



Maharshi Karve Stree Shikshan Samstha's
**Smt. Hiraben Nanavati Institute of
Management & Research for Women
(HNIMR)**



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ACCREDITED – “A” GRADE

Monograph
On The Job Training
(OJT Project) (303)

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Monograph on

On the Job Training

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On the Job Training (OJT) Monograph

On Job Training (OJT) is an integral component of the MBA program that provides students with a unique opportunity to bridge the gap between theoretical knowledge gained in the classroom and practical application in a real-world environment. This training aims to equip students with both technical and non-technical skills that are essential for success in the industry.

Guidelines for the On-Job Training (OJT)

1] Nature of the OJT:

1. The On-the-Job Training (OJT) program shall be of 12 weeks (3 months).
2. 8 weeks of training in the organization (industry / bank etc.) with 30 hours of work per week.
3. 4 Weeks of pre and post training work including proposal making, analysis, report preparation and etc.
4. OJT must be conducted outside the academic institution to expose students to real-world work environments.
5. OJT must be related to the intended specialization of the student.
6. OJT must be done individually. Group projects are not permitted.
7. OJT may involve actual tasks relevant to the area of specialization of the student and as per the demands of the industry / organization where the student is carrying out the OJT.
8. OJT should involve fieldwork / desk work in the organisation; online OJT is not permitted.
9. Primary data collection is mandatory for Research based OJT.
10. Research based OJT can be quantitative / qualitative in nature or even use mixed approaches.
11. Research based OJT can involve surveys, interviews, case studies or observation studies.
12. It is mandatory for the student to seek advance written approval from the faculty mentor and the Director of the Institute about the type of work and organization before commencing the OJT.

2) Permissible Partner Organizations: Students have the flexibility to conduct the OJT with any of the following organizations:

1. Companies listed on either NSE or BSE in India /abroad
2. Unlisted subsidiaries of Listed Companies.
3. Government / Semi-Government Undertaking / PSU
4. Government Offices
5. Start Ups with an existence of 5 years or more and manpower more than 50.
6. Family managed businesses with an existence of 10 years or more and manpower more than 100.
7. Large Cooperative Societies / NGOs with an existence of 5 years or more operating in areas such as agriculture, food processing, health care, retail, banking, etc.

It is expected that OJT shall sensitize the students to the demands of the workplace. The learning outcomes and utility to the organization must be specifically highlighted.

INTRODUCTION:

On Job Training (OJT) is an integral component of the MBA program that provides students with a unique opportunity to bridge the gap between theoretical knowledge gained in the classroom and practical application in a real-world environment. This training aims to equip students with both technical and non-technical skills that are essential for success in the industry.

The student is expected to actively participate / take ownership of the internship, and experience the professional environment, thus making the internship meaningful to the company one works with and to oneself in furthering career prospects.

A Faculty mentor shall help students / interns in the successful completion of the OJT. An industry mentor also guides the student in-terns and helps the faculty mentor in monitoring the Student OJT progress.

The objectives of the Internship Program are –

- a.** To provide an opportunity to the student interns to practice the concepts learnt in real-life situations
- b.** To sensitize the student interns to the nuances of workplace by assigning time-bound projects in a company
- c.** To create awareness among the student interns about their strengths and weaknesses in the work environment
- d.** To provide the student interns a platform to take up on-the-job executive training and develop a network which will be useful in enhancing their career prospects

ORIENTATION IN THE COMPANY:

During the first two weeks of OJT, the student intern shall undergo an extensive orientation program in the OJT Company. During this period, the student intern shall understand the company, its customers and the competitors. She shall thoroughly study the financial statements (Annual Report) of the company for the past couple of years, understand the policies of the company, study the macro-environment in which the industry is operating and conduct a SWOT analysis.

The student intern shall also get oriented to various departments of the company and get to know the key functionaries. The student interns shall meet these functionaries with prior appointment and understand the various perspectives from them in managing their departments. This provides a unique opportunity for the interns to gain insights into managing the departments directly from the head of those departments. The student interns shall also get to know their company guide and other executives/supervisors who shall be closely guiding them during the period of OJT.

