

Greater Noida Institute of Technology MBA Institute (GNIT) Greater Noida

INTERNSHIP POLICY

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INTRODUCTION

Industry Internship is an integral part of the academic curricula. Its satisfactory completion is a mandatory requirement for the degree to be awarded by the University. Further, depending upon the curriculum structure of various schools within the University, multiple internships may be required in summers and/or winters, and may be assigned academic credits/grades within the curricula. The general structure of the internship(s) requires the students to undertake an immersive assignment within the assigned organizations for a limited period. The internship offers the students an opportunity to gain hands-on industrial or organizational exposure; to integrate the knowledge and skills acquired through the coursework; interact with professionals and other interns; and to improve their presentation, writing, and communication skills. Internship often acts as a gateway for final placement for many students.

OBJECTIVES

The Internship aims to achieve the following for the students:

1. Learnings as students apply their analytical, integrative, team skills in the work place
2. Networking opportunities with people from industry/organizations
3. Calibration of post-degree career plans based on real-life work exposure

GUIDELINES

1. The Placement Committee/ Carrier development cell of the college is responsible for operationalizing the Internship Placement Process.
2. The GNIOT MBA Institute will assist in organising the internship opportunities for the students. The students are also encouraged to search for internships aligned to their specific career interests. Any such internship opportunities directly obtained by the student need to be approved by the Director in writing before the student embarks upon the internship.
3. Pre-placement offers where feasible/appropriate.

DURATION

Generally, when it is a part of the curriculum, the Internship is mandatory. Students cannot graduate unless they complete the Internship(s) as prescribed. While the actual structure and durations of the Internship(s) may vary from program to program, it is normal for a minimum duration to be at least six to eight weeks. Typically, summer internships start around May every year and the durations range between six to eight weeks.

EXPECTATIONS FROM STUDENT INTERNS

The students act as unofficial spokespersons and help in building the image of the University. The internships are unique opportunities for the students to receive pre-placement offers from reputed organizations of their chosen fields. They also represent occasions for the students to showcase the quality and the calibre of the University. Therefore, the students must take their internships with due seriousness and execute them diligently and demonstrate maturity and responsibility.

- Students should aim at working with such organizations, institutions or start-ups who provide challenging learning opportunities, and avoid choosing the organizations solely based on hometown convenience or stipend.
- The University expects that all students will adhere to the proper standards of intellectual honesty and professional propriety in their conduct. Students are advised not to do anything directly or indirectly which may create a poor impression about the University. Any student found disregarding any of the norms would be liable for disciplinary action.
- The students should abide by the dress code and other professional norms of their Internship organization. Punctuality is a quality that is appreciated by professionals across all organizations.
- Any act of non-cooperation or manipulation with the sponsoring organization's selection process; and/or misconduct or acts of dishonesty are liable to withdrawal of Internship at the University's sole and absolute discretion. Refusal to attend selection process, refusal to join the selected organization, demanding special privileges or negotiating with the sponsoring organizations for locations, job profiles or stipend, and any such behaviour that can be considered as unprofessional would invite disciplinary action besides withdrawal from internship placement process.
- Students must abide by the applicable policies and norms of the sponsoring organization during the period of internship.
- The sponsoring organization has the right to terminate students from the internship at any time due to inappropriate behaviour and/or non-cooperation with the internship process and/or continued non-performance in assignment.
- GNIOT MBA Institute cannot be held responsible for any delay in commencement of internship as these are left to the internal regulations and guidelines of the sponsoring organization.

- Student who does not accept an offer or fail to join the assigned organization will not be eligible for placement assistance from GNIOT MBA Institute.
- If a student gets a pre-placement offer (PPO) from an Organisation, he/she will be considered as campus placed.

