BHARATI VIDYAPEETH
(DEEMED TO BE UNIVERSITY)
CENTRE FOR DISTANCE AND ONLINE EDUCATION, PUNE

CAPSTONE PROJECT SUBMISSION GUIDELINES

Report will include the following Chapter Scheme

1) Introduction: - This chapter will give a reader the background of problem area, specific problem & how you come across it?
2) Company profile
3) Literature Review *(in case of Research based Project)*
4) Objectives of the study / Tasks Undertaken– *(for Operational Assignment)*
5) Research Methodology *(in case of Research based Project)*
6) Data analysis & interpretation / Activities Undertaken for completion of Tasks– *(for Operational Assignment)*
7) Findings & Suggestions
8) Learnings from the study
9) Annexures

Technical details:

1) 12 pt. Times New Roman font shall be used with 1.5-line spacing for typing the report.
2) 1" margin shall be left from all the sides.
3) The report should include a Certificate (on company's letter head) from the company duly signed by the competent authority with the stamp.
4) Students should submit soft copy of their Capstone Project.
5) Initial Pages of the Report (Before the Chapters)
   - Title Page
   - Company Certificate /Proof from the Company
   - Declaration
   - Acknowledgement
   - Executive Summary *(If any)*
   - Index

Submission Details

1) You have convert the files into single **PDF format**
2) Rename the file: **PRN_Your Full Name** *(Refer your previous exam Admit Card)*
3) **Submit** the renamed pdf report to the **respective guide only.**
4) The last date of submission of **Capstone Project is 31st July, 2022.**