

OJT Report Structure cum layout

PRELIMINARY PAGES:

- Title Page.
- Institute (SIMMC) Certificate. - original
- Project title / area approval letter by institute
- Company Certificate. - original
- **INDUSTRY SUPERVISOR EVALUATION REPORT CUM FEEDBACK**
- 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)
- Chapter 1 Introduction
- Chapter 2 Literature Review
- Chapter 3 Industry & Company Profile
- Chapter 4 Research Methodology / Tasks Carried out
- Chapter 5 Data Analysis & Key findings
- Chapter 6 Conclusions
- Chapter 7 Recommendations & Suggestions / Contribution to the host organization
- Chapter 8 Limitations of the study & Scope for further research

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)