SPPU Syllabus cum guidelines

Semester III

Semester III	303	On The Job Training (OJT)
8 Credits	LTP: 0:2:14	Subject Core Course – Specialization Specific

Course Outcomes: On successful completion of the course the learner will be able to

CO#	COGNITIVE ABILITIES	COURSE OUTCOMES
CO 303.1	REMEMBERING	IDENTIFY and DESCRIBE the fundamental aspects of the organization and industry where the OJT is conducted, including the company's profile, core business activities, and organizational structure.
CO 303.2	UNDERSTANDING	EXPLAIN the relevance and application of theoretical concepts learned in the classroom to real-world business practices observed during the OJT
CO 303.3	APPLYING	UTILIZE relevant theoretical knowledge and technical skills in real-world tasks and projects during the OJT in a professional setting
CO 303.4	ANALYSING	EXAMINE and break down the problems or tasks undertaken during the OJT, identifying the key issues, underlying causes, and possible solutions.
CO 303.5	EVALUATING	ASSESS the effectiveness of the strategies and solutions implemented during the OJT, from the standpoint of utility to the host organization, the feedback from the industry mentor.
CO 303.6	CREATING	DEVELOP a comprehensive OJT report and presentation that integrates the learning experiences, data collected, analysis, and outcomes of the project, demonstrating a clear connection between academic knowledge and practical application.

A] Preamble:

On Job Training (OJT) is an integral component of the MBA program that provides students with a unique opportunity to bridge the gap between theoretical knowledge gained in the classroom and practical application in a real-world environment. This training aims to equip students with both technical and non-technical skills that are essential for success in the industry.

Each student shall undertake an On-the-Job Training (OJT) at the end of Second Semester and complete the same before the commencement of the Third Semester.

B] Guidelines for the On-Job Training (OJT)

B - 1] Nature of the OJT:

- The On-the-Job Training (OJT) program shall be of 12 weeks (3 months).
- 8 weeks of training in the organization (industry / bank etc.) with 30 hours of work per week.
- 4 Weeks of pre and post training work including proposal making, analysis, report preparation and etc.
- OJT must be conducted outside the academic institution to expose students to real-world work environments.
- **OJT must be related to the intended specialization of the student.**
- OJT must be done individually. Group projects are not permitted.
- OJT may involve actual tasks relevant to the area of specialization of the student and as per the demands of the industry / organization where the student is carrying out the OJT.
- OJT should involve fieldwork / desk work in the organisation; **online OJT is not permitted**.
- Primary data collection is mandatory for Research based OJT.
- Research based OJT can be quantitative / qualitative in nature or even use mixed approaches.
- Research based OJT can involve surveys, interviews, case studies or observation studies.
- It is mandatory for the student to seek advance written approval from the faculty mentor and the Director of the Institute about the type of work and organization before commencing the OJT.

B-2] Permissible Partner Organizations:

Students have the flexibility to conduct the OJT with any of the following organizations:

1. Companies listed on either NSE or BSE in India /abroad
2. Unlisted subsidiaries of Listed Companies.

3. Government / Semi-Government Undertaking / PSU
4. Government Offices
5. Start Ups with an existence of 5 years or more and manpower more than 50.
6. Family managed businesses with an existence of 10 years or more and manpower more than 100.
7. Large Cooperative Societies / NGOs with an existence of 5 years or more operating in areas such as agriculture, food processing, health care, retail, banking, etc.

B-3] OJT mentors:
Each student shall be assigned two mentors a faculty mentor from the institution
an industry mentor from the host organization where the student understakes the OJT.

Industry Mentor Role: The industry mentor plays a crucial role in guiding the student during the internship. They ensure that the internee fulfils the requirements of the organization and successfully meets the demands of the assigned project. Through their expertise and experience, industry mentors provide valuable insights into real-world practices and industry expectations.
Faculty Mentor Role: The faculty mentor serves as the overall coordinator of the OJT program of the assigned / allotted students. They oversee the entire internship process and evaluate the quality of the OJT in a consistent manner across all the assigned students. The faculty mentor ensures that the OJT aligns with the MBA program's objectives and provides valuable learning opportunities. They also facilitate communication between the institution, industry mentor, and student to ensure a fruitful OJT experience.

B-4] Submission of documentation for OJT:

OJT Progress diary: Each student shall maintain an OJT Progress Diary detailing the work carried out and the progress achieved on a daily basis. Daily entry can be of 3- 4 sentences giving a very brief account of the learning/activities/ tasks / interaction taken place. The faculty mentor will be monitoring the entries in the diary regularly. The student shall submit the duly signed and stamped OJT Progress Diary along with the OJT Report. Soft copy diaries (with time stamp) are also permitted.

