MANUAL FOR PREPARATION OF SUMMER TRAINING PROJECT REPORT
MANUAL FOR PREPARATION OF SUMMER TRAINING PROJECT
REPORT DISSERTATION

(Prescribed Format and Specification)

1. GENERAL:

The manual is intended to provide broad guidelines to the PGDM students in the preparation of the project report or dissertation. In general, the report should carry, in an organized and scholarly fashion, an account of original project work of the PGDM students, leading to the development of new projects and demonstrating quality work. The project should make a definite contribution to the advancement of knowledge and the student’s ability to undertake sustained project work and present the developments in an appropriate manner with actual accomplishments of the work plainly stated and honestly appraised.

2. NUMBER OF COPIES TO BE SUBMITTED FOR EVALUATION:

PGDM Project: Two copies are to be submitted to the Institute. (One for reference and one for AICTE.)

3. SIZE OF PROJECT REPORT:

The size of project report should not exceed 200 pages of typed matter reckoned from the first page of Chapter 1 to the last page of the Appendix.

4. ARRANGEMENT OF CONTENTS OF PROJECT REPORT:

The sequence in which the thesis material should be arranged and bound should be as follows:
1. Cover Page & Title Page
2. Company/Project Guide Certificate
3. Bonafide Certificate
4. Certificate of/from Internal Guide
5. Acknowledgement
6. Abstract / Summary
7. Table of Contents
8. List of Tables
9. List of Figures/Screen Shots
10. List of Symbols, Abbreviations and Nomenclature
11. Introduction – 3C’s Analysis, Objectives & limitations
12. Project Feasibility Study ( can be included under objective of the study)
   1. General
   2. Technical Feasibility
   3. Economical Feasibility
   4. Operational Feasibility
   5. Other Feasibility Dimensions
13. Review of Literature
14. Research Design ( Methodology / Sample Size / Tools)
15. Questionnaire ( If any)
16. Data analysis
17. Findings and suggestions
18. Conclusions
19. Recommendations
20. Bibliography
21. Annexures
22. References
23. Glossary
24. Soft Copy of Complete Project in CD

The Tables and figures shall be introduced at the appropriate places.

5. PAGE DIMENSIONS AND MARGIN:

The dimensions of the final bound 2 copies report should be 290mm x 205mm. Standard A4 size (297mm x 210mm) paper may be used for preparing the copies.

The project report (at the time of final submission) should have the following page margins:

Top edge : 30 to 35 mm
Bottom edge: 25 to 30mm
Left side  : 30 to 35mm
Right side : 20 to 25 mm

The project report, table and figures should be prepared on good quality white paper preferably no lower than 80gsm. Tables and figures should confirm to the margin specifications. Large size figures should be photographically or otherwise reduced to the appropriate size before insertion.

6. MANUSCRIPT PREPARATION:

The student shall supply a soft copy of the manuscript to the guide for the purpose of evaluation & approval. In the preparation of the manuscript, care should be taken to ensure that all textual matter is typewritten to the extent possible in the same format as may be required for the final report.

Hence some of the information required for the final typing of the report is also included in this section.

The headings of all items 2 to 24 listed in section 4 should be typed in capital letter without punctuation and centered 50mm below the top of the page. The text should commence 4 spaces below this heading. The page numbering for all items 1 to 10 should be done using lower case Roman numerals and the pages thereafter should be numbered using Arabic numerals.

6.1 Cover Page & Title Page : A specimen copy of the Cover page & Title page for thesis are given in Annexure I.

6.2 Bonafide Certificate : The Bonafide Certificate shall be issued by the Head of the Institution. It should be in double line spacing using Font Style Times New Roman Font Size 14, as per the format shown in Annexure II.

6.3 Certificate from Internal Guide :
The certificate shall carry the internal guide signature and shall be followed by the his/her name, academic designation (not any other responsibilities of administrative nature), department and full address of the institution where the Project Guide has guided the student. The term ‘Project Guide’ must be typed in capital letters between the Guide’s name and academic designation.

6.4 Abstract or Summary: Abstract should be a brief narration not exceeding four pages outlining the project undertaken, obstacles, the methodology used, summary of the findings.

6.5 Acknowledgement: The acknowledgement should not exceed one page when typed in double spacing. It will carry student’s signature at the bottom end above his / her name typed in capitals.

6.6 Table of contents: The table of contents should list all material following it as well as any material which precedes it. The title page, Bonafide Certificate and Acknowledgement will not find a place among the items listed in the Table of Contents but the page numbers in lower case Roman letters are to be accounted for them. One and a half spacing should be adopted for typing the matter. A specimen copy of the Table of Contents for project report is given in Annexure III.

6.7 List of Table: The list should use exactly the same captions and spacing as they appear above the tables in the text.

6.8 List of Figures: The list should use exactly the same captions and spacing as they appear above the tables in the text.

