

GUIDELINES FOR FINAL PROJECT -2010

- 1) Each student will make at least one copy of project report in the recommended format & is to be submitted to the Chairman individually on or before 30th May, 2010.
- 2) Each student is required to make a copy of project in CD & submit along with your project report. On the cover of CD (on CD itself), title, students Name, ENR, Batch must be mentioned by a readable marker.
- 3) The students will keep one copy of the project with themselves for their further reference in future.
- 4) All the students are required to follow the following instruction.
 - a) There should not be any deviation from requirement of reproducing the cover page of the report from the format prescribed below.

Prescribed Cover Page

<p>FINAL PROJECT REPORT</p> <p>ON</p> <p>(Project Title)</p> <p>A report submitted to Ishan Institute of Management & Technology, Greater Noida as a partial fulfillment of full time post graduate diploma in business management</p> <p>Under the guidance of</p> <p>(Name of the Guide)</p> <table style="width: 100%;"><tr><td style="width: 50%; vertical-align: top;">Submitted To: Dr.D.K.Garg, Chairman, IIMT,Gr. Noida</td><td style="width: 50%; vertical-align: top;">Submitted By: Students Name ENR No: Batch:</td></tr></table> <p style="text-align: center;">IIMT LOGO</p> <p style="text-align: center;">ISHAN INSTITUTE OF MANAGEMENT & TECHNOLOGY 2, Knowledge Park -1, Greater Noida, Dist.-G.B.Nagar (U.P.) Website: www.ishanfamily.com E-Mail: student@ishanfamily.com</p>		Submitted To: Dr.D.K.Garg, Chairman, IIMT,Gr. Noida	Submitted By: Students Name ENR No: Batch:
Submitted To: Dr.D.K.Garg, Chairman, IIMT,Gr. Noida	Submitted By: Students Name ENR No: Batch:		

Note: Each student must mention specialization in bracket.

- 4) The cover page must be hardbound in light pink colour with black embossing of the literature with above mentioned details. The cover page must be laminated one.
- 5) The size of the report would depend on the project undertaken. However it must be 300(approx) typed pages (single space) on A4 size Paper.
- 6) All the students are required to use the uniform font & format (except in heading & Sub-heading) throughout the text of the report text of the report.
- 7) The project report must accompany a certificate authenticating the originality of the work done in the prescribed format, as indicated below.

CERTIFICATE

This is to certify that the project work done on “ -----Title -----
----” submitted to Ishan Institute of Management and technology, Greater Noida by -----
------(Name of the Student)----- in partial fulfillment of the requirement for the
award of degree of PG Diploma in Business Management is a bonafide work carried out
by him/her under my supervision and guidance. This project report is the original one and
has not been submitted anywhere else for any other degree/diploma.

Date:

Seal/Stamp of the Guide

Name of the guide

Address:

Report Structure

1. Cover & Title Page
2. Certificate
3. Acknowledgement
4. Declaration-Prescribed format is given below
5. Table of contents (It should be same as mentioned in the synopsis approved)
6. Bibliography- Prescribed format is given below
7. Appendix/Annexure-Details regarding this is mentioned below

Note: If the student uses any table/graph/figure, then it is to be numbered and the source of information from which it is collected, is to be mentioned.

Prescribed format for declaration:

DECLARATION

The Final project on _____title _____under the guidance of _____(name of the guide)-----is the original work done by me . This is the property of the Institute & use of this report without prior permission of the Institute will be considered illegal & actionable.

Date:

Signature:
(Students Name)
Enr. No:

How to write bibliography?

Books:

- I. Author(s) e.g. if author name is Stephen Robbins, then it will be written as Robbins Stephen.
- II. Title, place of publication, Publisher, Date (year) of publication, Number of pages referred from “----to-----”.
- III. Magazines & Journals/ Newspaper
Author(s), Title of _____, Volume Number, Serial Number, Date of Issue, Page Number.

Internet:

Name of the website, Article name, name of the author, date of the site visited.

What goes into an Annexure

- Original table/data
- Industry report
- Information from Journals/Magazines/newspaper
- Any photographs displaying product features etc.
- Supplementary and secondary references

Typing Instruction

- I. Paper size A4
- II. Margins left =1.5 inches
- III. Right = 1 inches
- IV. Spacing within a sentence
Between words: 1 space, After a colon 2 spaces, After a semicolon: 2 spaces,
After a Comma : 1 space, After a full stop : 2 spaces .
- V. Times New Roman, 12 font size

Headings

- (i) Center head (font size 16, all in Capital, bold, without underlining)
- (ii) Center Subhead (font size 14, all capital, bold, without underlining)
- (iii) Side head (font size 12, lowercase, bold, without underlining)

The project report must contain:

- 1. Copy of approved title
- 2. Copy of approved synopsis
- 3. Certificate from the guide
- 4. Declaration

Note: All students are required to follow the above mentioned guidelines and are required to write the project report in their own language. Attaching downloaded information/materials in content and annexure is strictly prohibited.