

UNIVERSITY OF MADRAS
[Established under the Ad of Incorporation XXVII of
1857 - Madras University Act 1923]
{State University)
INSTITUTE OF DISTANCE EDUCATION

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Director i/c

IDE Building
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Ref./DE/PG- VAdmn (M.B.A)/2017

Date: 24.04.2017

CIRCULAR

Candidates who have been admitted to the MBA Degree Course in Academic year and currently studying Second Year are permitted to choose a University recognized Supervisor in their academic vicinity. Candidates have to submit a copy of the recognition letter of their Supervisor, if recognized by Universities other than the University of Madras. The guides chosen for MBA. Project work have to be a fulltime teaching staff with M.8'.A. qualification and working in any department or fulltime faculty members working in MBA. department of University/ affiliated colleges recognized by UGC / AICTE with a minimum of Five years of teaching experience.

The enclosed Proforma for approval of the guide and Title of the Project should be filled in and sent along with the Synopsis of the Project so as to reach this office on or before **14.06.2017**

Candidates may make use of Bonafide Certificate issued to them for doing Project work in an established concern.

The last date for submission of Project Report is **21.07.2017**

DIRECTOR

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
PROFORMA FOR APPROVAL OF THE GUIDE AND TITLE OF THE PROJECT

1. Name of the Candidate
2. Enrolment Number
3. Address with Phone Number
4. a) Name of the Guide
b) Designation
c) Experience at PG Level
d) Official Address with Phone No.
e) Residential Address with Phone Number
5. Title of the Project
6. Whether the supervisor conducting the PROJECT WORK has been previously recognized by the University of Madras for guiding research work. If yes, Number and date of communication.
7. If recognized by a University other than University of Madras, the No. and date of communication of recognition from the other University (Xerox copy of recognition issued by the University has to be enclosed)

Signature of the Supervisor
with date and seal

Signature of the Candidate

- Note :
- (a) Guide should be a full time teaching staff with M.B.A. qualification and working in M.B.A. department of any University / affiliated colleges recognized by UGC/ AICTE with a minimum of 5 years of teaching experience.
 - (b) Each guide should not have more than 10 candidates under this supervision.
 - (c) Enclose a copy of the Synopsis of the project work.

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION
CHEPAUK, CHENNAI - 600 005

M.B.A. DEGREE COURSE

FINAL YEAR
PROJECT WORK

INSTRUCTIONAL BOOKLET

2017

The students of final year M.B.A. degree are required to undertake a project work.

The objectives of the Project Work are :

- (a) to acquire practical knowledge on the general working of industrial units / Business houses,
- (b) to get trained in the day-to-day management, maintenance of account and auditing.
- (c) to understand the practical problems faced by the industrial units / Business Organization and H
- (d) to acquire ability to apply theoretical knowledge for solving practical problems of industrial units / Business Organization.

For realising these objectives, the students have to visit an organization near to their residence and spend time with the management staff of the concern to understand and get acquainted with the functioning of the enterprise. In doing so, the students have to maintain a record of observation (called project report) and submit it in the form of a Project Report. Two copies have to be prepared, one copy of which has to be submitted for evaluation.

Your observation in the industrial unit / business house should get organized in general under the heads : origin, development, general working and problems of the business unit. Your discussion with the functionaries in the industrial unit / business house will help you in collecting information necessary for the Project Report .

Your Project Report should contain the following divisions .

- (a) "Cover Page (See Appendix -A)
- (b) Bonafide Certificate (See Appendix - B)
- (c) Certificate of attendance given by the Industrial Unit / Business house is to be included. (See Appendix - C)
- (d) Content of the Project

Chapter I Introduction

- 1.1 Organization Profile
- 1.2 Concepts
- 1.3 Need for the study
- 1.4 Problem
- 1.5 Objectives
- 1.6 Procedure : Methodology

Chapter II Analysis

- 2.1 Analysis of the situation
- 2.2 Existing System
- 2.3 Need for the change in System
- 2.4 Proposed System

Chapter III Present conditions with special reference to the Organization / industry concern.

Chapter IV Summary, Conclusion and Suggestions

- 4.1 Summary of the System
- 4.2 Scope of the System
- 4.3 Suggestions

Any data collected and reported or diagrams or Bibliography may be appended.

You first prepare a rough draft and correct it further. Then, you can have it typed (two copies). You should get typed on one side and not on both sides. You should have them binded. Spiral binding should not be done. You should submit the first copy of the Project to the Co-ordinator concerned before **21-07-2017**. For further information and instructions, you may contact the co-ordinator concerned. The size of the paper for typing should be A-4 size. In other words, the size of your Project Reports should correspond to the size of this booklet (A-4 size). A Professional typist may know how to type the matter neatly and attractively for your Project Report. The cover page of Project Report must contain your Name, Enrolment Number, Address and the date of submission with your signature.

APPENDIX - A

FORMAT OF THE COVER PAGE

TITLE OF THE PROJECT

PROJECT REPORT

*Submitted in partial fulfillment of the
requirements for the award of the Degree of*

MASTER OF BUSINESS ADMINISTRATION
2017

NAME

ENROLMENT NO. :

Under the Supervision of

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION

APPENDIX-B
BONAFIDE CERTIFICATE

UNIVERSITY OF MADRAS
INSTITUTE OF DISTANCE EDUCATION

Certified that this is the bonafide Project Work done by
..... ; with Enrolment Number
..... of final year of M.B.A. Degree
course in the Institute of Distance Education, University of Madras,
Chennai - 600 005 during the Year **2017**

Date:

Supervisor
(Signature with Seal)

Examiner 1.

Examiner 2.

APPENDIX- C

Format of the Attendance Certificate (to be given by the head of the Firm/ Organization)

ATTENDANCE CERTIFICATE

Certified that Mr. / Ms

with

Enrolment Number

a student of

M.B.A. Degree Course in the Institute of Distance Education, University of Madras has

undergone the project work in the

(Name of the Firm / Organisation) from to

During the period of study and observation in our organization his / her conduct was good.

Date:

Signature

1. Name of the Head

2. Name of the Industrial
Unit / Business Organization

3. Place

Office seal with date