The Student Intern shall also understand the organizational structure and the top management team including the Chairman, Managing Director, Chief Executive Officer, etc.

OJT is a unique opportunity to the Student Intern to get exposed to the corporate culture, professional experience and implementing the theoretical concepts learnt in the classroom in developing managerial skills along with other skills. **The endeavor of the Student Intern during this period is to optimize her learnings and convert the OJT opportunity into a placement opportunity through dedication, commitment and hard-work.** This requires discipline, positive attitude, focused approach and inquisitiveness to learn.

Do's: Student Interns should –

- Get an overview of the Company/Industry in which they are placed for the OJT. This includes understanding the core business of the company, organizational chart, key personnel in the company, manufacturing units, marketing channels, financial policies, HR policies etc.
- Obtain a copy of the latest annual report and analyze the financial statement, wherever possible.
- Make an analysis of the company vis-à-vis the industry and prepare SWOT analysis.
- Always maintain formal dress code.
- Always be polite in your dealings and maintain cordial relationship with the Company Executives.
- Always be positive and open to suggestions.
- Always make a note of the important points during meetings/discussions. Get in touch with the Faculty Guide on weekly basis.
- Maintain strict confidentiality of the company's information.
- Consult the Faculty Guide or refer to textbooks to reinforce relevant concepts.
- Always submit bills in time when reimbursement is to be claimed. Get conversant with the company's policies/rules before incurring expenditure.
- Focus on assignment and complete the individual tasks allotted on schedule.

Don'ts: Student Interns should not –

- Criticize the company's policies and the Company Executives.
- Criticize or make adverse comments about XYZ and/or the Faculty Guide.
- Attend the office in informal dress.
- Get into arguments and lose temper.
- Misuse the facilities offered by the company.
- Go to meetings and presentations unprepared.
- Be late.
- Leave the office without prior permission from the Company Guide.
- Be impolite or rude to the Company Executives.
- Exceed the mandate given by the Company Guide and collect information that is confidential in nature.
- Hold back any material/equipment/accessories provided by the company on a returnable basis.
- Borrow money or any other personal effects of the Company Executives.
- Interfere in third party assignments.
- Encourage friends visiting workplace during office hours and cause inconvenience to others.
- As per the Savitribai Phule Pune University guidelines, two student are not allowed to do OJT on the same topic in the same company.

TYPING INSTRUCTIONS:

- The project must be submitted in Two Copies duly signed by the Faculty Guide.
- The length of the report may be about 40 to 70 pages
- The project report shall be computer typed (English- British, Font -Times Roman, Size-12 point) and printed on A4 size paper.
- The project report shall be hard bound with cover page in black color. The name of the students, degree, month and year of submission, name of the university including institute name shall be printed in black letters on the cover page [Refer sample sheet (outer cover page)]
- The project report shall be typed with 1.5 line spacing 2.5 cm on the top, and 1.25 cm on the right and at bottom. Every page in the project report must be numbered. The page numbering, starting from acknowledgements and till the beginning of the introductory chapter, should be printed in small Roman numbers, i. e, i, ii, iii, iv..... The page number of the first page of each chapter should not be printed (but must be accounted for). All page numbers from the second page of each chapter should be printed using Arabic numerals, i.e. 2,3,4,5... All printed page numbers should be located at the bottom center of the page.
- In the project report, the title page [Refer sample sheet (inner title pager)] should be given first then the Certificate by the candidate and the Faculty Guide in sequence.
- **The table of contents** should list all headings and sub-headings. The title page and certificate will not find a place among the items listed in the Table of Contents. One and a half spacing should be adopted for typing the matter under this head.

- **The list of tables** should use exactly the same captions as they appear above the tables in the text. One and a half spacing should be adopted for typing the matter under this head.
- **The list of figures** should use exactly the same captions as they appear below the figures in the text. One and a half spacing should be adopted for typing the matter under this head.
- The list of symbols, abbreviation & nomenclature should be typed with one and a half line spacing. Standard symbols, abbreviation etc. should be used.

