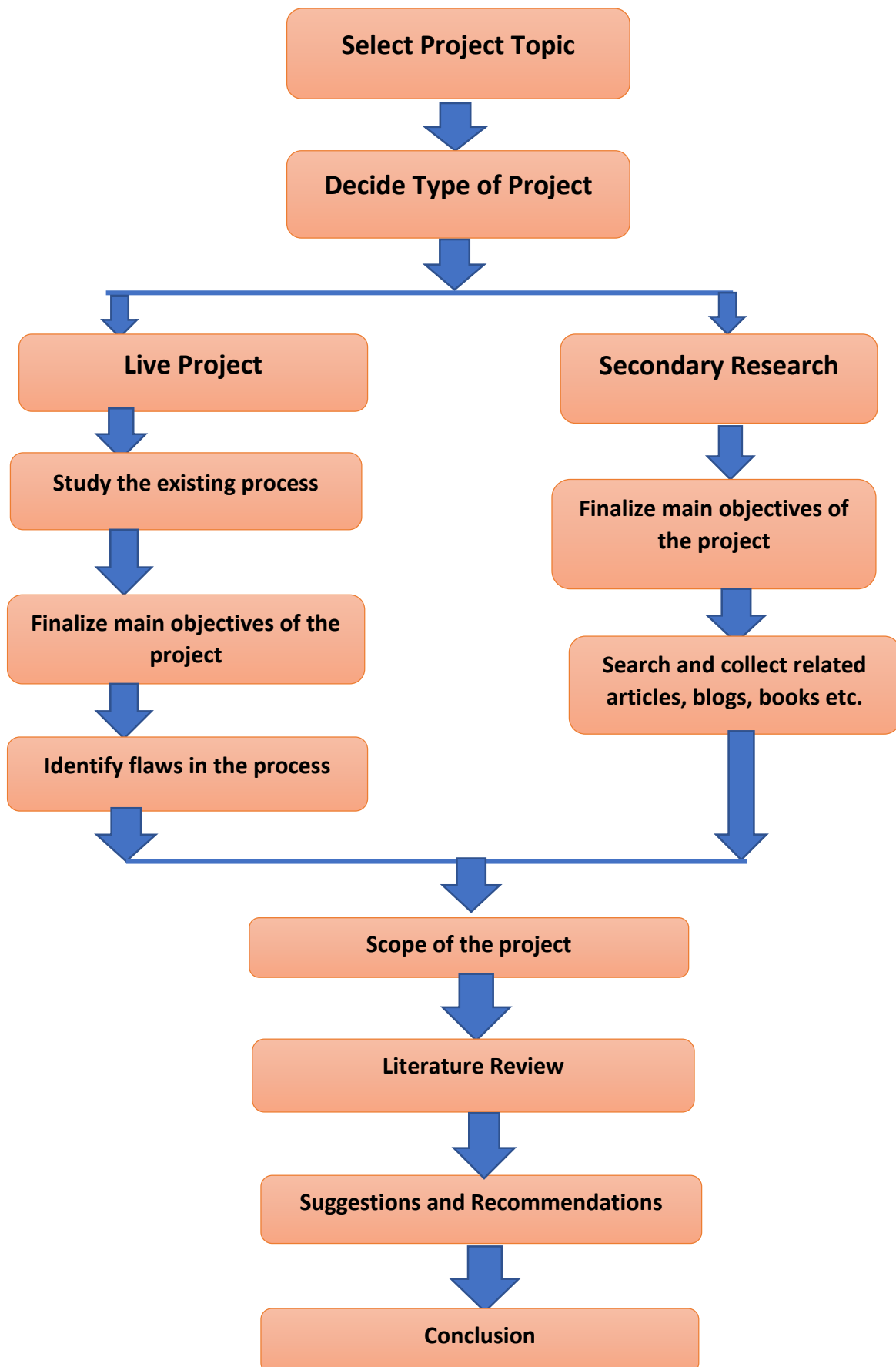


# **MIT SDE Project Report Guidelines for Canvas**

**Students enrolled from  
19<sup>th</sup> May 2021**

# MITSDE PROJECT GUIDELINES



## HOW TO START WITH A PROJECT REPORT?

### Ways to work on PROJECT AT MITSDE:

1. Identify the research domain / area and start working on your project report
2. For LIVE Project: Study the existing process you are currently working on, describe the process, identify the flaws and give suggestions or recommendations on the basis of conceptual knowledge you have obtained at MITSDE.
3. For Secondary Research Project: A project on a topic of your choice by conducting - Literature review by including studies from the plethora of Articles, blogs, research papers. Your conclusion will be based on overall observations, studies etc.
4. Critical analysis, comparative analysis or maybe identifying the research gap for further study can also be tentative objectives for conduction of your research project.

