



Executive Post Graduate Diploma in Management

PROJECT WORK GUIDELINES

1. This is a Course in Term-IV of the Executive Post Graduate Program. The course is graded on 100 marks maximum.
2. The project work module requires the student to work on a theme/topic in their area of specialization.
3. The project is to be undertaken by a candidate either in the organization of current employment or in a reputed organization of choice. In some situations, if required, an industry based project can also be undertaken subject to the approval of the respective faculty guide.
4. Each student will be assigned a Faculty Guide by Alliance University. For organisation based projects an industry guide as chosen by the students will also be a guide for the project work.
5. The Faculty Guide will evaluate the Project Proposal, the interim reports, the Draft Report, and the Final Report while guiding the student on the academic quality of the project from time to time.
6. The students are expected to work for **six to eight weeks** on the project work and complete all the requirements of the same.
7. Students are thus required to obtain a Certificate of Completion from the organization duly signed and dated by their **Industry Guide** on company letterhead in case the project is organisation based.
8. The project work has four evaluation components: a project proposal, interim reports, a draft report, and a final report along with approved draft copy in CD. Each evaluation component carries the following weightage: **Project Proposal (10 Marks), Interim Reports (10 Marks), Draft Report (30 Marks), Final Report + approved draft copy in CD (50 Marks)**. The Draft Report should be complete in all respects at the time of submission to the Faculty Guide. The final report would be accepted only on final approval from the respective faculty guide.
9. Expected number of pages for the report is 100 (A4 size paper, 1.5 line spacing, and 11 font size with Times New Roman).
10. The Draft Report should be complete in all respects at the time of submission to the Faculty Guide. The final report would be accepted only on final approval from the respective faculty guide. Post

draft approval received from the faculty guide, kindly prepare the soft copy in CD and submit along with Project report hardcopy to the department.

11. The Project Report will adhere to the format given below:

- Title Page.
- Declaration Page by the Student.
- Certificate from the Faculty Guide/Industry Guide.(**with the company stamp & the signature in case of organization based study**)
- Acknowledgements Page
- Table of Contents (with page numbers).
- Executive Summary.
- Chapter 1 Introduction: problem identification, coverage of industry and company.
- Chapter 2 Methodology: type of data collected (primary and secondary data), procedure adopted, sampling techniques and sample size chosen.
- Chapter 3 Findings and Discussions: data analysis, findings, and learning outcome.
- Chapter 4 Conclusions & Recommendations.
- References.
- Annexure.

12. Project reports could get rejected if found plagiarised.

13. Projects reports could also get rejected if submission dates are not adhered to.

14. **The Final Report must be submitted in hard copy (one hard bound copy) along with CD of approved draft copy report to the Executive-PGDM Department, Alliance School of Business. Students who wish to submit the report through courier may send the hard bound copy along with CD of approved draft copy report to below address only:**

Alliance University, Executive PGDM Department, 19th Cross, 7th Main, BTM 2nd Stage, NS Palya, Bangalore – 560 076, Tel: +91 80 26786020 / 21, 26789749



Executive Post Graduate Diploma in Management

PROJECT WORK PROPOSAL

Name of the Student:

E-mail:

Phone:

Area of Specialization:

Marketing Finance HRM Lean Operations Information Systems Project Management

International Business Business Analytics

Faculty Guide:

Designation:

E-mail:

Phone:

Organization [With complete address]:

Project Title:

Industry Guide:

Designation:

E-mail:

Phone:

Duration of Internship: Weeks:

Start Date:

End Date:

Scope of Work

A. Learning Objectives

B. Methodology

C. Timeline

Signature of Industry Guide

Signature of Student

Date:



EXECUTIVE POST GRADUATE DIPLOMA IN MANAGEMENT

Title: _____

**PROJECT REPORT SUBMITTED TO ALLIANCE UNIVERSITY IN
PARTIAL FULFILMENT OF THE REQUIREMNETS OF THE COURSE:**

Prepared by

NAME: _____

REGISTRATION NO.: _____

BATCH: _____

SPECIALIZATION: _____

Under the guidance of

Dr. / Prof. _____.



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Term – IV: Project Work

Declaration

This is to declare that the Report entitled “.....”
has been made for the partial fulfilment of the Course: Project Work in Term – IV by me at
..... (Organization) under the guidance of
DR./Prof

I confirm that this Report truly represents my work undertaken as a part of my Project Work.
This work is not a replication of work done previously by any other person. I also confirm that
the contents of the Report and the views contained therein have been discussed and deliberated
with the Faculty Guide.

Signature of the Student :

Name of the Student (in Capital Letters) :

Registration No. :

Specialization :



Executive Post Graduate Diploma in Management

Certificate

This is to certify that Mr. / Ms. _____ Registration No. _____
has completed the Report entitled _____ under my
guidance for the partial fulfillment of the Course: Project Work in Term – IV of the Executive Post
Graduate Diploma in Management.

Signature of Faculty Guide

Name of the Faculty Guide:



Certificate

This is to certify that Mr. / Ms. _____ has completed the Report entitled _____ under my guidance for the partial fulfilment of the Course: Project Work in Term – IV of the Executive Post Graduate Diploma in Management.

Signature of Industry Guide

Name of the Industry Guide: