



**GUIDELINES FOR REGISTRATION OF PROJECT WORK OF MBA (CCC)  
BRANCH**

- 1. REGISTRATION:** Registration for the project is compulsory.
- 2. REGISTRATION FEE:** There is no separate registration fee.
- 3. SELECTION OF THE PROJECT:** The students have to select a topic which pertains to the discipline in which he is working and can be theoretical or practical or design oriented to be carried out by the student individually. Name of the topic and brief details about the project are to be given in the proforma specified for this purpose. Both the extent and the standard of the work carried out must be that of an undergraduate project and be commensurate with the depth of coverage and sophistication reflected in the theory courses of the undergraduate standard. A mere collection and review, however, comprehensive it may be of the previous works or the state-of-art cannot qualify as the project work, though it can form a part of it. **Project works which are mere collection of available literature** will be rejected. Experimental works or design or computer application are preferred. The approval of the topic will be communicated to the student directly by the Project Review Committee (PRC) of the Constituent College allotted during the contact programme of IV/IV practicals. Status of approval and any other information's will be mailed to students e-mail id. Every student should check the mail atleast once in a week.
- 4. FORMAT AND NUMBER OF COPIES:** The format of the project registration is given separately. The project synopsis should be typed neatly and 3 copies are to be submitted to the Director, SCDE on or before 31 – 10 - 2012.
- 5. GUIDE:** The guide to be selected by the student, may be from his own organization or a person working in any organization in the place where the student is working or a staff member of any Engineering College. The Guide should have M.Tech degree or B.Tech in the concerned branch with a minimum of 3 years of professional experience. **The guide's address should be given clearly.** The number of candidates registered under each guide will be limited to a maximum of 3. However, the topic for each student should be an independent one. In addition, an academic Guide from the concerned contact centre will be allotted to the candidate by the PRC.
- 6. DIARY:** The student should maintain a diary which has to be signed by both of his guides atleast once in a month and three times during the course of project work. This diary should be submitted to the concerned PRC along with the project reports.
- 7. EXAMINATION:** The project Viva-voce examination will be conducted along with the other examinations of theory courses at the contact centre allotted. There will be 60 marks for day to day work of the project which will be awarded by the guide and endorsed by the academic guide; there will also be 240 marks for the viva-voce examination. The examination will be conducted by three examiners.
- 8. EXAMINATION FEE:** The examination fee is same as that of theory subject and to be paid along with the examination fee for theory/practical courses.
- 9. TIME OF SUBMISSION:** The project work has to be completed in all respects and submitted 15 days before the commencement of the theory examinations to the Project Review Committee of the Department of the contact centre allotted. If the project is not submitted before the due date, the viva-voce exam may not be conducted in that session. In such case they may have to appear at the time of supplementary exams.

## GUIDELINES FOR PREPARING THE PROJECT REPORT FOR MBA (CCC)

**Size:** The project report should be submitted in A4 size.

**Number of copies to be submitted:** 3.

**Paper, Typing, Format:** Bond paper should be used for the preparation of the Project Report. Typing should be done on the 12 point size letters.

The layout should provide a margin of 4 cm on the left, 3 cm on the top and bottom, and 1.5 cm on the right.

Fresh para should commence after five spaces. Double spacing shall be provided throughout the report. The page numbers shall be indicated at the top-middle of each page.

**Binding:**

The Dissertation shall be properly bound, using rexine of black colour otherwise it will be rejected. The bound front cover should indicate in suitable embossed letter the following:

- 1).....  
(Title)
- 2).....  
(Name) & (Roll.No)
- 3).....  
(Branch)

4) Bottom:

**SCHOOL OF CONTINUING & DISTANCE EDUCATION  
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
KUKATPALLY, HYDERABAD - 85  
(20 . . . .)**

5) The bound-side must indicate B.Tech, name of the candidate, and year.

Two plain blank papers should be provided at the beginning and at the end.

**Third page:**

Third page should contain the following

- 1) .....  
(Title)
- 2) Project report submitted in partial fulfillment of the requirement for the award of the Degree of MBA.  
(CCC) ..... (Branch)  

By

.....  
(Name of the candidate) & (Roll.No)

3) Bottom:

**SCHOOL OF CONTINUING AND DISTANCE EDUCATION  
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
KUKATPALLY, HYDERABAD - 85  
(20 . . . . .)**

**Fourth page:** The Fourth page should contain a certificate signed by the Guides in the following format.

**CERTIFICATE**

This is to certify that the project report entitled ..... that is being submitted by Sri/Ms. .... in partial fulfillment for the award of the Degree of Bachelor of Technology in ..... to the Jawaharlal Nehru Technological University is a record of bonafide work carried out by him under my guidance and supervision. The results embodied in this project report have not been submitted to any other University or Institute for the award of any degree or diploma.

