Times New Roman with size 14 bold as heading be placed in centre.

8. List of Tables

The list of tables should use exactly the same numbers and captions as they appear above the tables in the text. Single spacing in Time New Roman with size 12 should be used.

9. List of Figures

The list of figures should use exactly the same numbers and captions as they appear below the figures in the text. Single spacing in Time New Roman with size 12 should be used.

10. List of Symbols, Abbreviations and Nomenclature

Single spacing in Time New Roman with size 12 should be used typing the matter under this head. As far as possible, standard and popularly used symbols, abbreviations etc. should be adopted.

11. Chapters

Chapters of a project report may be broadly divided into (i) Introduction, (II) Research Methodology, (III) Data Interpretation, (IV) Findings, Limitations, Recommendations, Conclusion. Each part may be suitably divided into several chapters, and a chapter may be further divided into several sections and sub-sections, sub-sub-sections.

Each chapter should be given an appropriate title.

Tables and figures in a chapter should be typed in title mode in single space in Time New Roman with font size 12. The titles of tables should be placed directly above the table whereas the titles of figures should be placed directly underneath the figure in the very same page which refers to the contents they annotate.

Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page which refers to the material they annotate.

12. References in the Project report

Data collected directly or indirectly used in project report must be clearly indicated by students mentioning web link books, journals, organizational books etc single spacing starting 4 spaces below the heading **REFERENCES** in Times New Roman with font size 14 bold. The references should be serially numbered, separated by single space. For typing the references, Times New Roman with font size 12 is recommended

13. Appendices

Appendices in a project report are provided to give supplementary information, which if included in the main text may serve as a distraction and could tend to dilute the central theme under discussion. Each appendix must find its reference in the main body of the project report. Appendices shall carry the title of the contents reported and the same title shall be made in the contents page also. Appendices should be numbered using Roman numerals in upper case, e.g. Appendix I, Appendix II, etc. Figures, tables, equations and references appearing in appendices should be numbered locally to an appendix e.g. II.1, II.2, III.5, etc. and should be referred to at appropriate places just as in the case of chapters.

PREFACE

Project report an important component of education at Lucknow Public College of Professional Studies. It is an attempt to bridge the gap between the academic institution and the corporate world. It provides us an opportunity to apply the concepts learnt in real life situations. The project report helps students in exploring their skills and capabilities. This internship program makes a mark of hard work, sincerity, knowledge and ethics on the host organization. It would also be a great learning experience since it enables students to apply theory to practice and observe and learn the current trends in the market. It provides an opportunity to satisfy inquisitiveness about corporate, provides exposure to technical skills, and helps students to acquire social skills by being in constant interaction with the professionals of other organizations. It helps students in developing a network, which will be useful in enhancing in career prospects. This will help to gain a deeper understanding of the work, culture, deadlines, pressures etc. of an organization.

Thus, it helps to develop the qualities of a Manager by involving teamwork, goal orientation and managing interpersonal relationships and by creating awareness about strengths and weaknesses in the work environment.

Acknowledgement

Preparing a project report, I am fortune enough to get support from a number of people to whom I shall always remain grateful for helping me in completing this project within the stipulated time limit.

I take the opportunity to express my deep sense of gratitude towards my research guide **XXXXXXXXXX (name of college guide with designation)** for giving me due freedom of decision making and at the same time strictly adhering to high quality of my work. I extend my thanks to the organizational guide **Mr XXXXXXXX with designation** for his /her indebted support during my training tenure.

I would also wish to acknowledge my friends and family for their moral support, encouragement and patience throughout the course of this project.

I would like to express my gratitude to all these persons and to all the respondents for their patience throughout the numerous discussions I have had with them during the course of this project. Finally I thank to God almighty for showering his blessings at each stage of this project work.

Student signature

Name of the student

Roll No

DECLARATION

This is to declare that I **Student name (Roll No. XXXXXXXX)** student of BBA in Lucknow Public College of Professional Studies have personally worked on the **project entitled "PROJECT TITLE"** The data mentioned in this report were obtained during genuine work done and collected by me. The data obtained from other sources have been duly acknowledged. The result embodied in this project has not been submitted to any other University or Institute for the award of any degree.

I affirm that no portion of my work is plagiarized, and the experiments and results reported in the report are not manipulated. In the event of a complaint of plagiarism and the manipulation of the experiments and results, I shall be fully responsible and answerable.

Student signature

Name of the student

Roll No

TITLE OF PROJECT

**Project Report Submitted
In Partial Fulfillment of the Requirements for the Degree of**

Bachelor of Business Administration

by

NAME OF STUDENT

(Roll No.)

Batch 2020-23

Under the Supervision of

**MR.XYZ (LPCPS faculty name)
Assistant Professor/Associate Professor**

**Mr. XYZ (organization guide)
Designation with organization**



to the

Department of Management

Lucknow Public College of Professional Studies

University of Lucknow, Lucknow

Academic Session 2022-23