

# Department of Human Resource Development

## Veer Narmad South Gujarat University, Surat

### Format for Project Report

#### For research-based projects

Declaration (of the student – format shall be provided separately)

Certificate of the company (Keep the original certificate with you, put only photocopies in all the reports)

Certificate from the department (format shall be provided separately)

Acknowledgements (1 page)

Executive Summary (1-2 pages)

This should contain the details of your work in 1-2 pages – right from introduction to findings and recommendations.

Table of Contents

Chapter 1: Introduction (10-12 pages)

This will include introduction to your study topic, rationale for undertaking the study, introduction to the organization in which you have taken the summer training and the chapter scheme.

Chapter 2: Methodology of the Study (2-4 pages)

This will include the objectives of your study, nature of data (primary or secondary), sampling procedure (and size), description of the instrument for data collection (in case of primary data collection) / description of variables (in case of use of secondary data), benefits (to the company) from the study and limitations of your study.

***Please note that: time constraint is not a limitation***

Chapter 3: Data Analysis (Give appropriate name according to the topic of your study) (15-20 pages)

Remember to describe the statistical technique used to analyze your data. You should provide the description of the technique when you use that technique for the first time. For example, if you are using a bar chart to describe your respondents, before using the bar chart you should provide the description of bar chart.

Chapter 4: Findings and Recommendations (2-4 pages)

This chapter will describe the summary of your findings based on data analysis presented in chapter 3 and the recommendations based on your findings.

**Remember: You have to give recommendations to the company based solely on your analysis.**

Bibliography (1 page, minimum 2 books)

Use APA format

**Note: Bibliography is not a chapter. Please don't give chapter numbers to the bibliography.**

Annexure: Questionnaire (no. of pages = size of the questionnaire)

You are supposed to put your questionnaire (or any other data collection instrument for primary survey) here.

**Note: Annexure is not a chapter. Please don't give chapter numbers to the annexure.**

## **For General Training**

Only chapter 2 will change.

Chapter 2: Organization Structure and Description

You should describe all the departments one after another and provide a diagrammatic organization structure in the end.

## **For those undertaking a research-based as well as general training**

Chapter 2: Research Methodology

Chapter 3: Organization Structure and Description

Remaining chapters will be Chapter 4 and 5.

## **General Instructions**

1. Fonts:
  - a. Chapter Title: Bookman Old Style 14
  - b. Headings within the chapter:
    - i. Level2: (1.1 ,1.2, 2.1, ....): Times New Roman 14, Bold
    - ii. Level3: (1.1.1, 1.1.2, 1.2.1, 2.1.1, ....) Times New Roman 12, Bold
    - iii. Futher levels: (Don't give numbered bullets or simple bullets) Times New Roman 12, Bold+Italic
  - c. Body Text: Times New Roman 12
2. Margins: Left, Right, Top and Bottom: 1 inch each.
3. Tables and Figures should be center aligned.
4. Give table caption above the table and figure caption below the figure.
5. Submit 1 copy spiral bound (top cover: Transparent white, bottom cover: grey opaque) and 1 copy of Hard bound.