Date:

**SIGNATURE OF THE GUIDES: 1..... 2.....**

**NAMES :.....**

**DESIGNATIONS:.....**

**CHAIRMAN**

**PROJECT REVIEW COMMITTEE  
NAME OF THE CONTACT CENTRE**

( ..... )

**Fifth page:** The fifth page may include the 'Acknowledgment'.

**Sixth page:** The sixth page may contain an abstract of the Project report. The candidate may emphasise here his contributions.

**Page 7<sup>th</sup> & 8<sup>th</sup>:**

In these pages, candidate must provide a table of contents, list of tables, list of figures and photographs and notation.

**NOTE:**

All the above pages are to be numbered in Roman numerals of lower case.

**Arrangement of Chapters:**

The following is the suggested format for arranging the project report matter into various Chapters.

1. Introduction
2. Literature Survey/Review of Literature
3. Theoretical Analysis
4. Experimental Investigations
5. Experimental Results
6. Discussion of Results
7. Summary, conclusions & Recommendations
8. References/Bibliography
9. Appendices (if any).

**The arrangement of paragraph in a Chapter.**

Each paragraph in a chapter should be properly numbered for example, 2.1, 2.2 etc., where the first digit represents the Chapter Number and second digit the paragraph number. There is no need to indicate the number for the first paragraph in a chapter.

Sub-paragraphs, if any, may be indicated as 1.1.1, 1.1.2, . . . . . etc i.e., the first digit representing the chapter, the second representing the paragraph and the third representing the sub-paragraph.

**Photographs and Tables:** The photographs and tables occurring in a chapter may be serially numbered as Fig.1.1, 1.2 etc., where the first digit represents the chapter, the second digit represents figure number. The photographs may be represented as photo 1.1, 1.2 etc., the first digit representing chapter and the second representing the photograph number.

**Graphs:** The graph should clearly indicate the points which are used for drawing the curve or curves. The points may be indicated by the following symbols. All the letters in the graphs should be written with stencils.

**Bibliography or References:** The following format may be used for writing the Bibliography/References.

It is preferred that in the text - the author and the year of publication is quoted without serial number. At the end of report where the listing of references is done, the list should be made strictly in alphabetic order of the name of the authors.

**SCHOOL OF CONTINUING AND DISTANCE EDUCATION  
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
KUKATPALLY, HYDERABAD - 85**

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**PROJECT REGISTRATION FORM FOR MBA (CCC)  
(PRC COPY)**

**NOTE: Last date for receipt of the application at the office of the S.C.D.E is 31-10-2012**

- 1. Full Name of the Student :**
- 2. Roll.No. :**
- 3. Designation and organisation where working :**
- 4. Name of the College (Project Contact Centre) :**
- 5. Address for Communication in Block letters :**
  
- 6. Topic proposed for project work (Attach sheet giving a brief abstract (about six lines 20 cm length) duly signed by the student and attested by the guide) :**
  
- 7. a) Name of the Guide with Designation and Address :**
  
- b) His/Her Academic Qualifications :**
  
- c) Details of His/Her experience Teaching/Industrial Research :**

**SIGNATURE OF THE GUIDE WITH SEAL**

**SIGNATURE OF THE APPLICANT**

**Station:**

**Dated:**

**SCHOOL OF CONTINUING AND DISTANCE EDUCATION  
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD  
KUKATPALLY, HYDERABAD - 85**

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**PROJECT REGISTRATION FORM FOR MBA (CCC)  
(OFFICE COPY)**

**NOTE: Last date for receipt of the application at the office of the S.C.D.E is 31 -1 0 - 2012.**

**1. Full Name of the Student :**

**2. Roll.No. :**

**3. Designation and organisation  
where working :**

**4. Name of the College  
(Project Contact Center) :**

**5. Address for Communication  
in Block letters :**

**6. Topic proposed for project work  
(Attach sheet giving a brief  
abstract (about six lines 20 cm length)  
duly signed by the student and  
attested by the guide) :**

**7. a) Name of the Guide with  
Designation and Address :**

**b) His/Her Academic Qualifications :**

**c) Details of His/Her experience  
Teaching/Industrial Research :**

**SIGNATURE OF THE GUIDE WITH SEAL**

**SIGNATURE OF THE APPLICANT**

**Station:**

**Dated:**

**TITLE:**

**ABSTRACT  
(IN TRIPLICATE)**

**Signature of the Guide With Seal  
Name of the Guide**

**Signature of the Candidate  
Name of the Candidate**

**DATE:**

**Roll. No.**

**PROJECT REVIEW COMMITTEE:**

- 1.
- 2.
- 3.