VIDYASAGAR UNIVERSITY

MIDNAPORE-721102, WEST BENGAL, INDIA

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DEPARTMENT OF BUSINESS ADMINISTRATION

Ref. No. VU/MBA /Project Guidelines   **Date: 30.06.16**
From:
Dr. Sudin Bag,
Asst. Professor, TIC
             &
Chairman, Board of Studies in MBA

GUIDELINES FOR THE PROJECT WORK

1. Finalize the Project-Placement in any relevant organisation in which the student will udergo on-the-field Project training for a two-month period.

2. Finalize the Project Topic after discussion with the project guide from the firm (on-field where the student is undergoing training) and if necessary, in consultation with the Faculty-guide from the Institute.

3. The project work needs to be done in the 2nd semester study period or in any period subsequent thereto obviously within the maximum time allowed to complete the entire course of study but never before the student enters into the semester study that contains Project training.

4. Two printed copies of the Project Report need to be submitted for evaluation, prepared preferably in MS-Word format.

5. Corresponding Company Guide must certify (by putting signature and designation) the project report in Company's Letter-head. The duration of project work and the date of the certificate must be mentioned in the certificate.

6. Color printed photocopy of the certificate from the Company-Guide must be attached in copy of the project report.

7. The Project Report should be 40 to 50 pages minimum and not more than 100 pages.

8. Photograph or Pictures included in the Project Report should be Color- Printed.

9. Project Report should be in **Hard cover binding / Spiral Binding. No Channel Files will be accepted.**

10. Print should be taken on Executive **Bond Paper / Excel Pro Paper A4 size**. Front page (not the cover page) & Last page should be left blank. Front page must be in **cellophane binding.**

11. Front Cover Page must include Project topic with the Company name, Student's name, University Registration No., Year of Registration, 1st Specialization Subject, Session and the name of the Institute wherefrom appearing at the examination.

Suggested Format of the contents in a Project Report

1. Cover Page

2. Preface (if any)

3. Certificate of the Company-Guide

4. Table of contents

5. Acknowledgement

6. Declaration

7. Introduction

8. Industry Introduction (which the company belongs to)

9. Company Profile (Maximum 5 Pages)

10. Literature review (from related books and website)

11. Research Methodology

12. Data Analysis & Interpretation

13. Observations and Findings

14. Recommendations & Suggestions.

15. Bibliography

16. Appendix (Questionnaires or anything more to mention).