DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY

SCHOOL OF COMMERCE AND MANAGEMENT

Master of Business Administration (MBA)

SEMESTER-4

YEAR – 2025-26

GUIDELINE FOR PROJECT REPORT

FORMAT OF PROJECT REPORT

SR NO	Chapter No.	TOPIC	PAGE NO.
1		Title Page	
2		Declaration	
3		Certificate	
4		Acknowledgement	
5		Executive Summary	
6		Table of content	
7	Chapter-1	Introduction	
8	Chapter-2	Literature Review	
9	Chapter-3	Research Methodology	
10	Chapter-4	Data Analysis and Interpretation	
11	Chapter-5	Findings, Recommendation and Conclusion	
12		References	
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(FORMAT OF TITLE PAGE)

DR. BABASAHEB AMBEDKAR OPEN UNIVERSITY, AHMEDABAD

A PROJECT ON

"Title of the Project"

Submitted by

Name of Student

Enrollment number

Name of Study Center and Code

Name of the Guide

Name:-

Designation:-

Department/College Name:

University:

Submitted in the partial fulfillment for the award of the degree of

Master of Business Administration (MBA)

SEMESTER-4

(YEAR 2025-26)

Validated and Awarded by:

Department of School of Commerce and Management
Months/Year:

DECLARATION

I undersigned **(Name of the Student)**, a student of MBA Semester-IV, hereby declare that the project work presented in the Project work is my own and has been carried out under the guidance of **Guide Name** of Dr. Babasaheb Ambedkar Open University, Ahmedabad. This work has not been previously submitted to any other university for any other examination.

Date:

Place:

CERTIFICATE

This is to certify that **(Name of the Student)** of Semester-4, Master of Business Administration Programme of the School of Commerce and Management has successfully completed Project Report on **" Project Title"** under my supervision.

I hereby approve work and best wish for her future success.

Date:

Certified By

(Write Name of Guide Name)

Guide

Designation & Affiliation

ACKNOWLEDGEMENT

(Format for understanding hence may varied as per need.)

Through this acknowledgement, I express my sincere gratitude towards all those who have helped us in this project, which has been a learning experience. I express my heartfelt gratitude towards the people who have been of great help to me in carrying out this project in the best manner possible. I wish to express my deep sense of gratitude towards **Guide Name and Designation**, School of Commerce and Management, BAOU support in the preparation of this project and guiding us during the comprehensive project.

I would like to thank all the employees who had directly or indirectly helped me in preparing this project report and gave their valuable time to help me. I am obliged to Dr. Babasaheb Ambedkar Open University which has given us an opportunity to get practical knowledge in the field of management and also for helping us to undergo this project. The learning during this project has been a great experience.

Finally, I would like to thank all those who directly and indirectly contributed to this project.

Executive Summary:

(Not more than 300 words)

- Provide Brief Description of the Project
- The Purpose of the Project
- Summary of all important aspects
- Area of the project
- Primary aims
- Market Research/ Any Processes
- Any Financial information
- Business Model (If any)
- Key findings
- Summary of Approach

Table of content

- Title
- Executive Summary
- Introduction & Literature Review
  1.1
  1.2,
  1.3…….
- Research Methodology
- Data analysis and findings
  4.1.
  4.2.
  4.3……
- Conclusions & Recommendations
- References & Appendix

❖ Introduction / Literature Review

- Objective
- Purpose of the report
- Brief outline of the problems
- Main concept used in the study
- Theoretical Background
- Defining Affecting factors
- Objectives of the study
- Brief outline of the problems
- Limitations
- Future Scope Description of the current situation/scenario

❖ Research methodology

- Explanation of How the investigation was carried out or Process of Research
- Explanation of methodology used
- Justification of choice of analysis tools
- Development of any theories/models
- Sample selection and Research Design
- Period of the study
- Sources of data

❖ Data Analysis and Interpretation

- Tabulation of the Data
- Classification of Data
- Use of graphs

  Bar diagrams, Histogram and its Interpretation
- Inferences drawn

❖ Findings, Recommendation and Conclusion

Summary of observation and recommendations and Presenting the main findings and key Recommendation Aim of the report

- Direction for future research.
- Reference List: A list of all sources referred (References should in APA style)
- Appendices: Additional information

Bibliography:

- A list of books consulted for the topic studied
- Research Reports
- List of published research articles/ papers and popular books.

Annexure: Every Project Report should contain necessary annexure such as Proforma of Questionnaire/ Interview Schedule

❖ Rules for Project Report:

1) The Total Marks of the Project report is of 100 Marks. It is compulsory for all students of MBA Semester-IV to submit Project Report within time period
2) Each student will be provided with one internal project guide, with whom they shall be in continuous touch during the period of project work.
3) The internal project guide and external examiner appointed by the University will be required to evaluate on the basis viva-voce and the project report prepared by the student.
4) Every chapter must begin on new page. Page numbers are mandatory and should be given at the bottom (center).
5) Diagrams and tables should be numbered.
6) The length of the Report should be about 70 to 100 pages.

PROJECT REPORT MUST BE IN PROPER FORMAT AS STATED BELOW:

(1) Paper Size: A4 Size

(2) Type of Paper : Executive bond White Paper

(3) Font Type: Times New Roman

(4) Text alignment: Left aligned

(5) Font space: 1.5

Chapter: 14

Heading: 14

Sub Heading: 12

Foot note: 10

Margin: 1.5 inch Minimum (left, right, top, bottom)

(6) Cover Sheet: Project report should be bound in Black resin with lettering in gold/Silver embossing / screen printing

(7) Printing: One sided and must be perfect binding.