Appendices are provided to give supplementary information, which is included in the main text.

- i) Appendices should be numbered using Arabic numerals, e.g. Appendix 1, Appendix 2 etc.
- ii) Appendices, Tables and References appearing in appendices should be numbered and referred at appropriate places.
- iii) Appendices shall carry the title of the work reported and the same title shall be made in the contents page also.

The listing of references 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 surname of the first author. The name of the author (s) should be immediately followed by the year and other details.

NOTE: In the interest of environmental considerations, students are encouraged to print their project reports on both faces of the paper

FORMAT FOR PREPARATION OF PROJECT REPORT:

ARRANGEMENT OF CONTENTS:

The OJT report should be well documented and supported by –

- Cover Page
 - Inner Title Page (Same as cover page)
 - Declaration Certificate
 - Institute's Certificate
 - Company Certificate
 - Acknowledgement
 - Table of Contents
 - List of Tables
 - List of Figures
 - Abbreviations and Nomenclature (If any)
 - Formal Feedback from the Industry Mentor
 - Executive Summary
1. Introduction
 2. Literature Review
 3. Organization profile
 4. Outline of the problem/task undertaken
 5. Research methodology
 6. Data analysis (in case of research projects only)
 7. Relevant activity charts, tables, graphs, diagrams, pictures, screenshots, AV material, etc.
 8. Learning of the student through the OJT
 9. Contribution to the host organization
 10. Findings and Observations
 11. Conclusion Suggestions and Limitations
 12. References in appropriate referencing styles. (APA, MLA, Harvard, Chicago Style etc.

IMPORTANT TIPS

Apart from giving the Student Interns an exposure to real work situations, the OJT provides them a meaningful opportunity to learn the art and skills of information/data identification, collection, classification, acquisition, processing and presentation.

Training under OJT could be of significance to the host organization – in terms of their objective of technical documentation aiming at updating or modernization of information systems. The Student Interns, therefore, should take care to properly document their work. They should consult their Faculty Guide for any problems they might encounter.

The Student Interns are advised to strictly adhere to the deadlines of submitting reports and making presentations. Non-submission of reports by the due date may lead to the student not being evaluated.

Project title should not start with the word 'To Study' and 'To Understand'.

Hypothesis is not expected for MBA project report.

SPECIMEN COPY OF THE PROJECT REPORT: (For Reference only)

SAMPLE SHEET (OUTER COVER PAGE)

TITLE

A PROJECT REPORT

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR
THE AWARD OF THE DEGREE OF

MASTER IN BUSINESS ADMINISTRATION

SUBMITTED TO

**Savitribai Phule Pune
University**

SUBMITTED BY

Name of Student

SEPTEMBER 2025

(Month & Year of Submission)

SAMPLE SHEET (INNER TITLE PAGE)

**SMT.HIRABEN NANAVATI INSTITUTE OF MANAGEMENT AND RESEARCH
FOR WOMEN, PUNE**

TITLE OF THE PROJECT

A PROJECT REPORT

**SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR
THE AWARD OF THE DEGREE OF**

MASTER IN BUSINESS ADMINISTRATION

**SUBMITTED TO
Savitribai Phule Pune
University**

SUBMITTED BY

Name of Student

SAMPLE SHEET

Declaration Certificate

I, hereby, certify that the work which is being submitted as a Project Report entitled “.....(TITLE)”, in partial fulfillment of the requirements for the award of the **Masters in Business Administration** to the Savitribai Phule Pune University is an authentic record of my own work carried out during a period from May **202_ to Aug 202_** under the guidance of

.....(Name & Designation of faculty guide).

The matter presented in this Project Report has not been submitted by me for the award of any other degree elsewhere.