FACULTY MENTOR ALLOCATION, REPORTING & SUPERVISION

During the internship, the reporting officers within the industry organizations assign specific projects to the student interns. Each student will be assigned a faculty mentor from the respective school depending on the project domain and the type of organization. The projects will be performed under the direct supervision of the Reporting manager and will receive guidance from the faculty mentor. The following process is envisaged:

1. Faculty mentor will be assigned for each student by the Director.
2. The allocation of faculty mentor shall seek to obtain a match with the faculty expertise areas, to allow interaction between the faculty and the industry.
3. Upon the allocation, Placement Office will communicate with the organization and introduce the assigned faculty to the organization as well as to the student interns.
4. During this course, several interactions between the Faculty and the organization are expected. These can be conducted through multiple modes such as email, phone, video, or in-person as may be expedient/appropriate.

(A) SUMMER TRAINING JOINING REPORT. (APPENDIX 1)

(B) STPR PROGRESS REPORT (APPENDIX 2)

(C) SUMMER TRAINING FEEDBACK FORM (APPENDIX 3)

(D) FORMAT OF ABSTRACT (APPENDIX 4)

(E) STPR FORMAT 1 - PROBLEM BASED PROJECT REPORT (APPENDIX 5)

(F) STPR FORMAT 2 - PROCESS BASED PROJECT REPORT (APPENDIX 6)

SUMMER TRAINING JOINING REPORT. (APPENDIX 1)

SUMMER TRAINING JOINING REPORT

(To be filled by the student)

This is to certify that Mr. /Ms. _____ S/o
D/o _____ student of MBA, GNIOT MBA Institute, Greater Noida has
joined Name of the Summer Training Organization as an intern on DD/MM/YYYY for the
duration of _____ weeks.

Signature of Summer Training Industry Guide (External)

Office Stamp

Name: _____

Designation: _____

Date: _____

Name of Summer Training Faculty Supervisor (Internal): _____

NOTE: The Summer Training Joining Report duly signed by the training/ internship supervisor (external), must be sent through email (scanned copy) **within the first 7 days of joining** to the respective faculty mentor.

STPR PROGRESS REPORT (APPENDIX 2)

SUMMER TRAINING PROGRESS REPORT 1

(To be filled by student in every 15 days. In the absence of such reports, your project will not be accepted.)

In the last 15 days I have completed following tasks:

1.
2.
3.
4.
5.

Student's Name & Signature:

Roll no:

Date of Submission:

(To be sent to the faculty supervisor either in hard copy through post or as a scanned copy through mail)

SUMMER TRAINING PROGRESS REPORT 2

(To be filled by student in every 15 days. In the absence of such reports, your project will not be accepted.)

In the last 15 days I have completed following tasks:

1.
2.
3.
4.
5.

Student's Name & Signature:

Roll no:

Date of Submission:

(To be sent to the faculty supervisor either in hard copy through post or as a scanned copy through mail)

SUMMER TRAINING PROGRESS REPORT 3

(To be filled by student in every 15 days. In the absence of such reports, your project will not be accepted.)

In the last 15 days I have completed following tasks:

1.
2.
3.
4.
5.

Student's Name & Signature:

Roll no:

Date of Submission:

(To be sent to the faculty supervisor either in hard copy through post or as a scanned copy through mail)

SUMMER TRAINING PROGRESS REPORT 4

(To be filled by student in every 15 days. In the absence of such reports, your project will not be accepted.)

In the last 15 days I have completed following tasks:

1.
2.
3.
4.
5.

Student's Name & Signature:

Roll no:

Date of Submission:

(To be sent to the faculty supervisor either in hard copy through post or as a scanned copy through mail)



SUMMER TRAINING FEEDBACK FORM (APPENDIX 3)
SUMMER TRAINING FEEDBACK FORM
(TO BE FILLED ON COMPLETION OF TRAINING)

(To be filled by the Student)

Student's Name:
 Roll No.....
 Father's/ Guardian's Name:.....
 Phone No. (Resi):
 Supervisor's Name (External):
 .Designation:
 Training Organization:
 Location:
 Training joining date:.....
 Training completion date:.....
 Project Title:

 Geographical Area of Study (If applicable).....
 Signature of Faculty Mentor (Internal):
 Signature of Director:

Tasks assigned to the student during training:

(To be filled by the Summer Training Industry Guide - External)

- _____
- _____

Please evaluate the performance of student on following dimensions using five point scale - from Poor to Excellent. (Please tick mark your score)

