



KARNATAKA STATE

OPEN UNIVERSITY

MUKTHA GANGOTHRI, MYSORE-570 006

DEPARTMENT OF STUDIES AND RESEARCH IN MANAGEMENT

Ref No.KSOU/Mgmt/IV-SEM/2020-21

Date: 25-10-2021

Dear learner,

CIRCULAR – PROJECT REPORT-2021

(Students of 2019-20 January and July Batch)

You are aware that submission of the project-report is a very important and compulsory activity for the students of M.B.A. programme. The UGC/AICTE stipulates that the students of MBA have to submit a project-report especially in the area of their specialization.

The students of MBA are required to prepare the project-report in tune with the following.

- 1) He/She should identify a topic in the area of their specialization. The topic should be in the form of a specific problem relating to an organization. General/ vague topic should not be considered.
- 2) The student should select an organization / company of their choice for the project work; a request letter/permission letter would be provided by the Department.
- 3) The student should also select an internal guide before commencing a project. The topic should be clearly approved by both Internal Guide and External Guide.
- 4) Internal Guide should be an academican working in the University or a P.G. College affiliated to University with 10 years of experience or 5 years' experience respectively. Application of the student whose internal guide does not qualify with the above specification would be summarily rejected.

The Internal guide shall be a faculty of Management/Commerce/ MBA Department Engineering college.

- 5) External guide should not be less than a **rank of a manager** working in the Industry/Organization where the candidate intends to take-up the project work. (*Head of the Finance, HR, Production, Marketing, etc., in a company/institution*) The student should select an external guide working in the selected organization / company.
- 6) No fee shall be paid by the candidate to any guide, as the guidance is considered as the holy one.
- 7) The faculty in the Department of Studies and Research in Management of the KSOU are also guiding the MBA projects, not exceeding 10 candidates per faculty. The students are advised to contact the Department faculty.
- 8) **The proposal of the project shall contain:**
 - a. **Request letter of the candidate** mentioning 3 topics.
 - b. Consent Letter of the company/in a institution letterhead.
 - c. **Consent Letter and Curriculum Vitae (CV) of Internal Guide (Teaching Faculty) [Seal (Preferred) andSignature.]**
 - d. **Consent Letter of External Guide (Head of HR, Finance, Marketing, Production etc.)** with letterhead duly signed and signature.

Note: Incomplete proposal will be summarily rejected.

Candidates shall submit the proposal in person or through post containing **three different topics** to the **Chairman, Department of Studies & Research in Management, KSOU, Mysore on or before 20.12.2021** for approval. The chairman in turn will accord approval on any **one** of the three topics, and the same will be intimated to the students immediately. **If nothing is heard from the Department,** they should contact the department in person and get the problem solved.

- 9) **The students should not carry out the project work without obtaining the approval from the Department.**
- 10) The topics should be designed meticulously. It can be designed like **“Employee Welfare Measures” – A study with reference to _____ company/institution.**
- 11) The volume of the project-report should be ranging from minimum 80pages and maximum 120 pages.
- 12) The project report should be prepared keeping in view the chapters. Generally every report contains five chapters, for example: 1. Introduction, 2. Profile of the Organization/Company, 3. Conceptual frame work, 4. Survey, Analysis and Interpretation, 5. Findings, Suggestion and Conclusion.
- 13) **Students shall work on the project in the company for a minimum period of three months.**
- 14) **Registrar (Evaluation) KSOU will communicate officially to the students about the submission of the project report, and Viva-Voce would be along with the 4th Semester Examination.**
- 15) **Students shall submit the project report duly signed by the candidate him/herself, internal guide and external guide with seal & letter head.** Further they shall get the certificate from the Chairman. Sample Format of Project Report Cover Page and Project Certificate will be hosted on the website **www.ksoumysuru.ac.in** duly.
- 16) **Students project report shall include the project certificate duly signed by the Chairman.**
- 17) Choose the best topic and carryout a qualitative Project Work under the able guidance of both Internal & External guides. For more details the students may refer prospectus or else contact the department.
- 18) Piracy and Plagiarism is discouraged at all stages. If such cases are detected during the viva-voce / valuation of the project report, such candidates will be considered as fail in project work and they shall take up new project and resubmit it during next academic year.
- 19) **Candidates are directed to take-up the project viva-voce during the year of submission of project report only.** The viva-voce shall be conducted after 4th semester examination.
- 20) **Candidates shall submit his/her project report at the end of fourth semester and appear for viva- voce together in single appearance. Candidates shall secure minimum for pass of 40 marks in project work and 20 marks in viva-voce against maximum of 100 and 50 marks respectively.**

With Good Wishes.

Sd/-

**Chairman
DOS&R in Management**