Name & Signature of the Student

EXAMINER

CERTIFICATE

This is to certify that Ms.(Name of the student) has successfully completed her summer internship on the project titled “.....(Title of the project)” in the partial fulfillment of MBA Programme

(Name of the Faculty Guide)
Faculty Guide

(Name of the Director)
Director

(Company Certificate)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms.(Name of the student) has worked as a trainee from to in our organization. During her summer internship, she has worked on the titled “.....(Title of the project)”. She has been sincere and hardworking in her work.

We wish her luck in her future endeavors.

Signature
(Company Authority)

Company Stamp / Seal

ACKNOWLEDGEMENT

I would like to place on record my deep sense of gratitude to Mr./Ms. _____(company guide) for his/her generous guidance, help and useful suggestions.

I express my sincere gratitude to Prof. _____, (Faculty guide) for his/her stimulating guidance, continuous encouragement and supervision throughout the course of present work.

I am extremely thankful to _____, Director, HNIMR, Pune, for continuously motivated me, without which this work would not have been possible.

Signature of the Student

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12	Contribution to the host organization	
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ABBREVIATIONS

e. g.

- | | |
|---------|---|
| a. MBO- | Management by objective |
| b. TQM- | Total Quality Management |
| c. SOP | Standard Operating Procedure |
| d. KPI | Key Performance Indicator |
| e. CRM | Customer Relationship Management |
| f. MIS | Management Information System |
| g. ROI | Return on Investment |
| h. SWOT | Strengths, Weaknesses, Opportunities, Threats |
| i. ERP | Enterprise Resource Planning |

EXECUTIVE SUMMARY

(Note: It should in brief)

- Introduction of the Topic
- Objectives of the Project
- Scope of the Project (Project framework and Utility of the project outcomes w. r. t. the company, the industry at large and geographical location etc.)
- Research Methodology
- Data Analysis
- Learning Outcome
- Contribution To The Company
- Conclusion, Suggestions And Limitations

SAMPLE SHEET**INTRODUCTION**

Student should write, briefly, about the general introduction about the topic, need, benefits, scope of the project undertaken in two pages (maximum).

SAMPLE SHEET

LITERATURE REVIEW

Purpose

A literature review is an account of what has been published on a topic by accredited scholars and researchers. In writing the literature review, the purpose is to convey to the reader what knowledge and ideas have been established on a topic, and what their strengths and weaknesses are. As a piece of writing, the literature review must be defined by a guiding concept (e. g. Research objective, the problem or issue to be discussed). It is not just a descriptive list of the material available, or a set of summaries.

Besides enlarging the knowledge about the topic, writing a literature review lets the researcher gain and demonstrate skills in two areas

- **Information seeking:** the ability to scan the literature efficiently, using manual or computerized methods, to identify a set of useful articles and books
- **Critical appraisal:** the ability to apply principles of analysis to identify unbiased and valid studies.

A literature review must solve the following purpose:

- be organized around and related directly to the task undertaken or research question
- synthesize results into a summary of what is and is not known
- identify areas of controversy in the literature
- formulate questions that need further research

Structure of the literature review

The overall structure of literature review will depend largely on the topic or research area. What needs to be done is to group together and compare and contrast the varying opinions of different writers on the said topic. What must not be done is just describe what one writer says, and then go on to give a general overview of another writer, and then another, and so on. The structure should be dictated instead by topic areas, controversial issues or by questions to which there are varying approaches and theories. Each of these sections, would then be discussed -what the different literature argues, remembering to link this to research purpose.

Linking words are important. If the researcher is grouping together writers with similar opinions, use words or phrases such as the following are recommended: *similarly, in addition, also, again etc.*

More importantly, if there is disagreement, it needs to be indicated clearly that the researcher is aware of this by the use of linkers such as:

however, on the other hand, conversely, nevertheless

The end of the review should include a summary of what the literature implies, which again links to the problem area or objective of the research.

SAMPLE SHEET**ORGANISATIONAL PROFILE**

Information about the company viz. Inception, Founders, Organizational hierarchy, Industry/Sector, Organizational standing in the sector, Organizational Culture, Milestones, Future Plans etc.