Formal Evaluation from the industry mentor: The students shall also seek a formal evaluation cum feedback of their OJT from the industry mentor. The formal evaluation cum feedback by the industry mentor shall comment on the nature and quantum of work undertaken by the student, the effectiveness and overall professionalism. The learning outcomes of the OJT and utility of the OJT to the host organization must be specifically highlighted in the formal evaluation cum feedback by the industry mentor. The OJT evaluation sheet duly signed and stamped by the industry mentor shall be included in the final OJT report.

OJT report: A student is expected to make a report based on the OJT he or she has done in an organization. The student shall submit TWO hard copies & soft copy of the OJT report to the institute. One hard copy of the OJT report is to be returned to the student by the Institute after the External Viva-Voce. In the interest of environmental considerations, students are encouraged to print their OJT reports on both faces of the paper. Spiral bound copies may be accepted.

B-5] OJT report should contain the following:
The OJT report should be well documented and supported by –

1. Institute’s Certificate
2. Certificate by the Company
3. Formal feedback from the company guide
4. Executive Summary
5. Organization profile
6. Outline of the problem/task undertaken
7. Research methodology & data analysis *(in case of research projects only)*
8. Relevant activity charts, tables, graphs, diagrams, pictures, screenshots, AV material, etc.
9. Learning of the student through the OJT
10. Consideration to factors such as environment, safety, ethics, cost, professional (national & international) standards
11. Contribution to the host organization
12. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.)

B-6] Interaction between mentors:
It is suggested that a meet-up involving the intern, industry mentor, and the faculty mentor should be done as a mid-term review to ensure the smooth conduct of the OJT. The meeting can preferably be online to save time and resources. The meeting ensures the synergy between all stakeholders of the OJT. A typical meeting can be of around 15 minutes where at the initial stage the intern briefs about the work and interaction goes for about 10 minutes. This can be followed by the interaction of the mentors in the absence of the intern. This ensures that issues between the intern and the organization, if any, are resolved amicably.

B-7] OJT workload for the faculty: Every student is provided with a faculty member as a mentor. So, a faculty mentor will have a few students under him/her. A faculty mentor is the overall in-charge of the OJT of the allocated students. He/she constantly monitors the progress of the OJT by regularly overseeing the diary, interacting with the industry mentor, and guiding on the report writing etc.

B-8] Evaluation Pattern:
Total Marks: 200
Formative Assessment: 100 Marks
Summative Assessment: 100 Marks

1] Formative Assessment Weightage (100 marks):

1. Executive Summary - 05 marks
2. Organization profile - 05 marks
3. Outline of the problem/task undertaken - 10 marks
4. Research methodology & data analysis (in case of research projects only) - 10 marks

   OR

   Relevant activity charts, tables, graphs, diagrams, pictures, screenshots, AV material, etc. - 10 marks
5. Learning of the student through the OJT - 10 marks
6. Consideration to factors such as environment, safety, ethics, cost, professional (national & international) standards - 10 marks
7. Contribution to the host organization - 10 marks
8. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.) - 10 marks
9. Formal feedback from the company guide - 05 marks
10. Regularity of interaction with the faculty mentor - 05 marks
11. Overall quality of the OJT report - 05 marks
12. Internal Viva-Voce - 15 marks

2] Summative Assessment Weightage (100 marks):

1. There shall be a panel of 2 examiners for the Final Viva-Voce
2. University shall nominate External Examiners
3. Director shall nominate Internal Examiners
4. Presentation by each student along with a spiral bound report is mandatory
5. Students will deliver a presentation of 15 minutes about their OJT project.

Weightages for summative assessment shall be as follows

a) Presentation – 20 marks
b) Viva-Voce – 30 marks
c) Report – 30 marks
d) Ability to connect with the theoretical & conceptual frame work – 20 marks

The Internal & the External viva-voce shall evaluate the candidate based on:

a) Adequacy of work undertaken by the student
b) Application of concepts learned in Sem I and II
c) Understanding of the organization and business environment
d) Analytical capabilities
e) Technical Writing & Documentation Skills
f) Outcome of the project – sense of purpose
g) Utility of the project to the organization
h) Variety and relevance of learning experience

Presentation could be through any of the enlisted formats (this is an indicative list and innovative formats if any beyond this list may be adopted) -

1. Traditional Slide Deck Presentation
2. Infographics
3. Video presentation
4. Paper presentation
5. Poster presentation
6. Webinar or online presentation
7. TED-style presentation
8. Storytelling Presentation etc.

