



# LAYOUT OF RESEARCH REPORT

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# INTRODUCTION

- Research report is considered as **a major component** of the research study, the research task **remains incomplete till the research has been presented or written.**
- Writing of reports is the **last step in a research study** and requires a set of skills somewhat different from those called for the respect of the earlier stages of research.
- This task should be accomplished by the researcher with **utmost care.**
- He may seek the **assistance and guidelines of the experts** for the purpose.
- Any research report is to be conveyed to end-user or **recorded for future use.**
- So, the format of a research report has three main divisions.
  - > Preliminary Selection.
  - > Main text.
  - > Reference section.

# PRELIMANARY SECTION

**TITLE PAGE:** The first page of the report is the title page . They include,

- The title of the research study,
- The name of the researcher,
- The name of the faculty and institution to which the report is submitted,
- The degree for which the report is to be presented , and
- The date of presenting it

# EXAMPLE

Name of the thesis

Thesis submitted to:

**XYZ UNIVERSITY, City**

For the Degree of

**DOCTOR OF PHILOSOPHY**

Submitted by :

**XYZ**

Under the Supervision of :

**Prof. ABC**

**INSTITUTE OF MANAGEMENT STUDIES & RESEARCH**

**XYZ UNIVERSITY, City, HARYANA [INDIA]**

**Date**

# ACKNOWLEDGEMENT

- In the process of carrying out any research, the researcher would have received help from different persons and organizations.
- So all those helps should be acknowledged under this heading.

# EXAMPLE

## ACKNOWLEDGEMENT

First and foremost, I gave glory and honour, to **ALMIGHTY GOD** who gave me wisdom and strength throughout the days of my work on this project study.

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S.ARUMUGAM

# ABSTRACT

- Abstract give an overview of the research report outlining the title of the research , objectives, shorting comings of the existing literatures, need for the further research, proposed measure of performance and method , result of comparison and highlights of inference.

# TABLE OF CONTENTS

- Table of contents is the catalogue of the research report which summarizes every aspect of the report and enables to quickly located each section of report.
- It includes the chapter headings, the major subdivisions of the chapters and sometimes the topics within the subdivisions.



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# LIST OF TABLES

- In research report, the **data and results** are **presented in the form of tables** for easy reference.
- Each and every table **must be numbered**.
- The numbering should be such that it is internal to each chapter.

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- In research report , the results are presented in the form of figures for better understanding and comparison.
- Each and every figure must be numbered.
- The numbering should be such that it is internal to each chapter.

# EXAMPLE

## LIST OF FIGURES

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# MAIN TEXT

The text of the report should be divided into **different chapter depending on the type of research.**

**INTRODUCTION** : In the chapter **introduction the nature of the problem is to be stated and analyzed.** It usually includes:

- Statement of the problem.
- Significance of the problem.
- Purpose of the study,
- Assumptions and delimitations,
- Definition of the concept,
- Objective of the study.
- Hypothesis.

# REVIEW OF LITERATURE

- This section **reviews the important literature** related to the study.
- **Previous research studies are abstracted** and significant writing of authors in the area Under study is reviewed.
- This part of the report **provides a background** for the development of the present study and brings the reader up.

# RESEARCH METHODOLOGY

- Research methodology aims to finalise the activities of research design and data collection procedure which include
  - Selection of the research approach,
  - Design of sampling plan,
  - Design of experiment,
  - Design of questionnaire,
  - Determination of sample size,
  - And design of sampling frame.



# ANALYSIS OF DATA

- In this section, the data collected with the help of research methodology are analyzed.
- Results obtained and discussed.
- The data has to be classified and tabulated and then treated with the scientific methods to get the results.

# INFERENCES

- This is the most **important portion of the report.**
- The **data collected in analysed** and various inferences are drawn from it.
- Inferences are **based on logical as well as reasoning.**
- The report **should contain not only the generalisations** or inferences but also the basis upon which the inferences have been drawn.
- All **sorts of proofs, numerical and logical must be given** in support of theory that has advanced.

# CONCLUSION

- In this section the **main findings of the research investigation are presented** and broader conclusions are drawn.
- **Conclusion summarizes research findings, contribution of the study, limitations of the study, and scope for the future.**

# REFERENCE SECTION

- This section includes bibliography, appendix and index.

**APPENDICES:** appendices should be enlisted in respect of all technical data such as questionnaires, sample information, mathematical derivatives etc.,

**BIBLIOGRAPHY :** It is the list of the sources of material reading used by the researchers . It is the acknowledgment of the authors and books from where the research has drawn materials or technique.

**INDEX:** An alphabetical listing of name, places and topics along with the numbers of pages in a book or report on which they mentioned or discussed should be given at the end of the report.

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