SAMPLE SHEET

Outline of the Problem / Task undertaken

(During the On-the-Job Training (OJT) period,

- 1. Assigned to the [Department/Team Name] of [Company Name]**
- 2. Worked under the guidance of [Supervisor's Name/Designation].**
- 3. The core objective of the OJT was to gain practical exposure to real-time business operations and contribute meaningfully to ongoing projects and daily activities.**

Problem/Task Assigned:

1 The key task undertaken was related to [insert main task/problem area

2 The company was facing challenges in:

- **Limited insights into [mention challenge**
- **Delayed response time in [e.g., feedback collection etc**
- **Low engagement/conversion rate on**
- **Objective of the Task:**

The objective was to assist in identifying gaps, collecting data, analyzing trends, and suggesting actionable strategies to improve performance in the assigned area.

Tasks Undertaken:

(Mention the take undertaken)

RESEARCH METHODOLOGY

OJT may be a research project – based on primary / secondary data or may be an operational assignment involving working by the student on a given task/assignment/project/ etc. in an organization / industry.

Primary data are the first hand data or the original observations collected. Primary data may be collected by using questionnaires, personal interviews and telephonic interviews or by observation method.

Secondary data is a data available in the published or the un-published form, which is already collected by some other agency or person. The sources of secondary data are company's records & reports, reference books, journals, newspapers, periodicals, government publications, internet etc.

Sampling: It is not always necessary to collect data from whole universe. A small representative sample may serve the purpose.

Sample size: Samples are devices for learning about large masses by observing a few individuals.

Methods of Sampling

Random sample method or Convenience Sample method etc.

Data recording method

Analyses could also be influenced by the method in which data was recorded. For example, research events could be documented by:

- a. recording audio and/or video and transcribing later
- b. either a researcher or self-administered survey
- c. either **closed ended survey** or **open ended survey**

While each methodology employed has rationale and advantages, issues of objectivity and subjectivity may be raised when data is analyzed.

Whether statistical or non-statistical methods of analyses are used, researchers should be aware of the potential for compromising data integrity. While statistical analysis is typically performed on quantitative data, there are numerous analytic procedures. Regardless of whether one studies quantitative or qualitative phenomena, researchers use a variety of tools to analyze data in order to answer research questions. Failure to understand or acknowledge data analysis issues presented can compromise data integrity.

Note- For data analysis MS excel or SPSS software can be used. Hypothesis is not expected for MBA project report.

SAMPLE SHEET

DATA ANALYSIS (In case of Research Project only)

Data Analysis is the process of systematically applying statistical and/or logical techniques to describe and illustrate, condense and recap, and evaluate data. Various analytic procedures “provide a way of drawing inductive inferences from data and distinguishing the signal (the phenomenon of interest) from the noise (statistical fluctuations) present in the data”.

While data analysis in qualitative research can include statistical procedures, many times analysis becomes an ongoing iterative process where data is continuously collected and analyzed almost simultaneously. Indeed, researchers generally analyze for patterns in observations through the entire data collection phase. The form of the analysis is determined by the specific qualitative approach taken (field study, content analysis, oral history, biography) and the form of the data (field notes, documents, audiotape and videotape).

An essential component of ensuring data integrity is the accurate and appropriate analysis of research findings. Improper statistical analyses distort scientific findings, mislead casual readers, and may negatively influence the public perception of research. Integrity issues are just as relevant to analysis of non-statistical data as well.

SAMPLE SHEET

Relevant activity charts, graphs, diagrams, pictures, screenshots, AV materials etc.

