

OJT INTERNSHIP PROJECT REPORT

On

"Title of the project"

at/for

"Name of the organization / company, Location"

By

"Name of the Student – Last name First Name"

(Only name, do not mention qualifications, and do not add Mr. / Ms.)

Under the guidance of

"Prof. *Last Name First Name*"

E.g. (Prof. XXXXX)

Submitted to

"Savitribai Phule Pune University"

In partial fulfillment of the requirement for the award of the degree of
Master of Business Administration (MBA)
2024-25

Through

**Suryadatta Education Foundation's
Suryadatta Institute of Management & Mass Communication (SIMMC)
Pune- 411021**

Institute Certificate. - original

Take the printout of the certificate template, write the details in clear legible handwriting and attach it at the time of binding the report

Advance Approval for On-The-Job-Training (OJT)

Organization / Company Certificate. - original

Declaration by student (signed).

I, [Insert Your Full Name Here], hereby declare that the ON-THE-JOB (OJT) titled “[Insert Project Title Here]” is my original work and has been conducted in accordance with the guidelines and regulations of Savitribai Phule Pune University (SPPU).

I confirm that:

1. The work presented in this project is my own, and any assistance received in preparing this research project has been acknowledged.
2. All sources of information, data, and literature used have been appropriately cited and referenced.
3. I have not engaged in any form of plagiarism, and I understand the consequences of academic misconduct.
4. The ON-THE-JOB (OJT) has not been submitted for any other degree or qualification at this university or any other institution.
5. I have followed the ethical guidelines and procedures laid out by the university and obtained all necessary approvals and consents for the work.
6. I understand that the university / institute reserves the right to review and scrutinize the project for authenticity and originality.

I hereby give my consent for this On-The-Job (OJT) report to be used for academic purposes, including publication and sharing within the academic community.

Signature: _____ [Student Signature Here]

Date: _____ [Insert Date Here]

Faculty Guide’s Approval:

I hereby certify that I have reviewed the On-The-Job (OJT) titled “[Insert Project Title Here]” and confirm that it meets the standards and requirements set forth by Savitribai Phule Pune University (SPPU).

Guide’s Name: _____

Guide’s Signature: _____

Date: _____

Acknowledgement by student (signed)

I would like to express my heartfelt gratitude to all those who contributed to the successful completion of this On-The-Job (OJT) conducted from January to April 2025, as part of the MBA program requirements.

First and foremost, I extend my sincere thanks to my faculty mentor, [Professor's Full Name], for his/her invaluable guidance, continuous support, and insightful feedback throughout the course of this project. His/ her encouragement and constructive suggestions played a vital role in shaping the direction and quality of my work.

I am deeply thankful to the respondents of this On-The-Job (OJT) for their cooperation and willingness to share their time, knowledge, and resources. Their support provided me with practical exposure and enriched my understanding of real-world business practices.

I also appreciate the support from the Director, CEO, faculty members and administration of **SIMMC**, who facilitated the smooth conduct of this project through their timely assistance and encouragement.

Lastly, I am grateful to my family and peers for their patience, motivation, and moral support throughout this journey.

This On-The-Job (OJT) has been an enriching learning experience, and I sincerely thank everyone who contributed in any way.

Student's Full Name
MBA Batch [2024-26 batch
SIMMC

List of Tables (Note that all tables must carry a number & title)

Table Number	Title	Page number

List of Figures / Charts etc. (Note that all Figures/ Charts must carry a number & title)

Figure Number	Title	Page number

Chart Number	Title	Page number

List of Abbreviations (if any).

1. xxxxxxxx
2. xxxxxxxx
3. xxxxxxxx

List of Statistical Tools Used if any

Index

(Page Numbering starts here)

Chapter No.	Title	Page number
	Executive Summary	
Chapter 1	Introduction	
1.1	Statement of the Problem	
1.2	Purpose /Objectives of the Project	
1.3	Theoretical Framework	
1.4	Significance of the Project	
1.5	Definition of Terms (optional)	
Chapter 2	Review of Literature	
2.1	Review the existing body of knowledge available on the problem or topic	
Chapter 3	Industry Profile and Company Profile	
3.1	Industry Profile	
3.2	Company profile (if company specific topic)	
Chapter 4	Research Methodology (Data Collection)	
4.1	Describes how the study was completed / conducted, including a specific description of subjects, procedures, equipment, materials, and other information pertinent to the study	
Chapter 5	Data Analysis and Findings	
5.1	Collecting relevant data from primary and secondary sources	
5.2	Analysing data using appropriate analytical tools and techniques	
Chapter 6	Conclusion	
Chapter 7	Recommendations and Suggestions	
7.1	Identifying key issues, opportunities, trends etc. based on data analysis	
7.2	Develop / propose feasible solutions or recommendations	
7.3	Reflect on the experience, lessons learned	
Chapter 8	Limitations of the study and scope for future research	
8.1	Limitations of the study	
8.2	Scope for future research / improvement	
	Bibliography / References	
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	Questionnaires / data collection instrument(s)	
	Observation Sheets	
	Field Maps	
	Exhibits	
	Geo Tagged Photos with Sample respondents	
	Any other relevant documents	

Executive Summary

Chapter 1- Introduction (about 4 - 6 pages)

Chapter 2- Literature Review (about 6 – 8 pages)

Chapter 3- Industry Profile & Organization (Company) Profile (about 10 – 12 pages)

Chapter 4- Research Methodology (about 10 pages) OR Tasks Carried out

Chapter 5- Data Analysis & Key findings (about 20 pages) Tasks Carried out

Chapter 6- Conclusions OR (not more than 2 pages)

Chapter 7- Recommendations & Suggestions (not more than 2 pages)

Contribution to the host organization

Chapter 8- Limitations of the study & Scope for further research OR
Limitations of the study & Scope for further work / tasks (about 2
pages)

ANNEXURES:

Bibliography (Mandatory) / References (Mandatory)

Daily Work-log

Corporate feedback photocopy

Questionnaires / data collection instrument(s) (Mandatory)

Observation Sheets if applicable

Exhibits

Field Maps

Customer Database(s), if any

Geo Tagged Photos with Sample respondents

Any other important evidence (Page numbering ends here)

OJT Progress card

This is to be just loosely inserted inside the report at the time of final copy submission. **Do not bind it**

Note: There is no stipulation about minimum or maximum number of pages of the report however if the FP is done seriously, a good quality report will surely be between 60-100 page.