

PROJECT REPORT ON

“ _____ ” (Topic)

Submitted to

**Rashtrasant Tukadoji Maharaj Nagpur University for Partial
Fulfillment of the Degree of Master in Business
Administration (MBA)”**

Submitted by:

Mr/Ms _____

Guide:

Supervisor:

In case the Guide
& Supervisor is
the same person,
mention
**Supervisor
name only**



CPCM, Nagpur

2025-2026



CPCM, NAGPUR

CERTIFICATE

This is to certify that investigation described in this project entitled,

“ _____ ”

_____” was carried out by **Mr/Ms.**_____ in CPCM, Nagpur under my supervision and guidance in partial fulfillment of the requirement for the degree of **Master of Business Administration** of R.T.M. Nagpur University, Nagpur.

This work is the own work of the candidate, complete in all respects and is of sufficiently high standard to warrant its submission to the said degree. The assistance and resources used for this work are duly acknowledged.

Dr./Prof._____
(Supervisor)

Dr. Ashwini Purohit
(Director)



CPCM, NAGPUR

DECLARATION

I hereby declare that this project titled
“_____”

_____” is bonafide and authentic record of work done by me under supervision of **Dr./ Prof** _____ during academic session 2025-26.

The work presented here is not duplicated from any other source & also not submitted earlier for any other degree/diploma to any university. I understand that any such duplication is liable to be punished in accordance with the university rules.

The source material and data used in this research study have been duly acknowledged.

Date:

Place:

Signature of Student

ACKNOWLEDGEMENTS

These is my privilege to express deepest sense of gratitude and in debt sense to my Supervisor, **Dr./Prof.** _____, for his/her invaluable Supervision, unending support, constant encouragement, keep interest, helpfulness and constructive criticism. All this provided us the needed moral and confidence to carry out this project.

I am honorably thankful to **Dr Ashwini Purohit**, Director, CPCM, Nagpur for making us all facilities available.

I am also thankful to all other faculty members of CPCM for their help during my project work.

I take pleasure in expressing heartiest thanks to my parents, colleagues and classmates for their moral support and helpfulness through my project work. I am also thankful to my other friends excluding CPCM, for giving me full support in my project work.

(Name of the Student)

CPCM, Nagpur

RUBRIC for Project Report Assessment by Guide. Name of the student:

	Excellent (16-20 Marks)	Good (11-15 Marks)	Average (6-10 Marks)	Poor (0-5 Marks)	Score(50)
Synopsis: Identification of Problem Domain and Detailed analysis of Feasibility, Objectives and Methodology of Project Proposal	Detailed and extensive explanation of the purpose and need of the project Detailed and extensive explanation of the specifications and the limitations of the existing systems All objectives of the proposed work are well defined; Steps to be followed to solve the defined problem are clearly specified	Good explanation of the purpose and need of the project Collects a great deal of information and good study of the existing systems; Good justification to the objectives; Methodology to be followed is specified but detailing is not done	Average explanation of the purpose and need of the project; Moderate study of the existing systems; collects some basic information Incomplete justification to the objectives proposed; Steps are mentioned but unclear; without justification to objectives	Moderate explanation of the purpose and need of the project Explanation of the specifications and the limitations of the existing systems not very satisfactory; limited information Only some objectives of the proposed work are well defined; Steps to be followed to solve the defined problem are not specified properly.	
Quality of Literature Review	Information is gathered from multiple, research-based sources.	Information is gathered from multiple sources.	Information is gathered from a limited number of sources.	Information is gathered from a single source.	
Project Report and References	Project report is according to the specified format References and citations are appropriate and well mentioned	Project report is according to the specified format References and citations are appropriate but not mentioned well	Project report is according to the specified format but some mistakes In-sufficient references And citations.	Project report not prepared according to the specified format. References and citations are not appropriate.	
Discussion and Conclusions	Discussion and conclusions tie the problem statement, experiments, and results well to tell an overall story. Future work clearly outlined.	Some discussion and conclusions drawn, but missing some points in terms of linkage of results to problem statement	Major components missing in the discussion. Little attempt to tie together experiments and problem statement/claims	Little discussion or conclusions drawn.	
Oral Presentation and viva voce	Contents of presentations are appropriate and well delivered Contents of presentations are appropriate and well delivered Clear voice with good spoken language but less eye contact with audience Comprehensive Q&A for all questions	Contents of presentations are appropriate but not well delivered Eye contact with only few people and unclear voice Comprehensive Q&A for some questions	Contents of presentations are appropriate but not well delivered Eye contact with only few people and unclear voice Average Q&A	Contents of presentations are not appropriate and not well delivered Poor eye contact with audience and unclear voice Poor Q&A	
Total Marks out of 100		Signature of the evaluator Guide & Date:			Specialization of the Candidate:

Arrangement of Contents

The sequence in which the project report material should be arranged and bound as follows:

1. Cover Page (Standard format available)
2. Inner Title Page (Same as cover page)
3. Certificate (Standard format available)
4. Declaration (Standard format available)
5. Acknowledgement (only in 1 page)
6. Rubric format (Standard format available)
7. Executive Summary (1 page)□□ First paragraph – Introduction□□ Second paragraph - Objectives□□ Third paragraph – Research Methodology□□ Last paragraph – Conclusions.
8. Introduction [including Current Scenario]
9. Literature Survey [including Theoretical framework]
10. Research Methodology□□ Statement of the Problem□□ Type of research□□ Objectives□□ Hypothesis□□ Research Design including Sample design□□ Methods of Data Collection □□ Methodology of Analysis (details of conceptual framework of analysis or analytical tools used, tests applied etc.)□□ Limitations of the study
11. Data Interpretation and Analysis (Present Work)
12. Findings
13. Recommendation
14. Suggestions & Conclusions
15. Bibliography
16. Appendices – to include questionnaire.

General Guideline & Typing Instructions

1. No. of copies: The project must be submitted in Two Copies (one returned to the student and 2nd for library) duly signed by the Supervisor. Students should also submit the soft copy on CD in pdf format along with the project.
2. Length of report: The length of the report may be about 40 to 60 pages.
3. Font size: The project report shall be computer typed (English- British, Font -Times New Roman, Size-12 point) and printed on A4 size paper.
4. Binding of report: The project report shall be hard bound with cover page in black colour and printed in golden/silver colour letters on the cover page. (As per the cover page format)
5. Spacing, Margins and Page Nos.
 - Titles: Title font size 16 Times New Roman, Sub-title 14 Times New Roman, Text 12 Times New Roman.□
 - The project report shall be typed with 1.5-line spacing with a margin 2.5 cm on the left, 2.0 cm on the top, and 1.5 cm on the right and at bottom.□ □
 - Every page in the project report must be numbered.□ □
 - The page numbering starting from List of tables to Abbreviations and Nomenclature (terminology) should be printed in small Roman numbers, i.e, i, ii, iii, iv.....□
 - The page number of the first page of chapter should be printed using Arabic numerals,□ i.e. 1,2,3,4,5...

All printed page numbers should be located at the bottom center of the page.

Color of Cover page

White backdrop with black fonts