Additional guidelines

- Daily work log cum attendance diary duly signed by the industry guide and later endorsed by the faculty guide is a MANDATORY. This should be included in the ANNEXURE of the report.
- Two black bond hard copies with golden embossing – Back to back printing is allowed
- The soft copy of the finalized report & scanned copy of the original company certificate to be sent to certificates@simmc.edu.in email ID immediately once the project is finally approved by the faculty guide

Timelines:

- Each student shall maintain a OJT Progress Diary detailing the work carried out and the progress achieved on a daily basis. The student shall submit the OJT Progress Diary along with the OJT Report.
- Each student must attach the INDUSTRY SUPERVISOR EVALUATION REPORT CUM FEEDBACK in the OJT report.
- Each student should fill STUDENT FEEDBACK OF INTERNSHIP immediately after completion of the internship to report your overall experience about the internship with the respective company. This will be a google form / ERP form.
- First draft presentation- *1st week of Sep 2025*. *Spiral* copy (both side printed TWO copies) of the draft report along with evaluation rubric (print B2B) to be submitted at the time of presentation.
- Second round of follow-up presentation- Oct 2025, 1st week
- Final internal presentation cum viva- Oct 2024, 4th week.
- *Nov 2025 1st week*: Final Black-bound copies to be presented to the internal guide, take guide's signature followed by Director's signature and submit the report to the designated person / dept. as announced during the FINAL INTERNAL VIVA

Guidelines for writing the OJT Report

PRELIMINARY PAGES:

- Title Page.
- Institute (SIMMC) Certificate. - original
- Project title / area approval letter by institute
- Organization / Company Certificate. - original
- INDUSTRY SUPERVISOR EVALUATION REPORT CUM FEEDBACK
- OJT Progress Diary / Daily work-log Sheet
- Declaration by student (signed).
- Acknowledgement by student (signed)
- List of Tables / Figures / Charts etc. (Note that all tables/ figures/charts must carry a number & title)
- List of Abbreviations (if any).
- List of Statistical Tools Used
- Index (with corresponding page numbers)

INDEX: (Page Numbering starts here)

	Research Based Project	**TASK based Project**
	Executive Summary (this does not have any chapter number)	
Chapter 1	Introduction	Introduction
Chapter 2	Literature Review	Literature Review
Chapter 3	Industry & Company Profile	Industry & Company Profile
Chapter 4	Research Methodology	Tasks Carried out
Chapter 5	Data Analysis & Key findings	Relevant activity charts, tables, graphs, diagrams, pictures, screenshots, AV material, etc Observations & learnings from the tasks carried out
Chapter 6	Conclusions	Conclusions
Chapter 7	Recommendations & Suggestions	Contribution to the host organization
Chapter 8	Limitations of the study & Scope for further research	Limitations of the study & Scope for further work / tasks

ANNEXURES:

1. Bibliography (Mandatory)
2. References (Mandatory)

3. Physical copy of Daily work log cum attendance diary duly signed by the industry guide and later endorsed by the faculty guide (Mandatory)
4. Questionnaires if any
5. Exhibits
6. Maps
7. Customer Database(s)
8. Detail Note on Statistical Tools Used if any
9. Any other important evidence (Page numbering ends here)

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

What is to be included under each chapter?

Pointers for the relevant chapters (as applicable, seek faculty guide's guidance)

Executive Summary (about 2 pages)

Executive Summary provides a bird's eye view of the entire project work/report. Its goal is to communicate important aspects of the project work in a simple manner so that the information can be understood by all readers, irrespective of their knowledge area or expertise. It helps reader to understand the broader context of the project work done and derive meaningful information from the same.
Writing an executive summary for a project report is essential as it provides a concise overview of your entire study. The executive summary is typically the first section of the report and serves as a snapshot of the main points. Here are some steps to help you write an effective executive summary:

1. Understand the Purpose: Recognize the purpose of the executive summary, which is to provide a brief summary of the research project for busy readers who may not have the time to go through the entire report. It should capture their attention and provide a clear understanding of the research project.
2. Start with a Strong Opening: Begin the executive summary with a strong opening statement that grabs the reader's attention. This can be a compelling statistic, an intriguing question, or a concise summary of the most significant finding or outcome of your research.
3. Summarize the Research Objectives: Provide a brief overview of the research objectives and the problem or research question you aimed to address. Clearly state the purpose of your study.
4. Describe the Methodology: Briefly explain the research methodology you used to collect and analyze data. Include key details such as the sample size, data collection techniques, and any specific tools or software used.
5. Present the Key Findings: Summarize the main findings and results of your research. Focus on the most important outcomes and their implications. Use clear and concise language, avoiding technical jargon or complex details.
6. Discuss the Significance: Highlight the significance and relevance of your research findings. Explain how they contribute to the field or address the research gap. Emphasize any novel insights or practical applications that arise from your research.
7. Address Limitations: Briefly mention the limitations of your study. Identify any potential biases or constraints that may have influenced the results. This demonstrates a balanced perspective and helps readers understand the scope and reliability of your findings.
8. Conclude with Impact and Recommendations: End the executive summary with a concise statement summarizing the overall impact and importance of your research project. Consider including recommendations for future actions or areas for further research based on your findings.
9. Edit and Revise: Review your executive summary for clarity, coherence, and brevity. Ensure that it effectively captures the essence of your research project and engages the reader. Remove any unnecessary details or repetition.
10. Remember that the executive summary should be a standalone document that can be understood independently from the rest of the report. It should be concise, typically ranging from 1 to 2 pages, and written in a clear and accessible style. Consider the audience and tailor the language and content accordingly.