## KEY INFORMARTION ABOUT THE PROJECT WORK

<b>LEVEL OF THE PROGRAM</b>	<b>NO. OF CREDITS</b>
Post Graduate Certificate in Business Analytics / Digital Business	6
Post Graduate Diploma in Management	6
Post Graduate Diploma in Management - Executive	6
Post Graduate Diploma in Business Administration	<b>Semester 3 : 6</b>
	<b>Semester 4 : 8</b>

**A**  
**PROJECT REPORT**  
**ON**  
**“TOPIC OF PROJECT”**  
**UNDERTAKEN AT**  
**“COMPANY NAME, PLACE”**  
**IN PARTIAL FULFILMENT OF**  
**POST GRADUATE DIPLOMA IN**

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**MIT SCHOOL OF DISTANCE EDUCATION, PUNE.**

**GUIDED BY**

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**SUBMITTED BY**

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**Student Registration No. :**

**MIT SCHOOL OF DISTANCE EDUCATION**

**PUNE - 411 038**

**YEAR 20\_\_ - 20**

## **NAME OF INDUSTRY/ORGANIZATION**

**(Address, PIN no. and contact Details)**

## **CERTIFICATE**

This is to certify that Mr./Ms. \_\_\_\_\_ has completed the project report with us for his/her project report work on "TOPIC" in fulfillment for the completion of his/her Course with MITSDE on "COURSE NAME" as prescribed  
By **MIT SCHOOL OF DISTANCE EDUCATION, PUNE.**

This project is a record of authentic work carried out by him/her with guidance by our relevant department from Date – DD/MM/YY.



**Name and Signature of Guide  
In Organization/Company. (With seal)**

***(Note: - This format should be properly filled and printed only on authorized Letter Head of company/Organization.)***

## **DECLARATION**

I hereby declare that this project report entitled “NAME OF THE PROJECT” is a bonafide record of the project work carried out by me during the academic year 20\_-20\_, in fulfilment of the requirements for the award of POST GRADUATE DIPLOMA IN \_\_\_\_\_ (PGD ) of MIT School of Distance Education.

This work has not been undertaken or submitted elsewhere in connection with any other academic course.

**(Students' Name and Signature)**

**Student ID:**

# ACKNOWLEDGEMENT

I would like to take this opportunity to express my sincere thanks and gratitude to (Reporting persons' name) of (Organizations' name and place) for giving me an opportunity to do my project work in your esteemed organization and it has indeed been a great learning and enjoyable experience.

I would like to express my deep sense of gratitude and profound thanks to all staff members of (Organizations' Name and place) for their kind support and cooperation which helped me in gaining lots of knowledge and experience to do my project work successfully.

At last but not least, I am thankful to my Family and Friends for their moral support, endurance and encouragement during the course of the project.

**(Students' Name and Signature)**

**Student ID :**



## ABSTRACT

Write an abstract of your project which gives a brief idea about purpose of this project, and importance of the project. (Minimum 250 words)

## TABLE OF CONTENTS

Chapter No.	Title	Page No.
1	Introduction	
2	Organizational Profile	
3	Project Objectives and Scope	
4	Data Analysis and Interpretation	
5	Conclusion / Findings	
6	Suggestions / Recommendations	
7	Annexure	
8	References / Bibliography	

## **CHAPTER 1**

### **INTRODUCTION**

Give a detail Introduction about company or organization in which you have completed your project work.

## **CHAPTER 2**

### **ORGANIZATIONAL PROFILE**

- About the organization
- Timeline
- Management Team
- Product/Service Profile

## **CHAPTER 3**

### **OBJECTIVES AND SCOPE OF PROJECT**

- State the objectives and rationale for technical assistance.
- Describe the major project related tasks such as research, experiments, field work etc. you performed.
- Lay out the logical framework of the project, state the expected outputs of the project and idea about measuring the progress.

