

## GUIDELINES FOR PROJECT WORK

During Final Year, all candidates shall undergo practical training in **any organisation** for a minimum period of eight weeks and submit a report thereon along **with a practical training certificate** obtained from the organisation. In case of in-service candidates, the project report should relate to the candidates organisation. Any deviation from the above should be approved by the CDE, Acharya Nagarjuna University, Nagarjuna Nagar.

The project report carries a maximum of 100 marks. The Project Report shall be guided and certified by a recognised guide approved by CDE. The completed project report should be submitted to the CDE, at least 15 days before the scheduled time for Comprehensive Viva-voce examination or before the due date as communicated by the Office.

### **Project Work: (must be done in an organization)**

Students of MBA Programme will have to take up project work in the Final year.

1. The purpose of the project work is primarily to demonstrate the application of knowledge and skills acquired during the Programme, by studying and analysing the selected programme in the work situation in a systematic manner while suggesting solutions to the management.
2. The topic for project may be taken from any one of the following sources:
  - i) Comprehensive case study, covering single organisation with multifunctional area problem formulation, analysis and recommendations.
  - ii) Inter organisational comparison of performances in different functional areas including management practices.
  - iii) Field study / Empirical study.

### **Project Proposal:**

1. The proposal of project (synopsis) should be prepared in consultation with the guide and sent to the **Coordinator (Exams)**. The proposal should clearly state the significance, objectives, methodology, statistical techniques to be used, limitations if any and future directions for further research, etc.
2. Eligible project guide may be taken from any one of the following:
  - i) Faculty of department of commerce and business administration of University campus.
  - ii) Academic counsellors of MBA Programme of CDE Acharya Nagarjuna University and Ph.D holders working in PG departments of commerce and management of affiliated colleges.
  - iii) Teaching faculties of departments of commerce and management studies of any other University recognized by Acharya Nagarjuna University.
  - iv) Senior executives holding master's degree in management or allied disciplines with a minimum of 10 years of experience. Students are advised to send their projects synopsis and bio data of guide (in case of ii, iii, & iv above), which must be duly signed by the guide, to the Coordinator (Exams). If the proposed guide is not acceptable, the student shall be advised accordingly and in all such cases, the student should change the guide before the proposal is considered for approval. Similarly, if a student wants to change his / her guide after some time, he / she would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma.
3. The project proposal shall be sent in the proforma (format is given at the end of this note) along with one copy of synopsis and bio-data of the guide to the **Coordinator (Exams)** for approval. Proposals incomplete in any respect will straightaway be rejected. Students are advised to retain a copy of the synopsis.
4. **The Certificate issued by the organization** where the candidate worked for his project work must also be included in the report.
5. The candidate has to prepare THREE Copies of the project report with all certificates and must submit one copy to the Coordinator (Examinations) CDE and another copy to the study centre for evaluation at the time of Viva Voce Examination. The Third copy is to be retained by the candidate.

6. Communication of approval / non-approval of the project proposal will be sent to the candidate and it should be included in the final report.
7. Communication of non-approval of the proposal will be accompanied by comments / suggestions for reformulating the project. The revised project proposal should be submitted in the new proforma. A copy of rejected synopsis and project proposal proforma wherein the comments or suggestions of the evaluator are given should also be submitted.

**Note:** - Without the approval letter, the Project Report will not be evaluated. Students are advised to select their guides who are either teachers or active professionals in the relevant area of the selected topic.

**Preparation of Project Report:** Each student must submit an independent Project Report and it should not be similar to that of other students. If the Project Reports of Two or more students are similar, they will be booked under suspected malpractice (SMP) and such cases will be viewed seriously.

- (i) The report should consist of (a) significance of the study, (b) objectives, (c) sampling and methodology, (d) Statistical techniques used, (e) limitations, if any, and (f) guidelines for future research.
- (ii) The length of the report shall be in between 60 and 80 double spaced typed A4 size pages (excluding appendix and exhibits). The report is to be submitted in a bound volume.
- (iii) The project report should also contain:
  - (a) **Project approval by the University - Compulsory**
  - (b) The **Certificate issued by the organization** where the candidate worked for his project work must also be included in the report.
  - (c) **Certificate from the supervisor** as to the originality of work.
  - (d) A statement from the candidate mentioning that the work **is an original one** and has not been submitted earlier, either to this university or to any other institution for fulfillment of the requirement of a course of study.

The candidate has to prepare three copies of the report. One typed copy of the project report is to be submitted to the Coordinator (Exams) at least 15 days before the scheduled time for comprehensive Viva-Voce examination or before the due date as communicated by the office and another copy is to be submitted to the study centre for evaluation at the time of Viva-Voce Examination. One copy of the report is to be retained with the student. The copy sent to the CDE will not be returned. The candidate must bring his/her copy while attending for Viva-Voce examination.

**D) Comprehensive Viva-Voce Examination:** Candidate should contact their study centre Regarding the Viva-Voce examination, which will be held after the completion of theory examination. Candidates who have successfully passed all the papers of both first year and second year, and appeared for the third year end examination of all papers and underwent practical training shall be eligible to appear for comprehensive Viva-Voce examination which carries a maximum of 100 marks.

Last date for Submission of Project Proposals for MBA:

- |                                |              |
|--------------------------------|--------------|
| a) Without late fee            | : 04-03-2013 |
| b) With a late fee of Rs.100/- | : 11-03-2013 |

Last date for Submission of Project reports for MBA:

- |                                |              |
|--------------------------------|--------------|
| a) Without late fee            | : 13-05-2013 |
| b) With a late fee of Rs.100/- | : 20-05-2013 |

**ACHARYA NAGARJUNA UNIVERSITY  
CENTRE FOR DISTANCE EDUCATION  
MASTER OF BUSINESS ADMINISTRATION  
(Through Distance Mode)**

**PROFORMA FOR PROJECT PROPOSAL**

Regn.No. .... Study Centre:.....

Name and Address of Student .....

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Title of the Project.....

Subject Area: Accounting and Finance / Marketing / Operations Management / H.R.M. and O.B. /  
Information System / Any other (Specify) Name, Designation and Official Address of the Project Guide

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Is the guide an Academic Counsellor of MBA (DM ) Programme? YES / NO

If yes, Name of Study Centre and the Course of counseling and since when .....

.....

No.of Students working under the Guide for Project.....

Signature of the student

Date:

Signature of the Guide

(Name  in  Capital  letters  and  Stamp/ Office  seal)

**Note:** Enclose the synopsis of the project and bio-data of the guide.

**(FOR OFFICE USE ONLY)**

**Synopsis**

Approved

Not Approved

**Supervisor**

Approved

Not Approved

Comments / Suggestions for reformulation of the project.

DATE:

**Signature of the Evaluator**