	Poor					Excellent
1. Punctuality & regularity	1	2	3	4	5	
2. Commitment to work	1	2	3	4	5	
3. Productivity Level	1	2	3	4	5	
4. Meeting the Deadlines	1	2	3	4	5	
5. Team Work	1	2	3	4	5	
6. Quality of work	1	2	3	4	5	
7. Initiative in taking new assignments	1	2	3	4	5	
8. Communication Skills-Writing/ Speaking	1	2	3	4	5	
9. Adaptability to the organizational Environment	1	2	3	4	5	
10. Overall Conduct & behavior	1	2	3	4	5	

Is the work/ contribution made by him/ her usable/ worthwhile for the company? Yes / No / Somewhat

Remark

Evaluator

Dated: _____

Name: _____

Designation: _____

Office Stamp

Signature: _____

**FORMAT OF ABSTRACT (APPENDIX 4)
FORMAT OF ABSTRACT**

GNIOT MBA Institute, Greater Noida

(To be submitted along with progress report - 1)

ROLL NO. OF THE STUDENT:

NAME OF THE STUDENT:

STUDENT EMAIL ID:

SUPERVISOR'S (INTERNAL) NAME:

SUPERVISOR'S (INTERNAL) EMAIL ID:

SUPERVISOR'S (EXTERNAL) NAME:

SUPERVISOR'S (EXTERNAL) EMAIL ID:

PROJECT REPORT TITLE:

ABSTRACT: Should be neatly word processed covering following points and should be around 150 – 250 words:

- i. Problem statement, if any given by the industry or chosen yourself with the consent of faculty mentor.
- ii. Decide at least three objectives in relation to point number i.
- iii. Your plan of study for entire two months.
- iv. What is the possible co-relation between objective & outcome of your work.

Date:

Signature of the Student

Place:

(Name of Student)

SUMMER TRAINING PROJECT REPORT MANUAL

MANUAL FOR PREPARATION OF SUMMER TRAINING PROJECT REPORT (STPR)

(Prescribed Format and Specifications)

Format 1 – Problem Based Project Report

1. GENERAL:

The manual is intended to provide broad guidelines to the MBA students in the preparation of the Summer Training Project Report. The report should ordinarily be based on primary data. It should reflect in depth study of micro problem, ordinarily assigned by the organization where student undergoes training. Relevant tables and bibliography should support it.

One comprehensive chapter must be included about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance, products/services and problems faced. This chapter will form part 1 of the report. Part 2 of the report will contain the study of micro research problem.

2. NUMBER OF COPIES TO BE SUBMITTED FOR EVALUATION:

Two neatly typed Spiral Bound and soft bound (single side printed) copies of the report along with a copy of CD of this report shall be submitted to the Department/ College/ Institute.

3. SIZE OF PROJECT REPORT:

The average size of report ordinarily will be of minimum 100 pages in standard font size(12) and double spacing. The report will be typed in A-4 size paper.

IMPORTANT:

It is mandatory that the student will make presentation in the presence of teachers and students. The student is expected to answer to the queries and questions raised in the presentation.

4. SEQUENCE OF THE ITEMS IN THE REPORT:

The following sequence may be followed in the preparation of the Summer Training Project Report:

01. Cover Page/ Title Page (Annexure A)

02. Company's Certificate

03. Candidate's Declaration & Certificate from Supervisor & Head of Department (Annexure B)

04. Acknowledgement (Annexure C)

05. Content Page (Annexure D)

PART I

Chapter I

1. Introduction
2. Need of the study
3. Scope of study
4. Objective of study

PART II

Chapter II

1. Descriptive work on subtopic of study

Chapter III

1. Research Methodology (sample size, instrument used, methods of data Collection)
2. Limitation

Chapter IV

1. Data Analysis & Interpretation

Chapter V

1. Conclusion
2. Suggestions.

Chapter VI

1. Bibliography (please refer to the sample format given below.)

Chapter VII

1. Appendices (if any)

Note: - Please do not include any header or footer in any page of the report. Only page numbers should be mentioned at the bottom center of each page. For guidelines regarding preparation of the report, please consult your textbook for Technical Report Writing / Technical Communication.

