**Sequence of the Report**

* Title Page
* Student's Declaration (Declaration Format given below)
* Student's Acknowledgement (Acknowledgement Format given below)
* Executive Summary of the Company (Kindly mentioned your company name)
* Index (Index Format given below)

## PROJECT REPORT SPECIFICATIONS

### All Students should strictly follow the following standards for preparation of Project Report.

|  |  |  |
| --- | --- | --- |
| **Sr. No** | **Specifications** | **Details** |
| 1 | Number of copies of project report | 1 (One) |
| 2 | Binding | Black color hard binding |
| 3 | Embossing | Golden Color |
| 4 | Page size | A4 |
| 5 | Page color | White |
| 6 | Left Margin | 1.5 inch |
| 7 | Other Margins ( Top, Bottom, Right) | 1 inch |
| 8 | Headings Font | Times New Roman |
| 9 | Headings Fond Size | 14, bold, uppercase |
| 10 | Subheadings Font | Times New Roman |
| 11 | Subheadings Font Size | 12, bold, uppercase |
| 12 | Text Body Font | Times New Roman |
| 13 | Text Color | BLACK |
| 14 | Text Body Font Size | 12, normal, lower case |
| 15 | Header | No Header |
| 16 | Footer | Put only Page Numbers Centered, no company logos, topics etc in the header of footer. |
| 17 | Total number of pages | Approx. in between 60 to 110 |
| 18 | Page Border | NO Page Border |

## FRONT PAGE

### **Golden embossing on black background hard bound copy.**

### For this page you can use any professional font of any relative size to make it more attractive. This page should include the following points.

1. Project title
2. Name of the Project
3. Submitted by
4. Reference No (Roll No)
5. Batch
6. Specialisation

**(Format Below)**

**DISSERTATION**

**ON**

**(EISNERAMPER INDIA PVT LTD)**

**SUBMITTED BY**

**Name of the Student : MICHAEL D’COSTA**

**Reference No. : VPL2019EMBA14P008**

**Batch No. : EMBA14**

**Specialization : FINANCE**

## INSIDE 1ST PAGE

This page will be nothing but the complete copy of front page as it is. Only instead of golden color you have to use black color.

## STUDENT DECLARATION

**(Format Below)**

**DECLARATION**

I, Mr. Vimith Shetty hereby declare that this project report is the record of authentic work carried out by me and has not been submitted to any other University or Institute for the award of any degree / diploma etc.

SIGNATURE :

NAME OF THE STUDENT:

DATE :

FACULTY SIGNATURE :

DATE :

MARKS OBTAINED :

## ACKNOWLEDGEMENT (Format Below)

**ACKNOWLEDGEMENT**

I express my profound sense of gratitude and sincere thanks to Prof\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For having offered me as opportunity to work as a summer intern, on this project

I would also express my sincere thanks to our Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for enabling me to undertake such excellent project.

I would like to express my gratitude to my Mentor / Guide Prof\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for giving his valuable guidance and inputs which help me in successful completion of the project.

## INDEX (Example of Index)

**TABLE TABLE OF CONTENTS**

|  |  |  |
| --- | --- | --- |
| **SR.NO** | **CONTENTS** | **PAGE NO** |
| **1**  1.1  1.2  1.3  1.4 | **INTRODUCTION TO PROJECT STUDY**  Introduction to Project Study  Objectives of the Study  Scope of Project Study  Methodology of the study | 3-4  5  6  7 |
| **2**  2.1  2.2  2.3  2.4  2.5 | **INTRODUCTION TO THE ORGANISATION**  Overview  Ownership  What we Do?  History  Organizational Structure | 8  9  10  11-13  14 |
| **3**  3.1  3.2  3.3  3.4 | **PROCESS AND QUALITY ENHANCEMENT**  Introduction to Project  Existing Process Overview  Problems / Issues  Proposed process (Data Analysis & Benefits) | 15-16  17  18  19-21 |
| **4** | **REVIEW OF LITERATURE** | 22-27 |
| **5** | **RECOMMENDATIONS** | 28 |
| **6** | **FINDINGS & CONCLUSIONS** | 29 |

## EXECUTIVE SUMMARY (One page only)

This should include Introduction & objectives of the project, reasons for selection of company, selection of project, and research design of the project (i.e. procedure you have used to carry out the project). Also you have to mention brief conclusions of the project. Kindly mentioned the company name.

(One paragraph on each chapter)

## Pointers of Project Report

1. **Introduction of the Company**
2. **Company Details**
3. **Organization Chart (eg Tree Chart) – Showing your position in the hierarchy**
4. **Identify the process , problems in the process and solve the issue by applying the techniques you have learned in the 2 years of specialisation**