### **SCOPE**

- Scope from Organization's point of view:
- Scope from candidate's Point of view:

## **CHAPTER 4**

### **DATA ANALYSIS AND INTERPRETATION**

- Present a survey statistics to emphasize on your research
- Draw out a Data Analysis with interpretation for that Analysis
- You can have graphical representation with flowcharts

## **CHAPTER 5**

### **CONCLUSION AND FINDINGS**

- Basic information about the project.
- Recipient (Beneficiary) Agency (ies).
- Brief about the project outcomes and achieved outcomes.

### **LIMITATIONS**

Limitations of the project should define the areas the project has not covered due to any reason. Also, such factors as were out of control or boundaries of the project may be mentioned.

## **CHAPTER 6**

### **SUGGESTIONS AND RECOMMENDATIONS**

- Way to improve the product or service quality.
- Suggestions about the future growth and present system in the organization.
- Suggestions about improvement areas of organization

## CHAPTER 7

### ANNEXURES

Supporting Statistics or reports

## CHAPTER 8

### REFERENCES / BIBLIOGRAPHY

- Books / websites and other references referred for completing the Project Report.

The Following are the Example for the Referencing System

*1. Writing a Reference for Book*

**Ex:** dev Jerry (2008). *Technological innovation and the apocryphal Hollywood*. Philadelphia: Temple university publications. P22-24

*2. Writing Reference for a Chapter*

**Ex:** dev jerry (2008). Nuances of Multimedia. In: Dr.Paul Levinson, jerry dev *Technological innovation and the apocryphal Hollywood*. Philadelphia: Temple university publications. P22-24

*3. Writing Reference for a Journal*

**Ex:** dev jerry. (2009). Neo educational pedagogy. *Education Times*. 4, p10

*4. Writing Reference for a Web link/Website*

**Ex:** dev jerry. (2009). *Neo educational pedagogy*. Available: [www.icat.ac.in/elettter/99\\_43\\_33.htm](http://www.icat.ac.in/elettter/99_43_33.htm). Last accessed 20th Jan 2010

## FURTHER GUIDELINES

1. Evaluation charges - Rs.1500/- (per Project Report) for Indian students and \$ 30 for NRIs.

Payment mode: link: <https://www.mitsde.com/selectpaymentgateway>

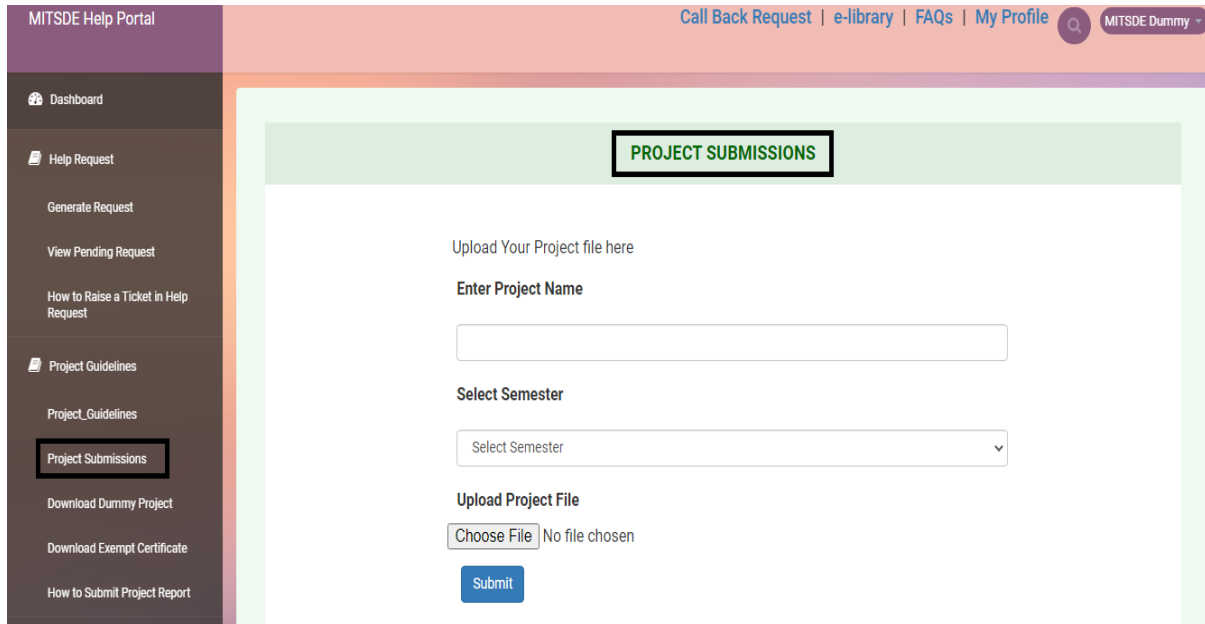
Please pay the Project Evaluation fees and share the receipt with your Exam Department. (exam@mitsde.com)