By following these steps, you can create a compelling and informative executive summary that effectively communicates the key aspects of your research project.

Introduction (about 4 - 6 pages)

The introduction chapter in a research project report sets the stage for the study and provides the necessary background information to help readers understand the context, purpose, and significance of the research. It typically appears at the beginning of the report and serves as the foundation for the entire study. This chapter clearly sets objectives, which one intends to achieve by the end of the study.

This chapter explains

1) Background & Present Scenario: Provide an overview of the general topic area and its significance in the broader field of study. Discuss the existing knowledge, theories, or research gaps related to the topic. This section helps establish the context for your research.
2) Need for study: Clearly state the specific problem or research question that your study aims to address. Explain why this problem is important and how it relates to the broader field of study. State the specific objectives or goals of your research project.
3) Scope and Limitations: Define the scope of your research project by specifying the boundaries, delimitations, and assumptions that guide your study. Discuss any limitations or constraints that may affect the interpretation or generalizability of your findings.
4) Theoretical Framework or Conceptual Framework: If applicable, introduce the theoretical or conceptual framework that underpins your research. Explain the key concepts, theories, or models that inform your study and provide a framework for analysis and interpretation.
5) Research Methodology: Describe the research design, methods, and procedures used in your study. Explain the data collection methods, sample size, sampling techniques, and any specific tools or instruments employed. Justify the chosen methodology and explain how it aligns with your research objectives.
6) Significance of the Study: Clearly articulate the importance and potential contributions of your research. Explain how your study fills a gap in the existing knowledge or addresses a specific research problem. Discuss the potential impact and applications of your findings.
7) Organization of the Report: Briefly outline the structure and organization of the research project report. Provide an overview of the main sections or chapters and explain how they contribute to addressing the research problem and objectives.

The introduction chapter should be written in a clear and engaging manner to capture the reader's attention and motivate them to continue reading the report. It should provide a clear rationale for the research, outline the objectives, and establish the research's significance in the field.

Literature Review (about 6 – 8 pages)

A literature review is a critical and comprehensive analysis of existing research and scholarly literature on a specific topic. It involves systematically examining, summarizing, and evaluating the findings, theories, and methodologies presented in relevant published works. The purpose of a literature review is to provide a comprehensive overview of the current state of knowledge on a particular subject, identify gaps or controversies in the existing literature, and justify the need for further research.

Here are the key elements typically included in a literature review:

1. Research Question or Objective: Clearly state the research question or objective that the literature review aims to address. This helps to focus the review and provide a clear purpose.
2. Search Strategy: Explain the methods used to identify and select the literature included in the review. This may involve conducting searches in academic databases, consulting reference lists of relevant articles, or seeking input from experts in the field.
3. Selection Criteria: Define the criteria used to select the literature for inclusion in the review. These criteria may include the relevance of the study to the research question, the publication date, the quality of the research, and the research design employed.
4. Summary of Key Findings: Summarize the main findings and key arguments presented in the selected literature. Identify common themes, trends, or controversies that emerge from the literature.
5. Evaluation of Methodology and Quality: Assess the methodological approaches and quality of the studies included in the review. Evaluate the strengths and limitations of the research methods used, the validity and reliability of the findings, and any potential biases or limitations.
6. Identification of Gaps and Controversies: Identify gaps or limitations in the existing literature and areas where further research is needed. Highlight any contradictions or controversies in the findings and theories presented.
7. Synthesis and Integration: Synthesize the findings from the reviewed literature to develop a coherent and comprehensive understanding of the topic. Identify patterns, theories, or frameworks that emerge from the literature and provide a synthesis of the current state of knowledge.
8. Implications and Future Directions: Discuss the implications of the reviewed literature for theory, practice, or policy. Identify potential avenues for future research and suggest how your own study will contribute to addressing the gaps or controversies identified.

A well-conducted literature review demonstrates a thorough understanding of the existing literature and provides a solid foundation for the research project. It helps to situate the study within the context of previous research, establishes the need for the current study, and guides the formulation of research questions and hypotheses.

