



## SUMMER TRAINING PROJECT REPORT FORMAT/GUIDELINES

**Title Page:** May use logo of institute/company with it. Name of the students and guide must be there.

**Index:** Should be with page number.

**Preface:** A brief about the whole report

**Acknowledgement:** Thanks to all the associates who have helped in preparation of the report.

**Declaration:** Self declaration that the work is genuine

**Certificate from Company/Institute:** That the student has undergone summer training mentioning the period of training and title of the project report

**Introduction:** A brief about the topic as a whole.

**Company Profile:** A brief about the company/institute

**Research Methodology:** Methodology of the survey/project work includes items like; type of study, sample size, area, data type, analysis tools, objectives and limitations etc.

**Data Analysis:** Analysis in the form of charts or tables of the primary data collected / secondary data.

**Findings:** Major findings of the whole study based upon data analysis.

**Conclusion:** Overall concluding remarks.

**Suggestions:** Must be your own.

**Bibliography/ References:** Details of books, magazines, newspaper, websites etc in specified format.

**Appendix:** Sample questionnaire or any other leaflet you could use to support your study.

**\*All reports must be typed in Times New Roman with 12 font size. Heading should be bold. Report should be submitted with hard/spiral binding.**