



## Jain College of MCA & MBA, Belagavi

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### PROJECT PROPOSAL FORMAT

Name of Student :  
Registration No. :  
Cell No. & Email ID :  
Area of Specialization :  
Proposed Area of Project :  
Title of the Project :  
Name of Organization :  
Name of Company Guide :  
Remarks of Company Guide  
on the Topic :  
Cell No. & Email ID of Company G :  
Name of Faculty Guide :  
Remarks of Internal Guide :  
Cell No. & Email ID of Internal Guide :  
Tentative Date of Joining :

**Date:**

**Signature of Student**

**Company Guide**

**Internal Guide**

**Dean  
Jain College of MCA & MBA  
Belagavi**



**ON THE LETTER HEAD OF COMPANY**

**EVALUATION FORMAT FOR COMPANY GUIDE**

Name of Company		
Address of Company		
Name of Student		
Name of Institute		
Registration No.		
Title of the Project		
Area of Specialization		
Task assigned (if any)		
Views of Company Guide (on a Scale of 10)	Regular Visit	
	Commitment to Work	
	Analytical Ability	
	Willingness to Learn	
	Professional Attitude	
	Overall Performance	
	<b>Total (60)</b>	

**Date:**

**Signature**  
**Name of Company Guide**

## Format of the Project Reports

The format for the Major Concurrent Project reports should be in the following manner.

### Contents

Chapter No.	Details
1.	Introduction <ol style="list-style-type: none"> <li>1. Background of study               <ol style="list-style-type: none"> <li>i. Need of the study</li> <li>ii. Importance of the study</li> </ol> </li> <li>2. Statement of problem</li> <li>3. Objectives of study</li> </ol>
2	Theoretical Background
3	Research Methodology
4	Sector Analysis <ul style="list-style-type: none"> <li>○ Size of the Industry</li> <li>○ Growth Rate</li> <li>○ Govt. Regulations</li> <li>○ Global View</li> <li>○ Firm's position in the market</li> <li>○ Major players</li> <li>○ Markets</li> </ul>
5	Company Profile 3C-Company, Competitor, Customer, <ol style="list-style-type: none"> <li>1. Origin, Scope and Scale</li> <li>2. Financial Position &amp; Performance of the Firm</li> <li>3. Marketing &amp; Branding               <ul style="list-style-type: none"> <li>○ Market Size/Growth/Share</li> <li>○ Products &amp; Brands</li> <li>○ Major Customers/Segment</li> <li>○ USP</li> </ul> </li> <li>4. HR Function               <ul style="list-style-type: none"> <li>○ Organization Structure</li> <li>○ Organization Development</li> </ul> </li> <li>5. HRM Practices               <ul style="list-style-type: none"> <li>○ Operations</li> <li>○ Work flow</li> <li>○ Technology</li> <li>○ Quality System</li> </ul> </li> <li>6. Competitions</li> <li>7. CSR Activities</li> <li>8. Unique practices, achievements &amp; awards etc</li> </ol> 2. SWOT Analysis

6	Data Analysis / Task Description Data Analysis: 1. Primary and Secondary data analysis Task Description: 1. Task Assigned 2. Role, responsibility & Reporting 3. Record Keeping 4. Steps taken to achieve the task assigned 5. Training required & imparted
7	Findings/ Achievements and conclusion 1. Appraisal – Self & External Evaluation 2. Target Achievement 3. GAP analysis- in case of non achievement of targets 4. Rewards & recognition
8	Suggestions
9	Learning Experience
	Bibliography
	Annexure 1. Weekly reports 2. Any supporting documents/formats

Enough care should be taken that the project report focuses the study undertaken by the student and its findings. The report should contain minimum 75 pages with the following styles:

- i) A-4 size paper (executive Bond)
- ii) MS Word style with Times New Roman Font
- iii) Font size -12 for text and 14 for Headings
- iv) Paper setting with 1 inch margins on all the four sides.