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

Industry Profile: Brief overview of industry to which the company belongs. The overview to include aspects (indicative) such as –

1) Definition of the Industry
2) Industry evolution (globally) during last 5 / 10 / 20 years,
3) Industry evolution in domestic market in last 5 years,
4) Key players in the industry & their market shares (wherever possible),
5) Current demand drivers, demand scenario,
6) Current supply scenario,
7) Government rules / regulations (specific) pertaining to industry if any & its impact, projected industry growth,
8) Classification of the players – leader, challenger, follower,
9) Competitive position of OJT company within the industry in terms of market share / sales / product portfolio / clients etc., customer’s / customer segments catered by industry,

Note: 3 to 5 years of financial data, Market share data, Employee Data, Technology trends, etc. should be tabulated and / or graphically portrayed wherever possible.

Company Profile: Brief overview of the OJT Company. The overview to include aspects (indicative) such as

1) Company background – history, group, year of inception, Headquarter
2) Company promoters, Chairman / MD / CMD, CEO, Key collaborations, Vision, Mission, Values, Quality Policy, Awards, Certifications, etc.
3) Geographical presence across globe / India
4) Product portfolio across globe & India
5) Capacities / headcount / outlets
6) Closest competitors
7) Key customers
8) Latest financials with past trend (Don’t paste P&L or Balance Sheet statements rather use charts to highlight key financials only)
9) Company CSR activities / initiatives / tie ups, etc.,

10) Company listings on stock exchanges (Don't paste scrip movement charts unless one specifically want to highlight / infer something from the chart),
11) Organization chart if available (clearly highlighting position of the department one worked for within the organization).
12) Recent news about the company

Research Methodology (about 10 pages)

This chapter explains –

1) Management Problem
2) Research Problem
3) Research Objectives
4) Hypothesis
5) Scope of the study
6) Research framework/ design
7) Data Requirements
8) Sources of Secondary data used for the study& a summary of the same
9) Primary data requirements and justification
10) Sampling Design
11) Population Definition
12) Sample size calculation & justification
13) Sampling technique used& justification
14) Choice of Tools of data collection instrument (surveys, questionnaire, interviews etc.),
15) Development & testing of the data collection instrument
16) Statistical tools used for' analysis of data

For better understanding, the table links the various stages in the research process to the above points:

	Stages in the research process	Typical Questions
1	Formulation of the problem	What is the purpose of the study: solve a problem or identify an opportunity?
		Is additional background information necessary?
		What information is needed to make the decision?

		How will the information be used?
		Should research be conducted?
2	Determine the research design	How much is already known?
		Can a hypothesis be formulated?
		What types of questions need to be answered?
		What type of study will best address the research questions?
3	Determine the data collection method and form	Can existing data be used to advantage?
		What is to be measured and how?
		What is the source of the data?
		Are there any cultural factors that need to be taken in to account in designing the data collection method?
		Are there any legal restrictions on the collection methods? What are they?
		Can objective answers be obtained by asking people?
		How should people be questioned?
		Should the questionnaires be administered in person, over phone, through mail, on the internet?
		Should electronic or mechanical means be used for the observations?
		What specific Behavior should the observer record?
		Should rating / ranking scales be used in the questionnaires?
4	Design the sample & collect the data	What is the target population?
		Is a list of population element available?
		Is a sample necessary?
		Is a probability sample desirable?
		How large should the sample be?
		How should the sample be `selected?
		Who will gather the data?
		How long will the data gathering take?

		How much supervision is needed?
		What operational procedures will be followed?
		What methods will be used to ensure the quality of the data collected?
5	Analyze and interpret the data	Who will handle the data?
		How will the data be coded?
		How will the data be analyzed? Descriptive statistics or inferential statistics?
		What analysis technique will be used?
6	Prepare the research report	Who will read the research report?
		What is their technical level of sophistication?
		Are managerial recommendations called for?
		What will the format of the report be?
		How will the report be presented?

For research based project: Data Analysis & Findings (about 20 pages)

Findings through data analysis must be related to the objective/s of the study. One can use SPSSS, MS Excel or simple mathematical formulae or statistical tools to analyze the data under study.

Data analysis (for research based projects involving primary data)

Each question needs to be analyzed. Map each question with the relevant objective/s (justify logic behind asking the question – i.e. how responses to individual question has contributed to the objective/s of the study.) Carry out analysis for the hypothesis statements (if any). Record / document descriptive statistics, results of statistical tests used (if any). Suggested format is as follows.

