

GUIDELINES FOR 10 WEEK PROJECT WORK (16MBAPR407) (BETWEEN 3RD AND 4TH SEMESTER MBA)

OBJECTIVE

To expose the students to understand the working of the organization/ company / industry and take up an in-depth study of an issue / problem in the area of specialization.

GENERAL GUIDELINES

- The project work shall be for a period of 10 weeks immediately after the completion of 3rd Semester Examinations but before the commencement of the 4th semester classes
- The Subject code of the project work report shall be 16MBAPR407 and shall be compulsory for all the students opting for all specializations.
- The University shall receive 3 copies of project reports prior to the commencement of the 4th semester examination. Copies of the project report should be sent to the concerned Regional Office with an intimation to the Registrar (Evaluation)
- No two students of an institute shall work on the same problem in the same organization
- The student shall seek the guidance of the internal guide on a continuous basis, and the guide shall give a certificate to the effect that the candidate has worked satisfactorily under his/her guidance.
- On completion of the project work, student shall prepare a report with the following format.
- The Project report shall be prepared using word processor viz. MS Word with New Times Roman, 12 font size
- All the reports shall be printed in the A4 size 1" margin on all the sides.

- The report shall be hard bound facing sheet indicating the title of college and month & year of admission (spiral binding not permitted)
- A certificate by the guide, HOD and Head of the institution indicating the bonafide performance of the project by the student to be enclosed.
- An undertaking by the student to the effect that the work is independently carried out by him.
- The certificate from the organization.
- Acknowledgement
- Executive Summary

Schedule to be followed before commencement of Project

Activity	Time line	Remarks
<ul style="list-style-type: none"> • Identifying the organization • Problem identification 	First two weeks	Student individually identifies an organization and identifies problem for his/her study, according to his/her interest.
Problem statement	3rd week	His/ Her interests are discussed with selected guides
Research Design	4th week	Discussion with Internal Guide to decide on suitable design for the research
Synopsis Preparation	5th and 6th week	Preparation of Synopsis* incorporating the objectives

Presentation of Synopsis	7th and 8th week	The student will present the synopsis with the detailed execution plan to the Internal Guide and HOD who will review and may: a. Approve b. Approve with modification or c. Reject for fresh synopsis
Approval Status	9th and 10th week	The approval status is submitted to HOD who will officially give concurrence for the execution of the Project

*Synopsis: It is a three page document or hard copy to be submitted to the HOD with the signatures of the Guide and the student.

Page 1	Title, Contact Address of student- with details of Internal and External Guide
Page 2	Short introduction with objectives and summary (300 words). Review

	of Articles / Literature about the topic with source of information
Page 3	Time Activity Chart

Schedule to be followed during Project work

Activity	Time Line	Remarks
Understanding Structure, Culture and functioning of the organization	First 2 weeks of Project	Student should understand products/services and the problems of the organization.
Preparation of Research instrument for data collection	3rd and 4th week of Project	Discussion with the guide for finalization of research instrument in his/her domain and present the same to the guide. (First Presentation)
Data collection	5th and 6th week of Project	Data collected to be edited, coded, tabulated and presented to the guide for suggestions for analysis. (Second Presentation)
Analysis and finalization of report	7th and 8th week of Project	Students must use appropriate and latest statistical tools and techniques for analyzing the data. (It is must to use Statistical Package whose

		result should be shown in the report) (Third Presentation)
Submission of Report	9th and 10th of Project	Final Report should be submitted to the University before one week of the commencement of theory examination

Evaluation:

- Internal evaluation will be done by the internal guide.
- External valuation shall be done by a faculty member of other institute drawn from VTU affiliated institute with minimum of 10 years of experience.
- Viva-Voce / Presentation: A viva-voce examination shall be conducted at the respective Institution where a student is expected to give a presentation of his/ her work.
- The viva –voce examination will be conducted by the respective HOD / Senior Professor of the department and an expert drawn from the VTU affiliated institutes with minimum of 10 years of experience as appointed by the University.
- Project work carries 200 marks consisting of 50 marks for internal valuation by the internal guide, 50 marks for external evaluation and 100 marks for viva-voce examination.
- **Format of the project report** shall be prepared using the word processor viz., MS Word, Times New Roman font sized 12, on a page layout

of A4 size with 1” margin all sides and 1.5 line spacing. The Project report shall not exceed 100 pages.