1. Sample Charts and Graphs

a. Sales Performance Chart (Bar/Line Graph)

Interpretation

b. Customer Feedback Analysis (Pie Chart)

Interpretation

SAMPLE SHEET

- Learning of the student through the OJT
- Understood the practical applications of theoretical concepts learned in the classroom.
- Gained hands-on experience in daily business operations and departmental functions.
- Developed communication and interpersonal skills through interaction with team members and clients.
- Learned the importance of punctuality, discipline, and workplace etiquette.
- Improved problem-solving and decision-making abilities by observing real-time challenges.
- Understood the workflow and documentation process in a professional environment.
- Learned the use of business tools and software relevant to the industry.
- Participated in team meetings and observed internal coordination and reporting structures.
- Gained exposure to market research, customer handling, and promotional activities.
- Enhanced time management skills by completing tasks within deadlines.
- Developed a professional attitude and work ethics by being part of a corporate setup.
- Observed organizational culture, structure, and leadership styles.
- Understood the importance of teamwork and collaboration in achieving organizational goals.
- Overall, the OJT served as a strong foundation for my

SAMPLE SHEET

CONTRIBUTION TO THE HOST COMPANY

It is related to the task undertaken and utility of your OJT outcome in the development of the company.

- Assisted in day-to-day administrative and operational tasks, reducing workload for team members.
- Supported data entry and documentation work, ensuring records were updated and maintained accurately.
- Participated in marketing and promotional activities, helping increase brand visibility.
- Conducted basic market research and competitor analysis to support business decisions.
- Helped design and distribute promotional content (flyers, social media posts, emails, etc.).
- Assisted in customer service tasks, responding to queries and ensuring customer satisfaction.
- Contributed ideas and suggestions during team discussions and project meetings.
- Supported event coordination and logistics for internal/external company events.
- Helped streamline internal processes by identifying areas of improvement.
- Maintained professionalism and punctuality, positively representing the academic institution.
- Offered fresh perspectives and creativity in problem-solving and task execution.
- Actively learned and applied new tools/software, reducing training time for the team.

SAMPLE SHEET

FINDINGS AND OBSERVATIONS

Findings should be based on the data analysis and its interpretation. General observations noted during the OJT can be mentioned under the title of observations.

FOR EXAMPLE

1. Most of the respondents of Idea prefer post-paid service than to pre-paid
2. Most of the respondents came to know about idea through friends / relatives.
3. Nearly 50 percent of respondents are attracted towards Idea's widest coverage and the remaining 50 percent towards other features.
4. Most of the respondents need improvement in service
5. More respondents prefer sports person to film star as brand ambassador
6. 55% respondents are ready to subscribe the lifelong plan

SAMPLES SHEET**CONCLUSION, SUGGESTIONS AND LIMITATIONS****CONCLUSION**

It is the gist of the entire project.

SUGESSTIONS

1. Customers want the company to take feedback regarding services and inform the about new tariff plan charges
2. Idea should change pulse rate from 1 minute to 15 seconds
3. Customers want more improvement in service.
4. “Idea Cellular” should give more advertisement through Television and should place more hoarding and billboards.

LIMITATIONS

In terms of time, resources, utility, response of the respondents etc.

SAMPLE SHEET

REFERENCE

Honest and Professional citation of references provides part of the framework for sound written research:

- because one must acknowledge the sources used to establish the arguments and criticisms;
- the references enable other people to identify and trace the sources which have been used for your ideas;
- and it helps avoid charges of plagiarism because it makes clear when someone else's ideas and words are used

There are two principal components to citing references:

- the way to acknowledge, cite the source in the text
- the way to list the sources at the end of the work to enable identification, i.e. the bibliography (or reference list)

There are a variety of systems for bibliographies. Once which have been selected a system it is important to stick to it consistently.

Examples-

Books

1. **Anderson, J.D. (1995)** *Computational Fluid Dynamics*. McGraw Hill, Singapore 1995.

Journals

1. Barnard, R.W. and Kellogg, C. (1980) „Applications of Convolution Operators to Problems in Univalent Function Theory“, Michigan Mach, J., Vol.27, pp.81–94.

Government Publications/Report

1. Government of India,„ India 2015: A reference Annual”; Publications Division, New Delhi (2018), Pg.127

Websites

1. <http://www.ebizmba.com/articles/references> accessed on 15th May 2025

SAMPLE SHEET**APPENDICES**

Company formats, questionnaire, reports, additional supportive information, structured interview questions etc.

HANOVER