1) Question
2) Related objective/s
3) Descriptive statistics – Table (percentages, frequency table, Mean, Mode, SD etc.) A separate number should be given to each table. The same is to be updated in the index of tables.
4) A graphical/pictorial representation of the data (Appropriate representation of the data. A separate number should be given to each figure. The same is to be updated in the index of figures)
5) A brief statement on the observations drawn from the data. (2-3 lines).

6) A brief statement on the interpretations obtained from the observations (2-3 lines).

Expected:
a) Frequency tables
b) Charts/ graphs, histograms
c) Crosstabs
d) Case Summary
e) Descriptive statistics
f) Chi-square test
g) Correlation analysis

Desired:
a) T test
b) ANOVA
c) Regression analysis
d) Reliability analysis

After analyzing each question through format suggested (above), one can state hypotheses testing outcomes (if any) by stating

1) Hypothesis
2) Method of analysis
3) Supporting / significance values
4) Result of the hypothesis (Supported / Rejected)

Extensive Use of MS Excel &/or SPSS is expected.

For task based projects: Relevant activity charts, tables, graphs, diagrams, pictures, screenshots, AV material, etc , Key findings / observations & learnings from the tasks carried out (about 20 pages)

Data analysis (for non-research based projects involving primary data)

Process mapping, relevant processes, what-if analysis, root cause analysis, activity charts, flow charts, tables, graphs, diagrams etc.

1) Each objective of the project should be supported by observations on the relevant processes, procedures or guidelines. It should have in-depth inferences.
2) Flow charts or models need to be depicted pictorially. (A separate number should be given to each figure. The same is to be updated in the index of figures)
3) This should be original work and not picked up from secondary data or earlier published literature.
4) If applicable, a trend analysis and a trend graph can be added.

5) The analyses should be worded crisply. It should be in point format.
6) A brief statement on the observations drawn from the procedures, processes etc. (2-3 lines)
7) A brief statement on the interpretations obtained from the observations (2-3 lines).

Note: The observations and findings must be based on data analysis and related to the project under study. One should not include any personal opinions or feelings which are not supported by data.

Conclusions OR (about 2 pages)

List your precise conclusions w.r.t. the Management Problem.

Writing a conclusion for a research project report is an important step as it summarizes the key findings and implications of your study. Here are some steps to help you write an effective conclusion for your research project report:

1. Restate the Research Objectives: Begin your conclusion by restating the main objectives of your research project. This helps to remind the readers of the purpose and focus of your study.
2. Summarize Key Findings: Provide a concise summary of the key findings and results obtained from your research. Highlight the most important findings and their significance in relation to your research objectives.
3. Discuss Implications and Significance: Discuss the implications and significance of your research findings. Explain how your study contributes to the existing body of knowledge in your field and how it addresses the research gap identified earlier. Highlight any practical applications or recommendations that arise from your findings.
4. Address Limitations: Acknowledge the limitations of your study. Every research project has limitations, such as sample size, data collection methods, or potential bias. Discuss these limitations in a transparent manner, and explain how they might have affected the results.
5. Suggest Future Research: Identify potential areas for further research based on the findings and limitations of your current study. This demonstrates that your research project is part of a larger ongoing academic discourse and can provide valuable guidance to future researchers.
6. Conclusion Statement: End your conclusion with a strong and concise statement that summarizes the overall impact and significance of your research project. Emphasize the main contributions and the value of your work.
7. Remember to keep your conclusion brief and focused. Avoid introducing new information or ideas in the conclusion that have not been discussed in the body of your report. The conclusion should provide a sense of closure and leave the readers with a clear understanding of the importance and implications of your research.

Additionally, it is always beneficial to review other research project reports in your field to get a sense of how conclusions are typically written and structured.

Recommendations & Suggestions / Key contributions to the host organization (about 2 pages)

Outline your project's contribution to the host organization – through constructive recommendations and suggestions. i.e. How did your project help the organization to improve some aspect of its functioning?

a) Generating leads, creating a client database, client acquisition, market research, creative work (web page design, content development), online marketing, innovative marketing tactics/ communication strategies, relationship management, etc.
b) Reduction in inventory cost, working capital management, ratio analysis, operating expenses analysis, etc.
c) Process time reduction, reduction in defects, reduction in non-value added activities/ waste, process improvement initiatives, developing SOPs, etc.
d) Process documentation, manuals and format development, legal compliances matrix, analysis of various surveys, etc.

E.g. ask yourself

- Did my project help the organization by developing new systems / processes?
- Did my project help the organization by adding new clients?
- Did my project help the organization by reorganizing / reconfiguring existing systems / processes?
- Did my project help the organization by developing new forms, formats, manuals?
- Did my project help the organization by cutting costs?
- Did my project help the organization by identifying new problem areas and possible solutions? Etc.

