

Guidelines for preparation of Project proposal

Template for Preparation of Project Report for MBA

Contents

- 1. Cover page**
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- 14. INSTRUCTIONS:**

About Cover page and Title Page:

<TITLE OF PROJECT REPORT>

A PROJECT REPORT

Under the guidance Of

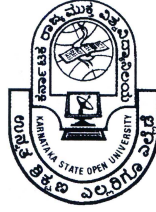
_____<Supervisor>_____

in partial fulfillment of the requirement for the award of the degree Of

MBA

Name of the Candidate

(Roll No. _____)



Management Department

Karnataka State Open University

Manasagangotri, Mysore – 570006

Karnataka

(Year)

Acknowledgement

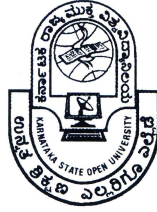
Acknowledgment is the regards given to the people and organization who have helped you in completing the project undertaken. Mainly it must consist of Acknowledgement towards the organization you study and to the company where you have done your project followed by the people who have helped you in the process.

Signature of the Student

Name of the student –

Roll No –

BONAFIDE CERTIFICATE



Karnataka State Open University

Certified that this project report titled
.....” is the bonafide work of
“.....<NAME OF THE CANDIDATE(S)>.....” who carried
out the project work under my supervision.

SIGNATURE

External Supervisor

<Department>

<<Full address of the Dept & College >>

SIGNATURE

Internal Supervisor

<Academic Designation>

<Department>

<Full address of the Dept &
College>

List of Tables:

Give the same name for the table as they exactly appear above the tables in the text. The caption of the Table must be present above the table. 1.5 line spacing should be adopted for typing the matter under this head.

Table 1 < Caption of the table>

Feild1	Field2	Field3	Feild4	Feild5	Feild6...

List of tables

1. **Table 1:** <caption the table1>
2. ...

Note: By the word Table, is meant tabulated numerical data in the body of the project report as well as in the appendices (If any). All other non-verbal materials used in the body of the project work and appendices such as charts, graphs, maps, photographs and diagrams may be designated as figures.

List of Figures: Give the same name for the table as they exactly appear below the figures in the text.

List of Figures

1. **Figure 1:** <caption the Figure 1>
2. ...

List of Symbols, Abbreviations and Nomenclature: 1.5 line spacing should be adopted for typing the matter under this head. Standard symbols, abbreviations etc. should be used.

Chapters: Mainly the chapters can be broadly classified into 3 parts

1. Introductory chapter
2. Chapter(s) on the main content of the project
3. Concluding chapter.

The main text will be divided into several chapters and each chapter can be further divided into several divisions and sub-divisions.

- ✓ Each chapter should be given a relevant title.
- ✓ Tables and figures in a chapter should be placed in the position with respect to the reference where they are cited.
- ✓ Headers and Footnotes should be used sparingly. The title of the project must be reflected in the left side of the header and chapter name must be in the right side of the headers. Page numbers are to be placed in the right side of the footer. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

NOTE: Always the report must be ended with the concluding chapter and future enhancements

References/Bibliography: The listing of references should be typed 4 spaces below the heading "REFERENCES" in alphabetical order in single spacing left – justified. The reference material should be listed in the alphabetical order of the first author. The name of the author/authors should be immediately followed by the year and other details. Any website reference must be referred preceded by the publications reference.
You find a specimen for a typical reference

INSTRUCTIONS:

- ✓ The text in the printed copies must in black color.

- ✓ 1.5 line spacing should be used for typing the general text. The general text shall be typed in the Font style 'Times New Roman' and Font size 12.
- ✓ **5 copies of the project need to be prepared. One copy shall be kept by the study centre. One copy each shall be sent to VET and KSOU. One copy of the project shall be retained by the student.**