Format for giving Bibliography or References:

Bibliography or References can be included in the report according to the format given in the following examples. References should be cited properly inside the text of the report.

A. BOOKS

Author. Title of Book: Publisher, City of Publication: Year.

One Author Example: Brinkley, Alan. The Unfinished Nation: Knopf, New York: 1993.

Two or More Authors Example: Rowe, Richard and Larry Jeffus. The Essential Welder: Gas metal Arc Welding Classroom Manual: Albany: Delmar: 2000.

B. JOURNAL ARTICLES

Author: "Title of Article". Title of Journal Volume number (Year): Page (s).

Example: Davis, William D., Thomas Cleary, Michelic Donnelly, and Samuel Hellerman.

"Using Sensor Signals to Analyze Fires". Fire Technology 39 (2003): 45 – 49.

C. CONFERENCE PROCEEDINGS

Editor name(s) Title of Publication/ conference. Name of conference. Dates and place of conference publisher. Place of publication, and Year of publication.

Example: Vivian VL, editor child abuse and neglect: a medical community response. First AMA, National Conference on Child Abuse and Neglate; 1984 March 30-31; Chicago. Chicago: American Medical Association; 1985.

D. PROJECT WORK AND THESIS

Author name. Full title of the report. Publication type. Location and name of institution. Date of Publication.

Project Work Example: Youssef NM. School adjustment of children with congenital heart disease [Project Work]. Pittsburg (PA): University of Pittsburgh; 1988.

Thesis Example: Devins GM. Helplessness, depression, and mood in end-stage renal disease [masters thesis]. Montreal, Quebec: McGill University; 1981.

E. A PRIVATE COMMUNICATION

Wonham W.m. (1982) Private Communication.

F. FORMAT FOR CITATION OF REFERENCE WITHIN THE REPORT

Example of citing a journal paper listed in references, inside the text of the report:

These results have been presented by Kalman and Pushkar

G. WEBLINKS

Search engine, link, topic, last accessed on (date)

www.google.com, <http://www.nber.org/papers/w5333>, The Effects of Human Resource Management Practices on Productivity, last accessed on 24/05/2016.

BINDINGS SPECIFICATIONS

Two neatly typed (single side) Spiral Bound and one soft copy in CD of the report will be submitted to the Department/ College/ Institute. Printing of Cover Page should be in White (Base Colour) & Black (Written Specifications) and the logos will be in their actual colors.

UNIVERSITY GUIDELINES FOR SUMMER INTERNSHIP (III SEMESTER)

1. At the end of the second semester examination, it is mandatory for every student of MBA to undergo on-the-job practical training in any manufacturing, service, or financial organization. The training will be of 6 to 8 weeks duration. The college/institute will facilitate this compulsory training for students.

2. During the training, the student is expected to learn about the organization and analyze and suggest solutions to a live problem. The objective is to equip the students with the knowledge of actual functioning of an organization and problems faced by them for exploring feasible solutions.

3. During the course of training, the organization (where the student is undergoing training) will assign a problem/project to the student.

4. The student, after the completion of training will present the work to his / her faculty guide / mentor. Guide will assess student's contribution and will award internal marks out of 50. Thereafter students will submit a report to the College/Institute which will form part of the third semester examination. However, the report must be submitted on the due date.

5. The report (based on training and the problem/project studied) prepared by the student will be known as Summer Training Project Report. The report should ordinarily be based on primary data. It should reflect in depth study of a micro problem, ordinarily assigned by the organization where the student undergoes training. Relevant tables and bibliography should support it. One comprehensive chapter must be included about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance products/services and problem faced. This chapter will form part 1 of the report. Part 2 of the report will contain the study of micro research problem. The average size of report ordinarily will be of minimum 100 pages in standard font size (12) and double spacing. Two neatly typed (one sided only) and soft bound copies of the report will be submitted to the College/Institute. The report will be typed on A-4 size paper.