Also list your learning through the project from various perspectives such as:

1) business perspective
2) managerial perspective
3) personal grooming perspective
4) challenges faced and how you addressed them

For e.g.

Soft skills learned / improved:

a) Communication skills
b) Presentation skills
c) Exposure to professional etiquettes
d) Behavioral skills
e) Team work

f) To cope up with work pressure
g) Meeting the deadlines

General management and domain related learning-
a) Planning
b) Organizing
c) Application orientation
d) Conceptual clarity
e) New concepts and jargons learned

Limitations of the study & Scope for further research (about 2 pages)

List down the limitations of the study w.r.t. the scope and the methods.

Also identify at least 3 to 5 areas for future study / research.

Annexure/s

1. Bibliography
2. References
3. Questionnaires if applicable
4. Exhibits
5. Maps
6. Detail Note on Statistical Tools Used
7. Etc. (Page numbering ends here)

Guidelines for Referencing

Journal article		
Author	In-text referencing	Model to follow in a reference list
One author	According to Shariff (2011), …	Shariff, J. F. (2011). Navigating assisted death and end-of-life care. CMAJ, 183(6), 643–644
3 – 4 authors	List all the authors in the signal phrase or in parentheses the first time you cite the source. Use	In subsequent citations, only use the first author's last name

	the word "and" between the authors' names within the text and use the ampersand in the parentheses. E.g. (Kernis, Cornell, Sun, Berry, & Harlow, 1993)	followed by "et al." in the signal phrase or in parentheses. (Kernis et al., 1993)

Books		
One author	Russell-Bowie (2005, p. 14) found that "…." OR … as suggested in the literature (Russell Bowie, 2005)	Russell-Bowie, D. (2005). MMADD about the arts! An introduction to primary arts education. South Melbourne, Vic: Pearson Education Australia.
Two authors	A recent study (Wyn& White, 2008) predicted that … OR Wyn and White (2008, p. 17) pointed out that"… ." Note: Use an (&) within the parentheses, but use the word "and" in your sentence	Wyn, J., & White, R. (2008). Youth and society (2nd ed.). Sydney, NSW: Oxford University Press.
Three to five authors Note: First reference uses all the authors' surnames and then only the first author's surname followed by et al. is used for subsequent references	A recent study (Carmona, Heath, Oc, &Tiesdell, 2003) highlighted that … OR Carmona, Heath, Oc, and Tiesdell (2003, p.28) stated that "… ." Subsequent references: (Carmona et al., 2003, p. 33) or Carmona et al. (2003)	Carmona, M., Heath, T., Oc, T., &Tiesdell, S. (2003). Public spaces—urban spaces: The dimensions of urban design. Oxford, UK: Architectural Press.

EBook on web

Electronic version of a print book (e.g., Kindle or Google books)	Gesser (2001) points out … Judaism, Christianity and Islam share many … (Peters, 2003). According to Ochs (2004, p. 55) …	Gesser, H. D. (2001). Applied chemistry: A textbook for engineers and technologists [Kindle Edition]. Retrieved from http://www.amazon.com

Electronic Sources		
Document on the World Wide Web	Lamp (2007) noted that …	Lamp, J. (2007). Citation styles for electronic media. Retrieved from http://lamp.infosys.deakin.edu.au/index.php?page=cite

Newspaper		
Newspaper article with an author	Barker (2009) reported that …	Barker, I. (2009, February 23). What does the student association do for you? Business Standard p. 16

#Table Numbers:

Every table should be given a number (Arabic numeral) and should be cited in the text by that number, either directly, e.g., 'as seen in Table 4.1,' or parenthetically, e.g. '(see Table 4.1).' Tables should be referred to only by their serial numbers; expressions such as 'in the table below' and 'in the table above' must be avoided. Tables are numbered in the order in which they are to appear in the text.

Since tables are likely to appear in more than one chapter, tables can be assigned numbers as follows: chapter number followed by a point followed by the table number, e.g., Table 4.1 refers to the first table in chapter 4.1. Table should always follow a reference to it in the text. Table number (typed in Arabic numerals) and the title of the table (initial capital and no period at the end) must be place on a line above the table. Tables may have footnotes.