6.9 List of Symbols, abbreviations and Nomenclature: Standard symbols, abbreviations etc. should be used. This list will have all the abbreviations, symbols and nomenclature used by the students and also those used by the company in the information provided by them. The list should use exactly the same captions and spacing as they appear above the tables in the text.

7.0 Chapters:

The main text will be divided into several chapters and each chapter may be further divided into several divisions and sub-divisions.

- Each chapter should be given an appropriate title.
- Tables and figures in a chapter should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.
- Footnotes should be used sparingly. They should be typed single space and placed directly underneath in the very same page, which refers to the material they annotate.

7.10 Annexures: Annexure are provided to give supplementary information, which if included in the main text may serve as a distraction and could the central theme under discussion.
- Annexure should be numbered using roman numerals, e.g. Annexure - I, Annexure - II, etc.

- Annexure shall carry the title of the work reported and the same title shall be made in the contents page also.

7.11 **List of Reference**- Any work of other project, if used either directly or indirectly, the origin of the material thus referred to at appropriate places in the project report should be indicated. A paper, a monograph or a book may be designated by the name of the first author followed by the year of publication, placed inside brackets at the appropriate places in the report should be indicated. A paper, a monograph or a book may be inside brackets at the appropriate place of reference. The citation may assume any one of the following forms. Websites must be supplemented with proper links.

**Examples of citation**

(i) An improved algorithm has been adopted in literature (Tsychiya 1980)

(ii) Jankins and Walts (1968) have dealt at length this principle.

(iii) The problem of mechanical manipulators has been studied by Shin et al (1984) and certain limitations of the method used, had been pointed out by Shin et al (1984 a).


The listing should be typed 4 spaces below the heading “REFERENCES” in alphabetical order in single spacing left-justified. The reference material should be listed in the alphabetical order of the author. The name of the authors/authors should be immediately followed by the year and other details. A typical illustrative list given relates to the citation examples quoted above.

**REFERENCES**


7.12 **Tables and figures**- By the word Table, is meant tabulated numerical/text data in the body of the project report as well as in the annexure. All other non-verbal material used in the body of the Project report and annexure such as charts, graphs, maps, photographs and diagrams may be designated as figures.
A table or figure including caption should be accommodated within the prescribed margin limits and appear on the page following the page where ever first references is made.

Table and figures on half or less in length may appear on the same page along with the text. However, they should be separated from the text both above and below by triple spacing.

All tables and figures should be prepared on the same paper or material used for the preparation of the rest of the spacing.

Two or more small tables or figures may be grouped if necessary in a single page.

Wherever possible, the entire photographs(s) may be reproduced on a full sheet of photographic paper.

Photographs if any should be included in the colour Xerox / colour printout form only. More than one photograph can be included in a page.

7. TYPING INSTRUCTIONS

7.1 General

This section includes additional information for final typing of the project report. Some information given earlier under ‘Manuscript preparation shall also be referred.

The impression on the typed/ duplicated/ printed copies should be black in colour.

Corrections, may be interrelations and crossing out of letters or words will not be permitted in any of the copies of the project report intended for submission. Use of erasers, white fluid should be avoided.

A sub-heading at the bottom of a page must have at least two full lines below it or else it should be carried over to the next page.

The last word of any page should not be split using a hyphen.

One and a half spacing should be used for typing the general text. The general text shall be typed in font Style Times New Roman and Font Size 12.

Single spacing should be used for typing:

(i) Long Tables
(ii) Long quotations
(iii) Foot notes
(iv) Multiline captions
(v) References

All quotations exceeding one line should be typed in an indented space- the indentation being 15mm from either margin.
7.2 Chapters

The format for typing Chapter headings, Division headings, and sub-division headings are explained through the following illustrative examples.

Chapter headings : CHAPTER 1
INTRODUCTION

Division heading : 1.1 SYSTEM STUDY

Sub-division heading : 1.1.2 Existing System along with limitation/deficiencies.

The word CHAPTER without punctuation should be centered 50mm down from the top of the page. Two spaces below, the title of the chapter should be typed centrally in capital letters. The text should commence 4 spaces below this title, the first letter of the text starting 20mm, inside from the left hand margin.

The division and sub-division captions along with their numberings should be left-justified. The typed material directly below division or sub-division headings should commence 2 spaces below it and should be offset 20mm from the left hand margin. Within a division or sub-division paragraphs are permitted. Even paragraph should commence 3 space below the last line of the preceding paragraph, the first letter in the paragraph being offset from the left hand margin by 20mm.