6. The report will have three certificates, one by the Head of the Department, another by the Faculty guide and third one from reporting officer of the organization where the student has undergone training. These three certificates should be attached in the beginning of the report.

7. The Summer Training Project Report will carry 150 marks and will be evaluated by two examiners (external and internal). The evaluation will consist of (1) Project Report evaluation (2) Project Presentation and Viva Voce.

8. The Project Report evaluation will comprise of 50 sessional marks and would be evaluated by internal project guide. The Presentation and Viva Voce would comprise of 100 marks and would be evaluated by two examiners (1 external and 1 internal). The average of the marks awarded by the 2 examiners will be taken into account for the results. In case the difference in the awards given by the examiners is 30 or more marks, the project report will be referred to a third examiner. Only such person will evaluate the project report who has minimum three years of experience of teaching MBA classes in a College/University. Experience of teaching MBA classes as guest faculty shall not be counted.

9. The parameters on which external evaluation would be carried out are as under:

Project Report Evaluation:

Evaluation Criteria & Marks -

- A. Understanding of objectives with topic (20)
- B. Understanding of Relevance of topic (20)
- C. Interpretation & Analysis (20)
- D. Presentation (20)
- E. Query handling (20)

10. It is mandatory that the student will make presentation in the presence of teachers and students. The student is expected to answer to the queries and questions raised in such a meeting.

11. The student shall prepare the Summer Training Project Report as per the format given in the Summer Training Manual as prescribed by the University

Annexure –A

Format of Cover Page - Not to be printed)

Summer Training Project Report (font size 16)

on (font size 14)

Title of Project (font size 18)

Submitted as partial fulfillment for the award of (Font Size 14)

MASTER OF BUSINESS ADMINISTRATION

DEGREE (font size 20)

Session 2022 - 23 (Font Size 12)

By (font size 14)

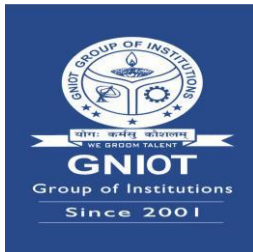
STUDENT NAME (font size 14)

Roll Number (font size 14)

Under the guidance of (font size 16)

(Internal guide name (font size 14))

Greater Noida Institute of Technology MBA Institute,
Greater Noida (font 16)



AFFILIATED TO

DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY (FORMERLY UTTAR
PRADESH TECHNICAL UNIVERSITY), LUCKNOW (FS-14)

Student's Declaration/ Certificate (font size 18)

I "STUDENT'S NAME" hereby declare that the work which is being presented in this report entitled "TITLE OF THE PROJECT" is an authentic record of my own work carried out under the supervision of Mr. / Ms./ Dr. "SUPERVISOR'S NAME".

The matter embodied in this report has not been submitted by me for the award of any other degree.

GNIOT MBA Institute

Name of Student:

Date:

This is to certify that the work which is being presented in this report entitled "TITLE OF THE PROJECT" is an authentic record of the student carried out under my supervision. The statements made by the candidate are correct to the best of my knowledge.

Prof. (Dr.) Rudresh Pandey
MBA Institute

Name of Supervisor: Director GNIOT
Designation:

Date:

Date:

Annexure – C

Acknowledgment

The acknowledgment should be brief and must not exceed one typed page in one and half spacing. The student's signature should be placed at the bottom and above his / her name typed in capitals.

DATE: _____

PLACE: _____

(NAME OF STUDENT)

Annexure D
Content Page

Chapters

Page No.

PART I

Chapter I

.....

1. Introduction of the topic

.....

2. Need of the study

.....

3. Scope of study

.....

4. Objective of study

.....

PART II

Chapter II

.....

1. Descriptive work on subtopic of study

.....

Chapter III

.....

1. Research Methodology (sample size, instrument used, methods of data Collection)

.....

2. Limitation

.....

Chapter IV

.....

1. Data Analysis & Interpretation

.....

Chapter V

.....

1. Conclusion

.....

2. Suggestion

.....

Chapter VI

.....

1. Bibliography (please refer to the sample format given)

.....

Chapter VII

.....

1. Appendices (if any)

.....