Table No	**Table Title**	**Page no**
2.1	xxxxxxxxxxxxxxx	
2.2	xxxxxxxxxxxxxxx	
3.1	xxxxxxxxxxxxxxx	

5.1	xxxxxxxxxxxxxxx	
5.2	xxxxxxxxxxxxxxx	
5.3	xxxxxxxxxxxxxxx	

Explanation:

2.1 means CHAPTER 2, 1st table of the chapter 2

2.2 means CHAPTER 2, 2nd table of the chapter 2

5.3 means CHAPTER 5, 3rd table of the chapter 5

#Figures:

A figure is any type of illustration other than a table (chart, graph, photograph, or drawing). Use figures to complement information in text or to simplify text. Number figures in the order they are first mentioned in text. Do not write "the figure above" or "the figure below." Figures should be large enough to read easily (between 8 point and 14-point font with sans serif typeface) and convey only essential information. The preferred typeface in figures is 12-pt Courier. Ensure that figures are simple, clear and consistent in presentation and vocabulary. Ensure data are plotted accurately and the grid scale is proportioned. Place labels close to the identified item. Axis labels on graphs should be parallel to their axes. Captions include the figure title and a brief, but descriptive, explanation of the figure. Double-space the caption and place it below the figure. The figure legend should be positioned within the borders of the figure.

Fig No	Figure Title	Page no
2.1	xxxxxxxxxxxxxxx	
2.2	xxxxxxxxxxxxxxx	
3.1	xxxxxxxxxxxxxxx	
5.1	xxxxxxxxxxxxxxx	
5.2	xxxxxxxxxxxxxxx	
5.3	xxxxxxxxxxxxxxx	

Explanation:

2.1 means CHAPTER 2, 1st Fig of the chapter 2

2.2 means CHAPTER 2, 2nd Fig of the chapter 2

5.3 means CHAPTER 5, 3rd Fig of the chapter 5

Annexures

The annexure, also known as the appendix or supplementary material, is a section in a research report where you can include additional information that supports or complements your main research findings. It typically contains non-essential or supplemental material that is not included in the main body of the report but is still relevant and useful for readers who want to delve deeper into your research. The content of the annexure may vary depending on the nature of your research, but here are some common elements that are often included:

1. **References (Mandatory)**
2. **Maps**
3. **Raw data:** If your research involves collecting data, you may include the raw data sets or transcripts of interviews, surveys, experiments, or observations in the annexure. This allows readers to see the complete data and conduct their own analysis if desired.
4. **Survey/questionnaire forms:** If you conducted surveys or questionnaires, you can include the actual forms used in the annexure. This provides transparency and allows readers to understand the specific questions asked and the response options provided.
5. **Detailed methodology:** While you may have described your research methodology in the main body of the report, you can provide more extensive details, such as specific protocols, instruments, or techniques used, in the annexure. This helps readers who are interested in replicating or validating your research methods.
6. **Additional tables and figures:** If you have more tables, graphs, charts, or figures beyond those included in the main report, you can include them in the annexure. These visuals can provide further clarification, details, or supporting evidence.
7. **Supporting documents:** Any additional documents that support your research can be included in the annexure. This may include permits, consent forms, ethics approval letters, interview guides, coding schemes, or any other relevant documents that are not essential for the main report but can provide further context or evidence.
8. **Extended literature reviews:** If your main report includes a summarized literature review, you can include an extended version in the annexure. This allows readers to explore the background and theoretical underpinnings of your research in more detail.
9. **Supplementary analysis:** If you conducted extensive data analysis and have additional findings or alternative interpretations that are not included in the main report, you can present them in the annexure. This gives readers a more comprehensive view of your analysis and supports the robustness of your research.

Remember that the annexure should only include information that is relevant and supportive of your main research report. It should not contain redundant or irrelevant material. Each item included in the annexure should be clearly labeled and referenced in the main report, so readers can easily navigate and understand the connections between the main text and the supplementary material.

GUIDELINES REGARDING THE PROJECT REPORT PREPARATION

a) ***Number of Copies:*** The final report in 2 copies is to be submitted to the library. Only on acceptance of draft project report, the student should make the final copies. One certified copy will be returned to the student.

b) ***Acceptance Rejection of Project Report:*** The Institute holds the right to accept the project or suggest modifications for resubmission.

c) ***Format of the project report:*** The students must adhere strictly to the format for the submission of the project report.

d**)** ***Paper:*** The Report shall be typed on white regular paper, A-4 size for the final submission. One copy must be original (along with all original certificates) and subsequent copies may be photocopies on any paper.

e) ***Typing:*** The typing shall be of Times New Roman, font size 12, 1.5" spaced and on one side of the paper only, using black colour only.

f) ***Margins:*** The top, right & bottom margins must be 1" with the left margin being 1.5"

g) ***Binding:*** Resin bound in black with golden embossing.

h) ***Front cover:*** The front cover should contain the following details:

Top: The title in block capital of 6 mm to 15 mm letters.

Center: Full name of the student in block capitals of 6 mm to 10 mm letters.

Bottom: Name of the University, Institute, year of submission all in block capitals of 6 mm to 10 mm letters on separate lines with proper spacing and centering.

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ON THE JOB TRAINING (OJT) GUIDELINES

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

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