- **Submission of Report:** Students should submit the Project Report in electronic data form only, in **PDF** file (Un-editable Format) to the Institute. The Institute in turn shall submit all the CD's of their students along with a consolidated master list as per specialization containing USN, Name of the student, and Title of the Report to Registrar (Evaluation) one week before the commencement of the Theory Examinations.
- **Plagiarism:** Plagiarism is considered as academically fraudulent, and an offence against University academic discipline. The University considers plagiarism to be a major offence, and subject to the corrective procedures. It is compulsory for the student to get the plagiarism check done before submission of the project report. Plagiarism of up to 25% is allowed in the project work and report should consist 75% of original content/work.
- **Publication of Research Findings:** Students are expected to present their research findings in Seminars/Conferences/Technical/Management Fests or publish their research work in Journals in association with their Internal Guide. Appropriate Weightage should be given to this in the internal evaluation of the project report.

Contents of the Project Report

- Cover page
- Certificate from the Organization (scanned copy)
- Certificate from the guide, HOD and Head of the Institution (scanned copy)
- indicating bonafide performance of Project by the student

- Declaration by the student (scanned copy)
- Acknowledgement
- Table of contents
- List of tables and graphs
- Executive summary

Chapter 1: Introduction

Introduction, Industry profile and company profile: Promoters, vision, Mission & Quality Policy. Products / services profile areas of operation, infrastructure facilities, competitors' information, SWOT Analysis, Future growth and prospects and Financial Statement

Chapter 2: Conceptual background and Literature review

Theoretical background of the study, Literature review with research gap (with minimum 20 literature reviews).

Chapter 3: Research Design

Statement of the problem, Need for the study, Objectives, Scope of the study, Research methodology, Hypotheses, Limitations, Chapter scheme.

Chapter 4: Analysis and Interpretation

Analysis and interpretation of the data- collected with relevant tables and graphs. Results obtained by the using statistical tools must be included.

Chapter 5: Findings, Conclusion and Suggestions

Summary of findings, Conclusion and Suggestions / Recommendations

Bibliography

Annexure relevant to the project such as figures, graphs, photographs etc.,

Marks allocation for IV Semester Project Report

Evaluation by Internal guide

SL. No	Aspects	Marks
01	First Presentation	05
02	Second Presentation	05
03	Third Presentation	10
04	Introduction and Methodology	05
05	Industry and Company Profile	05
06	Theoretical background of study	05
07	Data analysis and interpretation	10
08	Summary of findings, suggestions and conclusion	05
	Total	50

Evaluation by faculty member drawn from VTU institutions.

SL. No	Aspects	Marks
1	Introduction & Relevance of the project	10
2	Conceptual background and literature review	05
3	Research design	05
4	Analysis and interpretation	20
5	Summary of findings, suggestions and	10

	conclusion	
	TOTAL	50

Viva voce conducted by HOD/Internal Guide and an Expert from VTU.

SL. No	Aspects	Marks
1	Presentation skill	10
2	Communication skills	10
3	Subject knowledge	20
4	Objective of the study or methodology	20
5	Analysis using statistical tools and statistical packages	20
6	Findings and appropriate suggestions	20
	TOTAL	100

Formats for Project Report and Evaluation

- Format of Cover Page
- Format of certificate by College/Institution
- Format of Declaration Page
- Format of Contents
- Format of List of Tables and Charts
- Format of Bibliography
- Format for Internal Evaluation, External Evaluation and Viva voce

(Title of the Report)

BY

(Student Name)
(USN)

Submitted to

VISVESVARAYA TECHNOLOGICAL UNIVERSITY, BELGAUM
In partial fulfillment of the requirements for the award of the degree of

MASTER OF BUSINESS ADMINISTRATION

Under the guidance of

INTERNAL GUIDE
(Name)
(Designation)

EXTERNAL GUIDE
(Name)
(Designation)

(Institute Logo)

**Department of MBA
(Institute Name with Address)**

(Month & Year of submission)

CERTIFICATE

This is to certify that **(Name of the Student)** bearing USN (xxxx), is a bonafide student of Master of Business Administration course of the Institute (Batch), affiliated to Visvesvaraya Technological University, Belgaum. Project report on **“(Title of Report)”** is prepared by Him/her under the guidance of **(Name of the Guide)**, in partial fulfillment of the requirements for the award of the degree of Master of Business Administration of Visvesvaraya Technological University, Belgaum Karnataka.

