

GUIDELINES FOR PROJECT WORK

- 1) Students should undertake projects in their area of specialization only.
- 2) The project topic should be finalised in consultation with the internal project guide.
- 3) No two students should do their project on the same topic in the same organisation.
- 4) The students should inform the confirmation of their project work and submit a copy of the confirmation letter to the placement cell.
- 5) The students should submit the progress report of their project work every fortnight to the internal guide failing which their project will not be approved.
- 6) The last date of submitting the draft copy of the project report is 30th July and the final copy along with the certificate of the company and the institute should be submitted before 16th of August. Extension of submission date will not be allowed under any circumstances.
- 7) **KINDLY NOTE THAT AS PER THE REVISED SYLLABUS THE EXTERNAL VIVA (UNIVERSITY) WILL BE HELD AT THE END OF SEMESTER – III.**
- 8) The list of project guides is displayed on the notice board. The students should report to the guide allotted to him/her only. Change of guide is not allowed.
- 9) The students are advised to contact their internal guides for further assistance/information.

Director

GUIDELINES FOR THE PREPARATION OF PROJECT REPORT

- 1) The students should submit two copies of their project report black rexin hard bound golden embossed to the institute on or before 16th of August
- 2) The matter should be typed on A-4 size paper with Times New Roman font of size 12 points, with a spacing of 2.0 pts. between the lines.
- 3) A margin of 1.5' at the left and 1.0' to the right should be kept. A margin of 1.0' at the top and bottom should be kept
- 4) No headers and footers should be used
- 5) The matter should be printed in black ink only. Colour ink for graphs and charts can be used
- 6) The report should be printed on plain white paper. No company stationery should be used. Logo, brands of the company etc should not be displayed in the report.
- 7) Each chapter should begin on a new page
- 8) The pages should be numbered at the middle of the bottom page
- 9) The index should contain the name of the chapter and the page number
- 10) Projects not adhering to the guidelines will not be accepted

TITLE PAGE

A Project Report

On

“Title of the project”

at/for

“Name of the organisation”

By

“Name of the Student”

(Only name, do not mention qualifications)

Under the guidance of

“Name of the faculty”

Submitted to

“University of Pune”

**In partial fulfillment of the requirement for the award of the degree of Master of
Business Administration (MBA)**

Through

**Dr. Vikhe Patil Foundation’s
Centre for Management Research & Development
Pune-16.**

CHAPTER SCHEME FOR PROJECT REPORT

Title Page

Acknowledgement (optional)

Certificate from the institute

Certificate from the organisation

Index

Chapter-I: Executive summary

(2-5 pages summary of the entire project work)

Chapter- II: Company Profile

(3-5 pages about the history of the organisation, its founders, promoters, vision, mission, quality policy, products, competitors, important financial /statistical data (sales, turnover, market share etc), organisation chart, Departments, new projects, awards won etc.

Chapter-III: Objectives of the study

(2-3 objectives of the project work)

Chapter-IV: Research Methodology

(The research framework, details about the sources of data, primary and secondary data used for the study, the scope of the study, sample size, sampling technique used, tools of data collection, surveys, questionnaire, interviews, etc. Statistical Tools used for analysis of data, Limitations of the study)

Chapter-V: Project work undertaken (Title of the project)

(Details about the project work undertaken in the organisation)

Chapter-VI: Analysis & Interpretation of the data

(Presentation of the data collected in tabular and graphical form, its analysis using various statistical techniques/tools and the interpretation of the data)

Chapter-VII: Suggestions & Conclusions

(Suggestions and conclusions drawn should be practical and related to the topic of the project. General suggestions and opinions should not be made. Suggestions should be based on the analysis of the data)

Chapter-VIII: Bibliography

(Should contain the list of references used for the study, such as books, journals, magazines, newspapers, internet sites, company reports, intranet, manuals, Government publications, industry publications etc.)

Referencing scheme:

Books

Name of the Author;(Year of publication); Name of the book; Name of the publisher; Place of publication, page no. referred.

e.g. Khan P.K (2006);Management Accounting,Tata McGraw Hill; New Delhi;pp 30-39.

Journals /Magazines

Name of the author; Title of paper/article; Name of the journal/magazine; No. & Vol of publication; period of publication, page no. referred.

e.g. Sharma J.S; HR in IT Industry in India: A empirical study;Indain Journal of Industrial Relations, No.2 Vol 23 July-October 2006;pp21-35

Internet sites

Students should provide the complete link of the website referred and along with the date and time when assessed. Do not just mention the address of the search engine.

e.g. <http://money.howstuffworks.com/customer-service.htm> assessed on Monday 7th August 2006, 6:30p.m

Appendix

(Should contain various formats and forms related to the study. It should also contain a copy of the blank and filled in questionnaire and other relevant documents)

There has to be a co-relation between the objectives, research methodology, analysis and suggestions in the report.