8. NUMBERING INSTRUCTIONS

8.1 Page Numbering

All pages numbers (whether it be in Roman or Arabic numbers) should be typed without punctuation on the upper right hand corner 20mm from top with the last digit in line with the right hand margin like – Page 1 of 200. The preliminary pages of the project report (such as Title page, Acknowledgement, Table of Contents etc.) should be numbered in lower case Roman numerals. The title page will be numbered as (i) but this should not be typed. The page immediately following the title page shall be numbered (ii) and it should appear at the top right hand corner as already specified. Pages of main text, starting with Chapter 1 should be consecutively numbered using Arabic numerals.

8.2 Numbering of Chapters, Division and Sub-divisions.

The numbering of Chapters, division and sub-divisions should be done using Arabic numerals only and further decimal notation should be used for numbering the divisions and sub-divisions within a chapter. For examples sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4. The caption for the sub-division should immediately follow the number assigned to it.

Every chapter including the first chapter should be serially numbered using Arabic numerals. Appendices included should also be numbered in an identical manner starting with Appendix - 1.
8.3 Numbering of Tables and figures

Tables and figures appearing anywhere in the project report should, bear appropriate numbers. The rule for assigning such numbers is illustrated through an examples. Thus, if a figure in Chapter 3, happens to be the fourth then assign 3.4 to that figure. Identical rules apply for tables except that the word figure is replaced by the word Table. If figures (or tables) appear in appendices then figure 3 in Appendix 2 will be designated as figure A 2.3. If a table to be continued into the next page this may be done, but on line should be drawn underneath an unfinished table. The top line of table continued into the next page should, for example read Table 2.1 (continued) placed centrally and underlined.

9. BINDING SPECIFICATIONS

- Project reports submitted for approval (1 copies) should be spiral bound. The cover should be printed in block letters and the text for printing should be identical to what has been prescribed for the title page.

- The Project reports submitted for final submission (2 Copies) of PGDM should be reduced to A4 size with printing on both sides with hard bound (Book Bound) binding with golden embossing / screen printing and submitted before the viva-voce examination duly certified by the supervisor that all the corrections suggested by the examiners have been carried out with signature.

10. SOFT COPY OF THE PROJECT:

Project report submitted for final submission should have a paper pocket properly pasted on the back of the cover of the project report with a soft copy of the complete final project report.

11. USE OF COMPANY LOGO/TRADEMARKS:

Use of company logo or trademark is strictly prohibited without prior permission of the company. In case it is inevitable to use the trademarks, all trademarks should be properly indicated with their respective trademark holders.
ANNEXURE -I

Summer Training Project Report

Title of Project, Title of Project, Title of Project,
Title of Project, Title of Project, Title of Project,

Undertaken At
COMPANY NAME

Submitted for partial fulfillment of award of
Post Graduate Diploma in Management

By
STUDENT
(name)
Enrollment No. :

Name of Guide
SUPERVISOR

TRINITY COLLEGE FOR MANAGEMENT & TECHNOLOGY
GHAZIABAD
July, 2011
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Name of Student S/o Father’s/Mother’s Name is a bonafide student of PGDM, Batch 20010-12, bearing Enrollment No. ________ conducted by Trinity College for Management & Technology. The course is approved by All India Council for Technical Education (AICTE) Ministry of HRD, Government of India.

for TRINITY COLLEGE FOR MANAGEMENT & TECHNOLOGY

Sundeep Rohila

Director General

Dated:
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I would like to express my gratitude to all those who gave me the opportunity to complete this project. I would like to thank my Institute authorities and my internal guide ________________ first for providing me the opportunity to work with one of the most prestigious organization. I want to thank the Head of Training Department ______________________ for giving me permission to commence this summer training project in the first instance, to do the necessary research work and to use departmental data and resources.

I would like to thank the Company Guide ______________________ and other executives ___________________ who gave and confirmed this permission and encouraged me to go ahead with my training. I am bound to thank other staff_________________________ for their stimulating support.

I am deeply indebted to my Faculty Guide ______________________ whose constant help, stimulating suggestions and encouragement helped me in giving the final shape to this project.

I would like to give my special thanks to my parents, their constant support enabled me to complete this project work.
This is to certify that Name of Student Enrollment No.: __________ a student of Post Graduate Diploma in Management from Trinity College for Management & Technology has done his/her summer training in our organization ______________ at division ______________. The training commenced from __________ and was completed on __________.

The project work entitled “Project Title” embodies the original work done by Name of Student during his/her summer project training period.

Name (Company Guide) Name (Head, Training Division)

SEAL OF THE ORGANISATION
Certified that **Name of student** Enrollment No. ____________ has carried out the project work presented in this project report entitled “**Title of Project.............**” for the award of **Post Graduate Diploma in Management** from **Trinity College for Management & Technology, Ghaziabad** under my supervision. The project report embodies results of original work and studies carried out by student himself and the contents of the project report do not form the basis for the award of any other degree to the candidate or to anybody else.

(Name of the Guide)  
**PROJECT GUIDE**

Designation:  

Date:

**SEAL OF THE INSTITUTE**