2. Plagiarism or copied project will be rejected and student needs to re-submit new original project in such a case.
3. The Project report should be submitted ideally before / with the exams of the relevant semester i.e. in January (January Exam Cycle) or July (July Exam Cycle).
4. The Project Report will be evaluated within 30 working days.
5. The Project Report softcopy should be typed in A-4 size (29 x 20 cm) in portrait mode and submitted in PDF format only.
6. The Project Report Guided By name should be from MITSDE Faculty name as mentioned below.
  - a. Marketing – Prof. Bhagyashree Pande OR Prof. Ashna Komalkar
  - b. HR – Prof. Bhagyashree Pande OR Prof. Snehal Patil
  - c. Finance – Prof. Dr. Dipti Kalkotwar OR Prof. Aishwarya Kadam
  - d. Operations – Prof. Swapnali Jadhav OR Prof. Omkar Salvi
  - e. Project – Dr. Jayant Panigrahi OR Prof. Rohit Oke
7. The Certificate must be on the company letterhead duly signed and stamped by higher authority of your organization.
8. The Declaration & Acknowledgement should be signed by a student.
9. The scanned copy of the Certificate, Declaration and Acknowledgement should be included in the Project Report.
10. Following pages are mandatory and should be given in the same sequence as given below in the Project Report :-
  - a) Title Page
  - b) Certificate on company's letter head.
  - c) Declaration.
  - d) Acknowledgement.
  - e) Abstract of the Project
  - f) Table of contents
11. The Project Report should be submitted in one single PDF file (Please don't send attachments, appendix, certificate separately).

**Submission link for project report in E-Library:**

<https://elibrary.mitsde.com/>

Project Report should be sent at E-library portal. (Please see ref image below)



# DO'S AND DON'TS

DO'S	DON'TS
<p><b>Font Style:</b> TIMES NEW ROMAN  <b>Font Size:</b> 12 for Content            14 for sub headings            16 for Headings</p>	<p>Spelling errors            Grammatical errors</p>
<p>1 line Spacing</p>	<p>Copied content from the Internet</p>
<p>Source link for Images taken from the Internet</p>	
<p>Tables and Figures should be numbered.            a. Ex: Table 1.1 represents 1st table in Chapter 1            b. Table 1.2 is 2nd table in Chapter 1            c. Similarly, Table 2.1 represents 1st Table in Chapter 2</p>	
<p>Abbreviations used in the entire report should be mentioned in a separate page right after the Index page.</p>	
<p>Kindly use UK spellings to avoid any spelling errors.</p>	

### MARKING SYSTEM

Sr. No.	Checklist for Project Work Marking	Marks	Negative Marking
1	Times New Roman Font	2	
	Font Size 12 for the content,	2	
	14 Font size or Sub Headings and 16 for Headings.	1.5	
	16 Font size for Headings.	1.5	
2	Always follow 1 line Spacing	2	
3	Source link of content or images taken from internet or any other reference book	2	
4	Tables and Figures should be numbered.	2	
5	Abbreviations used in the Entire report provided in a separate page right after the Index page.	2	
6	The Report does not have more than TWO Spell errors in a Chapter.	2	
7	Negative Marking for Spell Error		-5
8	Plagiarism of Content if copied		-10
9	Relevant topic for the course and coverage	50	
	Minimum 50 pages		
	Field work (visit industry sites and research work)		
	Data Analysis		
10	Objective & Scope of the Project	4	
11	Flow of the Content	5	
12	Mandatory pages		
	Information	3	
	Certificate	5	
	Declaration	2	
	Acknowledgement	2	
	Abstract of the Project Report	3	
	Table of Content	3	
14	Chart or graph	2	
15	Conclusion	2	
16	Bibliography	2	
	<b>Total</b>	<b>100</b>	



**Note:**

For the students who will not get certificate from the company or in case of secondary project, need to attach exemption certificate.

If the company certificate or exemption certificate (whichever is applicable) not attached while submitting the project, 5 marks of certificate will be deducted in such a case.

**Please refer Exemption certificate format given.**