

PROJECT GUIDELINES FOR MBA STUDENTS

Purpose

All MBA students both regular and distance, 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 organisational problems to specific situation using their commonsense .

Submission Date

The submission date is **30th September 2011**.

If the students fail to submit the report by the last date, **the project report will be accepted before 15th October 2011 with late fee of Rs. 500/-**.

Type of Project

The project may be from any one of the following types and preferably from your area of specialisation:

- 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 50 to 60 double spaced 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 a competent (full time / part time) faculty from the Institution from where the student is doing his / her MBA .A certificate should be submitted as required. No Supervisor / Guide will guide more than ten students .

The project report should be submitted to the Institution where the student is studying within a period of two months from the date of completing the Industrial training or undertaken the project (for distance student).

Format / Presentation of Project Report

The format that the student should follow while submitting the project report as follows

- a) Title Page .
- b) Vidyapeeth certificate.
- c) Supervisor / Guide certificate .
- d) Organisation's Certificate , where the student did project.
- e) Acknowledgement
- f) Index of contents with page numbers .

Chapter 1. Rationale for the study

Chapter 2 Objective of the study.

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

Chapter 3 Profile of the company .

Chapter 4 Review of literature.

Chapter 5 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 6 Data analysis and interpretations using various charts and graphs.

Chapter 7 Findings.

Chapter 8 Limitations if any

Chapter 9 Expected Contribution from the study (Recommendations & suggestions)

Appendix

- Copies of questionnaire
- Copies of form or any from the company
- Bibliography .

Guidance for the presentation of the project report .

Paper and Text

- The project report must be typed on A4 size white bond paper
- The numbers should be sequential. The page number should be typed at the bottom right side.
- The text should be double or 1.5 spaced. Each paragraph should be properly titled. New times Roman or Arial font with size 12 for contents & 14 for paragraph headings and 16 for chapter headings.

Submission

Students should submit one copy of project **in a black bound volume** with Golden embossing to the Vidyapeeth. These must conform to instructions given in this guidelines. Students should keep a copy of the project report with them and bring the same at the time of viva voce.

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

- Softcopies of the Vidyapeeth Certificate and Internal Guide Certificate will be made available on request.