

S. V. National Institute of Technology, Surat

Department of Management Studies

MBA Semester - III Capstone Project MS 209	Scheme	L	T	P	Credit
		0	0	4	04

The Capstone Project involves working under the mentorship of an executive of the concerned organization for 12 weeks, demanding a deep dive into the functional aspects of a designated organization. This immersive project serves as a bridge between theoretical learning and practical application, requiring students to embed themselves within the organization's operations. Throughout this period, they conduct a comprehensive functional study, analyzing processes, workflows, and the interplay of different departments. This hands-on experience allows students to not only apply their acquired knowledge but also develop crucial professional skills such as problem-solving, teamwork, and communication. The capstone project provides a valuable opportunity to contribute meaningfully to the organization, gain industry insights, and build a professional network, ultimately enhancing their career readiness and preparing them for the challenges of the professional world. The culmination of this effort.

Report Format:

The formal report shall have three parts:

i) Prefatory Pages: (to be numbered in lower case Roman numerals e.g. i, ii, iii... Cover page should not be numbered)

- Cover page
- Company Certificate
- Plagiarism Report
- Institute Certificate
- Acknowledgement
- Executive summary
- Table of Content
- List of Tables
- List of Figures

ii) Text Parts: (to be numbered in Arabic numerals e.g. 1,2,3....)

Chapter No.	Title of the chapter/ sub topic	Page No.
1	Introduction to the study	
2	Industry Profile (Global Scenario, National Scenario, State Level Scenario, Major players acc. to the current trend)	
3	Company Profile (History, Products and services, etc)	
4	Study of Various Department (all the functional departments)	
5	Indept study of any one department/ selected topic	
6	Practical learnings from the in depth study	

iii) Supplementary Parts: (to be numbered in Arabic numerals e.g. 1,2,3... and to be continued from the last page no. of the text part)

- Appendix
- Annexure
- Bibliography

<Cover Page>

Capstone Project Report

On

<Title of the Project>

At

<Name of the Company/Organisation>

Submitted to

Department of Management Studies

Under the Guidance of

<Name of the Faculty>

<Designation>

In partial fulfilment of the requirement of the award of the degree of

Master of Business Administration (MBA)

Offered by

S. V. National Institute of Technology, Surat

Submitted by:

<Name of the Student>, <Enrollment No.>

MBA (Semester - III)

Month and Year

July 2025

<Organisation Certificate to be printed on Organisation's Letter Head>

Date: __/__/__

To,

S. V. National Institute of Technology, Surat.

This is to certify that <Name of the student (Enrollment No.)> of S. V. National Institute of Technology has successfully completed the Capstone Project on “.....” at <Name of the company with location> during <From..... to.....>

Sign and Stamp

<Institute Certificate>

S.V. National Institute of Technology, Surat

Department of Management Studies

I hereby declare that the Capstone Project titled “
_____” at
_____ (Name of the Company/Organization) is a result of
my own work and my indebttness to other work publication,References:s, if any, has been duly
acknowledged. I am aware of the Institute’s Plagiarism Policy and hereby certify that I have not
violated any guidelines in the course of the preparatin of this report. I have also checked the
plagiarism extent of this report which is _____% and it is below the prescribed limit. The separate
plagiarism report in the form of pdf file is enclosed with it.

Enrollment No.	Student’s Name	Signature

Signature of the Faculty Guide

Name: _____

Designation: _____

Signature of Head of the Department

Place:

Date:

(Stamp Of the Department)

Project Report Formatting Specification:

- Word Format
- Font Size: 12 for regular text, 14 for subtitles, and 16 for titles
- Font Type: Times New Roman
- Line Spacing: 1.5
- Margin: 1.5 inch to Left and 1 inch to all other sides
- Page Type: A4
- Page number on the bottom right of each page, e.g. 1 of 94, 2 of 94,...
- Alignment: Justified
- Column Specification: One
- The word file needs to be converted to pdf format for online submission
- Bibliography style: American Psychological Association (APA)
- The report should not have the logo of either the Institute