Signature of Internal Guide

Signature of HOD

Signature of Principal

DECLARATION

I, **(Student Name)**, hereby declare that the Project report entitled “(Title)” with reference to “(Organisation with place)” prepared by me under the guidance of **(Guide Name)**, faculty of M.B.A Department, **(Institute name)** and external assistance by **(External Guide Name, Designation and Organisation)**. I also declare that this Project work is towards the partial fulfillment of the university Regulations for the award of degree of Master of Business Administration by Visvesvaraya Technological University, Belgaum. I have undergone a summer project for a period of Twelve weeks. I further declare that this Project is based on the original study undertaken by me and has not been submitted for the award of any degree/diploma from any other University / Institution.

Place:
Date:

Signature of the student

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Chapter 1.Introduction.....(Page Number)
Chapter 2.Industry and Company profile.....(Page Number)
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Chapter .5 Summary of Findings, suggestions and Conclusion.....(Page Number)
Bibliography
Annexure

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Table – 4.2	Table showing FSN Analysis	

Table – 4.3	Table showing EOQ	
Table – 4.4	Table showing stock of Raw materials	

LIST OF FIGURES AND CHARTS

Chart No.	Particulars	Page Nos.
Chart - 4.1	Graph showing ABC Analysis	
Chart - 4.2	Graph showing FSN Analysis	
Chart - 4.3	Graph showing EOQ	
Chart - 4.4	Graph showing stock of Raw materials	

BIBLIOGRAPHY

BOOKS:

1. Name of the Author, Title of the Book, Name of the Publisher, Edition, year of Publication.

ARTICLES:

1. Name of the Author, Title of the article, Name of the Journal, Volume Number, Issue Number, Year, Page Number (pp)

WEBLIOGRAPHY

1. Name of the Author, Title of the article, retrieved on mm/dd/yy, from URL

Visvesvaraya Technological University

Internal Evaluation Mark Sheet for Project Report

Name of the Institution:

Marks Allocation

SL. No	Aspects	Marks
1	First Presentation	05
2	Second Presentation	05
3	Third Presentation	10
4	Introduction	05
5	Conceptual background	05

	and literature review	
6	Research design	05
7	Analysis and interpretation	10
8	Summary of findings, suggestions and conclusion	05
	TOTAL	50

Marks Sheet:

SL.No	USN		1	2	3	4	5	6	7	8	Total
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Signature of the Guide with Date

Visvesvaraya Technological University

External Evaluation Mark Sheet for Project Report

Name of the Institution: _____

Marks Allocation

SL. No	Aspects	Marks
1	Introduction & Relevance of the project	10
2	Conceptual background and literature review	05
3	Research design	05
4	Analysis and interpretation	20
5	Summary of findings, suggestions and conclusion	10
	TOTAL	50

SL.No	USN	1	2	3	4	5	Total
1							
2							
3							
4							
5							
6							

7							
8							
9							
10							

Signature of External Examiner with affiliation

Signature of HOD

Visvesvaraya Technological University

Viva-Voce examination Mark Sheet for Project Report

Name of the Institution:

Marks Allocation

SL. No	Aspects	Marks
1	Presentation skill	10
2	Communication skills	10
3	Subject knowledge	20
4	Objective of the study or methodology	20
5	Analysis using statistical tools and statistical packages	20
6	Findings and appropriate suggestions	20
	TOTAL	100

SL.No	USN	1	2	3	4	5	6	Total
1								
2								
3								
4								
5								

Signature of External Examiner with affiliation

Signature of HOD