

M. B. A. DISTANCE MODE
SEMESTER - IV
PAPER-XX : PROJECT REPORT AND VIVA

Student has to undergo a practical training of minimum fifty days. MBA being professional course it is essential for each student to practically apply or understand theoretical concepts what he/she learn during the course. During the training programme student is expected to collect vital information through internal and external source so as to reach concrete conclusions on the given subject. Student has to prepare the project report under the guidance of internal teacher. Director/Principal of the institution/college will decide the last date of submission of final copy. Student should submit two typed copies to the Institute. One copy for the institute and another copy for his/her personal record. Students may prepare additional copies for the organization guide etc.

A viva-voce examination will be conducted before the Semester IV examination. A viva voce committee will be appointed by the university. A committee will consist of 4 members. Every district will have a separate committee for viva-voce.

A viva-voce committee will be appointed by the university. A committee will consist of 3members. Constituent of the committee for viva voce

1. Chairman of the committee – Doctorate in the concern faculty
2. Member of the committee - Doctorate in the concern faculty
3. Member of the committee - Doctorate in the concern faculty

Guidelines for the project report

Declaration from the student that the research work is not copied from any other existing reports.

Certificate of the guide - Guide should certify that the research work is original and completed satisfactorily under his guidance.

The Chapter scheme for the project report will be as follows

Chapter No. I : Introduction to the study.

- 1.1 Introduction
- 1.2 Objectives and importance of the study
- 1.3 Scope and limitations of study
- 1.4 Research Methodology

Chapter No. II : Introduction to the organisation

- 2.1 Introduction to the industry
- 2.2 Brief History of organisation
- 2.3 Subsidiaries, Associates of the company
- 2.4 Departments/Manufacturing process
- 2.5 Important statistical information
- 2.6 Future prospect
- 2.7 Organisation Structure

Chapter-III : Theoretical Background

Basic concepts Necessary theoretical inputs may be added to support the research work.

Chapter-IV : Data Analysis and Interpretation

Data should be analyzed with help of various tools studied in the Subject "Application of Research Methods in Management".

CHAPTER-V : FINDINGS/OBSERVATIONS

CHAPTER-VI : SUGGESTIONS/CONCLUSION

Appendix

The document charts, questionnaires, tables, schedules etc. which are actually referred to in the body of the project report (this consists of chapters I to V) are to be included under appendix or appendices.

So, the appendices may include.

Questionnaires used for collecting information. Schedules used for collecting information. Tables formed for presenting the data.

Documents/forms etc., referred to in the body of the project report. Diagram, graphs etc. referred to in the body of the project report.

Guide student meeting record form.

Joining letter of industry Progress reports duly signed Performance appraisal report duly signed by industry authority

Bibliography

Bibliography means list of books, journals, published work actually referred to or used in the writing of the project report. This is not a separate chapter. The bibliography has to be written in a specific manner

The above guidelines are not the prescription on writing the project report but can be used as a milestones while writing the Project Report. The guide has the every discretion to change the chapter scheme as per the requirement

Note : 1) There should be proper linkage between objectives, data analysis and interpretation, findings and suggestions.

2) Student should not use logos and name of company on the project report pages. Header and Footer shall consist of university name and institute name respectively. No other information should be included in the Header and Footer.

- 3) Use of colours in text matter should be avoided.
- 4) Student has to check the plagiarism percentage of project report before submission of the hard copy of the project report. The accepted plagiarism level is less than Five percent. Plagiarism check should be done at Shivaji University's library. Plagiarisms check done at any other institutes or at any other softwares will not be accepted. Plagiarism check report should be attached in the hard copy of the project report.

JOINING REPORT

Date:

To,
The Director,

.....
.....

..... Sub: Joining Report Respected Sir,
I, Shri/Ms.

.....have joined
..... for the summer in-plant
training from..... for the Project Work to be carried
out.

I would be carrying out project work under the guidance and supervision of Shri. /Ms.
..... (designation)

..... in
.....area. The title of my project work is

I shall join the college immediately after completion of my training i.e. on 1st August 20without
fail.

(Name & signature of the Student)
Seal of Organization

(Name and Signature of the Industry Guide)