



Department of Management

PROJECT GUIDELINES FOR BBA / MBA STUDENTS

Purpose:

All BBA / MBA students are required to submit a Project Report as part of fulfillment of this course. The aim of the Project is to allow the student to demonstrate their ability, to apply multi disciplinary concepts, tools and techniques to solve organizational problems to specific situation using their commonsense.

Submission Date:

- Students need to submit the SOFT COPY of the project report within 10 days of completion of the internship to their respective guides.
- After approval of the report by respective guides, students will submit HARD COPIES to the guides within stipulated time by the guides.

If the students fail to submit the report within the prescribed date, the project report will not be accepted for evaluation.

Type of Project

The project may be from any one of the following types and should be from your area of specialization:

- i) Comprehensive case study (covering single organisation / multifunctional area problem, formulation, analysis and recommendations).
- ii) Inter-organisational study aimed at inter-organisational comparison / validation of theory/survey of management practices.
- iii) Field study (empirical study).

Formulation of Project

- i) The length of the report may be about 80 to 100 typed pages not exceeding approximately 18,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.
- ii) Each project report must adequately explain the research methodology adopted and the directions for future research.
- iii) The project report should also contain the following:
 - a) Certificate of originality duly signed by the student and the supervisor / guide
 - b) The presentation should be good.



Some important notes while preparing the project proposal

Project Proposal should include the following:

- a) Rationale for the study
- b) Objectives of the study
- c) Research Methodology to be used for carrying out the study (detailing nature of data, data sources, collection methods, tools and techniques of analysis, sampling etc.)
- d) The expected contribution from the study
- e) Limitations, if any, and the direction of future research.

The report should demonstrate the ability of the student for data collection, analysis of data, formulation of recommendations and for suggesting a viable scheme for implementation of his recommendations. All the step in analysis of the relevant theory shall be included in the report.

Guide

The project work should be done under the guidance of Internal Faculty member allotted by the Department/ Institute.

Format of Project Report

- a) Title Page.
- b) Viva Voce certificate (Students must print and bind this format with their project report. It will be signed by the Internal and External Examiners on the Viva day.)
- c) Guide certificate. (Format is provided, students needs to get it signed from the guide on the day of Viva Examination)
- d) Organisation's / Company's Certificate, where the student did project.
- e) Acknowledgement by the Student.
- f) Index of contents with page numbers.



CHAPTERS

Chapter 1. Introduction

Chapter 2. Rationale for the study

Chapter 3. Objective of the study.

- Title of the project
- Objective of the study
- Scope of the study

Chapter 4. Profile of the company and Information about the relevant industry.

Chapter 5. Review of literature.

Chapter 6. Research Methodology

- Research Design
- Data collection methods / sources
- Sampling plan which should include sampling unit, sampling size and sampling methods viz questionnaire methods interview methods observation etc.

Chapter 7. Data Analysis and Interpretation

Chapter 8. Key Findings

Chapter 9. Limitations of the study

Chapter 10. Recommendations

Chapter 11. Conclusion and Future Scope of Study

Chapter 12. Annexures:

- Questionnaire
- Any other literature / forms
- Bibliography
- Plagiarism report



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Guidance for the presentation of the project report:

Paper and Text

Font : Times New Roman
Chapter Heading Font Size : 16
Sub Heading Font Size : 14
Content Font Size : 12
Line Spacing : 1.5
Paper Size : A4
Page Number : bottom right side
Number of copies : 1 Student Copy + 1 Vidyapeeth Copy = 2 Copies
Binding : MBA - Black Bound copy with Golden Embossing, BBA – Spiral Bound

Plagiarism Check Instructions (Applicable for MBA)

- Students must submit a soft copy of their project report in MS Word format for plagiarism checking.
- The maximum plagiarism allowed is 15%, so students are required to ensure that their work is original and properly written.
- If the plagiarism percentage is more than 15%, students must revise and resubmit the corrected project in MS Word format. In such cases, students will be required to pay the plagiarism check fees again.
- The final plagiarism certificate must be attached at in the Annexure of the project report before submission.

Submission:

- Students should submit two copies of the project report to the respective guides.
- Before binding the Project report the student should ensure that it contains all the original certificates as mentioned above.
- After submission of the Project Report, the students must make themselves available for a viva voce examination



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PROJECT ON

Project Title

SUBMITTED BY

Full Name of student as per college record

PRN: Complete Number

Master in Business Administration

Submitted in Partial Fulfillment of the Requirements for Award of degree

Master in Business Administration in (*Finance /HR / Marketing*)

Under the Guidance of

.....
Internal Guide

TILAK MAHARASHTRA VIDYAPEETH

VIDYAPEETH BHAVAN, GULTEKDI,

PUNE – 411 037

ACADEMIC YEAR – 2026-2027



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Department of Management

VIVA VOCE CERTIFICATE

This to certify that the project titled "Project Title" is a bonafide work carried out by Full Name of student as per vidyapeeth record,
PRN: Complete Number and is prepared in partial fulfillment of requirement of degree of Bachelor / Master of Business Administration (BBA/ MBA) of Tilak Maharashtra Vidyapeeth and that has successfully appeared for the Viva Voce at Department of management, Tilak Maharashtra Vidyapeeth Campus, Pune.

Sign. of HoD	Sign. of Internal Examiner	Sign. of External Examiner

Date : DD/MM/202x

Place : Pune

Seal
Dept. of Management



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Department of Management

GUIDE CERTIFICATE

To Whosoever It May Concern

This to certify that the project titled "Project Title" is a bonafide work carried out by Full Name of student as per the vidyapeeth record, PRN: Complete Number and is prepared in partial fulfillment of requirement of degree of Bachelor / Master of Business Administration (BBA/ MBA) of Tilak Maharashtra Vidyapeeth under my guidance. This report is not for doctoral studies and for any academic references.

Name of Internal Guide :

Designation : Assistant Professor

Date : DD/MM/202X

Organization's / Company's Certificate

A Company Certificate must be issued by the organization where the student has completed the internship or project work.

This certificate should be printed on the official letterhead of the company **and** signed by the authorized company representative (such as the project guide, HR manager, or supervisor).

It should clearly mention:

- The name of the student
- The duration of the internship/project
- The title or nature of the work done
- A brief statement confirming that the project was completed under the company's guidance

Each student will receive a different certificate depending on their company and project details.

(This is a Sample, students must write their own acknowledgement)

ACKNOWLEDGEMENT

by the Student

I am sincerely thankful to the Department of Management, TMV, for providing me with the opportunity to undertake this internship as a part of my academic curriculum.

I would like to express my heartfelt gratitude to my internal guide, [Name of Faculty Guide], for their valuable guidance, support, and encouragement throughout the project.

I am also thankful to [Name of Company/Organization] for giving me the opportunity to work as an intern and gain practical exposure. My special thanks to [Name of Industry Supervisor/Manager] for their guidance, mentorship, and constant support during the internship period.

Finally, I extend my gratitude to my family and friends for their encouragement and motivation throughout this journey.

Name of Student:

Program :

PRN :

Signature:

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