

## Guidelines for preparation of MBA Project Report

**I: Project Report :** During IV Semester, all candidates shall undergo practical training in any organisation for a minimum period of **eight weeks** and submit a Project report thereon along with a practical training certificate obtained from the organisation.

Students of **MBA (Hospital Administration)** must undergo practical training in reputed Government General Hospitals / Corporate Hospitals with all specialities and facilities. In case of in-service candidates, the project report should relate to the candidates' organisation. It should be approved by the CDE – ICT Division, 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 – ICT Division. The completed project report should be sent to the email id “[anuonline8@gmail.com](mailto:anuonline8@gmail.com)”, at least 15 days before the scheduled time for Comprehensive Viva-voce examination or before the due date as communicated by the Office. It is compulsory to submit hard copy of the project Report to Director, CDE – ICT Division, Acharya Nagarjuna University.

### Project Work

Students of MBA Programme will have to take up project work in the IV Semester.

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 topics 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 email id “[anuonline8@gmail.com](mailto:anuonline8@gmail.com)”. 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 Acharya Nagarjuna 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 recognised 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 sent 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 email id [anuonline8@gmail.com](mailto:anuonline8@gmail.com). 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 mailed "anuonline8@gmail.com" for approval. Proposals incomplete in any respect will straight away be rejected. Students are advised to retain a copy of the synopsis.
4. **The Certificate issued by the Organization/Hospital where the candidate worked for his project work must also be included in the report.**
5. **Communication of approval / non-approval of the project proposal will be sent to the candidate within one month of the receipt of the proposal.**
6. 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:**

- (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
  - (b) **The Certificate issued by the Organization / Hospital** 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 a original one and has not been submitted earlier, either to this university or to any other institution for fulfilment of the requirement of a course of study.

The candidate has to prepare TWO hard copies of the project report. Soft copy of the project report is to be sent to email id "anuonline8@gmail.com" and one hard copy of the project report should be submitted to the Director, CDE – ICT Division, ANU by post at least 15 days before the scheduled time for comprehensive Viva-Voce examination or before the due date as communicated by the office. One hard copy of the project report is to be retained with the student. The copy sent to the Director, CDE – ICT Division, ANU will not be returned.

**II: Online Comprehensive Viva-Voce Examination:** CDE – ICT Division, ANU will communicate the date and time for Viva-Voce examination, to be conducted online using Skype / Webcam / Virtual platform, which will be held after the completion of theory examination.

**ACHARYA NAGARJUNA UNIVERSITY**  
**Centre for Distance Education – ICT Division**  
**MASTER OF BUSINESS ADMINISTRATION**  
**PROFORMA FOR PROJECT PROPOSAL**

Regn.No.....

Name and Address of Student .....

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Title of the Project .....

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Subject Area: Banking & Insurance / Finance / Marketing / H.R.M. /H.A. / Any other

(Specify).....

Name, Designation and Official Address of the Project Guide.....

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Signature of the student

Date:

Signature of the Guide

Date:

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

**(For Office use only)**

**Synopsis**

**Supervisor**

Approved

Not Approved

Approved

Not Approved

Comments / Suggestions for reformulation of the project.

Date:

**Signature of the Evaluator**