SUMMER TRAINING PROJECT REPORT MANUAL

MANUAL FOR PREPARTION OF SUMMER TRAINING PROJECT REPORT (STPR)

(Prescribed Format and Specifications)

Format 2 – Process Based Project Report

1. GENERAL:

The manual is intended to provide broad guidelines to the MBA students in the preparation of the Summer Training Project Report. The report should ordinarily be based on primary data. It should reflect in depth study of micro problem, ordinarily assigned by the organization where student undergoes training. Relevant tables and bibliography should support it.

One comprehensive chapter must be included about the organization where the student has undergone training. This should deal with brief history of the organization, its structure, performance, products/services and problems faced. This chapter will form part 1 of the report. Part 2 of the report will contain the study of micro research problem.

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05. Content Page (Annexure D)

PART I

Chapter I

1. Introduction
2. Need of the study
3. Scope of study
4. Objective of study

PART II

Chapter II

1. Explain the different activities done during summer training and also write your role in each activity.
2. Results/ outcomes of the activities performed by you at STP organization.
3. Benefits to company from each of the activities performed by you.
4. Your learning from each activity.

Chapter III

1. Conclusion
2. Limitations

3. Recommendations & Suggestions (Your recommendations and suggestions to the STP organization and if the organization have already incorporated your suggestions in their action plan, please mention that also).

Chapter IV

1. Bibliography (if any) (please refer to the sample format given below).

Chapter V

1. Appendices (if any)

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Annexure –A

(Format of Cover Page - Not to be printed)

Summer Training Project Report (font size 16)

on (font size 14)

Title of Project (font size 18)

Submitted as partial fulfillment for the award of (Font Size 14)

MASTER OF BUSINESS ADMINISTRATION

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Session 2018 - 19 (Font Size 12)

By (font size 14)

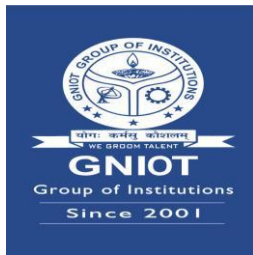
STUDENT NAME (font size 14)

Roll Number (font size 14)

Under the guidance of (font size 16)

(Internal guide name (font size 14))

**Greater Noida Institute of Technology MBA Institute,
Greater Noida (font 16)**



AFFILIATED TO

**DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY (FORMERLY UTTAR
PRADESH TECHNICAL UNIVERSITY), LUCKNOW (FS-14)**

Student's Declaration/ Certificate (font size 18)

I "STUDENT'S NAME" hereby declare that the work which is being presented in this report entitled "TITLE OF THE PROJECT" is an authentic record of my own work carried out under the supervision of Mr. / Ms./ Dr. "SUPERVISOR'S NAME".

The matter embodied in this report has not been submitted by me for the award of any other degree.

GNIOT MBA Institute

Name of Student:

Date:

This is to certify that the work which is being presented in this report entitled "TITLE OF THE PROJECT" is an authentic record of the student carried out under my supervision. The statements made by the candidate are correct to the best of my knowledge.

Prof. (Dr.) Rudresh Pandey
MBA Institute

Name of Supervisor: Director GNIOT
Designation:

Date:

Date:

Acknowledgment

Annexure – C

The acknowledgment should be brief and must not exceed one typed page in one and half spacing. The student's signature should be placed at the bottom and above his / her name typed in capitals.

DATE: _____

PLACE: _____

(NAME OF STUDENT)

Annexure D

Content Page

Chapters	Page No.
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PART I

Chapter I
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1. Introduction (as instructed by faculty mentor)
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2. Need of the study
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3. Scope of study
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4. Objective of study
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PART II

Chapter II
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1. Explain the different activities done during summer training and also write your role in each activity.
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2. Results/ outcomes of the activities performed by you at STP organization.
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3. Benefits to company from each of the activities performed by you.
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4. Your learning from each activity
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Chapter III
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1. Conclusion
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2. Limitation
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3. Recommendations & Suggestions
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Chapter IV
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1. Bibliography (please refer to the sample format given)
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Chapter V

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1. Appendices (if any)

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