



ANNAMALAI UNIVERSITY

DIRECTORATE OF DISTANCE EDUCATION

GUIDELINES FOR PROJECT WORK

MBA, MBA(EB), MBA(IB), MBA(HRM), MBA(MM), MBA(FM), MBA(IS)

(For Semester Pattern and Annual Pattern)

(2022 - 23)

A student can take up a project work only after completing a minimum of one year after admission to MBA. Programme.

Project work is applicable only to those students who have not opted for the study of two optional Papers.

OBJECTIVES OF PROJECT WORK

- 1) To give exposure to the student on the methodology of planning a study, data collection, analysis, presentation and decision-making about problems related to industry.
- 2) To enable the student to apply multi-disciplinary theoretical concepts and principles in real life and business situations.
- 3) To develop the ability to operationalise methodology for any problems both in the internal and external environments of the enterprise he/she works in.
- 4) To gain an insight into the industry and to know how the problems are identified and solved.
- 5) To help managers in finding solutions to some of their pressing problems.

PROJECT SYNOPSIS

Synopsis of the project should be prepared in consultation with Project Guide and the same has to be sent to the Director, Directorate of Distance Education, Annamalai University, Annamalainagar – 608 002, under the following captions:

- 1) Title of the Project
- 2) Introduction to the concept
- 3) Statement of the Problem
- 4) Objectives of the Study
- 5) Research Methodology

ELIGIBILITY OF PROJECT RESEARCH SUPERVISOR

- 1) Teachers holding Master Degree in *Management* or *in relevant disciplines* and having a minimum of **FIVE** years of P.G. teaching experience in any recognized University or Management Institute.
- 2) Managers of companies holding Master Degree in Management and having a minimum of **FIVE** years experience in the relevant area after acquiring the Master's Degree.

FORMAT OF THE PROJECT REPORT

- 1) The project report should not exceed 200 typed pages with double line spacing.
- 2) It must conform to the academic standards prescribed in the project manual.
- 3) The Project report should contain a copy of the synopsis.
- 4) The project report should also contain a certificate of originality from the Research Supervisor.
- 5) Project report should also contain a certificate of originality form the Research Supervisor.

PROJECT PROPOSAL SUBMISSION AND APPROVAL

After finalizing the topic and selection of the research supervisor, students should send the project proposal proforma along with the synopsis and bio-data of the research supervisor (with passport size photograph). It is mandatory on the part of the students to enclose a passport size photograph of their respective Research Supervisor for approval from the Director. Proposals incomplete in any respect will be summarily rejected.

Important Instructions

- 1) One typed copy of the project report should be submitted to the Directorate.
- 2) The student should bring another copy of the Project Report during viva-voce examination.
- 3) The candidates are expected to carry out project in their area of specialization chosen. Otherwise the proposal will be rejected.
- 4) It is the responsibility of the student to identify a suitable research supervisor in the respective field and select the topic.
- 5) In case the proposed research supervisor is not accepted by the Directorate, the student may be advised to change the Research Supervisor.
- 6) The Research Supervisor will be paid an honorarium of **₹200/-** for guiding each student.
- 7) A Research Supervisor should not guide more than 5 students of M.B.A. Programme of the D.D.E., Annamalai University in an academic year.
- 8) All enquiries regarding the Project Report should be sent to:

The Director
Directorate of Distance Education
Annamalai University
Annamalainagar - 608 002.

	Semester Pattern	Annual Pattern
The Last date to submit the Project Proposal is :	27-02-2023	23-11-2022
The Last date to submit the Project Report is :	26-04-2023	23-12-2022
The Late submissions of Project Report will be accepted with a late fee of Rs. 750/- upto :	15.05.2023	30-12-2022

- 9) Photo copy of the approval of the Project Proposal should be attached in the Project Report.
- 10) Project Report should contain a certificate duly signed by the research supervisor, stating that the project report is original work and not submitted earlier to any University/ Institute.
- 11) The submission of Project Report in the same title by two or more students will be rejected
- 12) The submission of Project Report after the last date fixed (**15.05.2023 for semester pattern and 30-12-22 for annual pattern**) will not be considered, and will not be permitted to attend the viva-voce examination.
- 13) Project manual is also available in the university website : www.audde.in

DR. R SINGARAVEL
DIRECTOR



ANNAMALAI UNIVERSITY

DIRECTORATE OF DISTANCE EDUCATION

PROFORMA FOR APPROVAL OF

MBA, MBA(EB), MBA(IB), MBA(HRM), MBA(MM), MBA(FM), MBA(IS)

(Put ✓ Mark on the appropriate program)

PROJECT PROPOSAL

(2022 - 23)

Enrolment Number:

1. Name and Address of the Student :

(with mobile number)

2. Subject Specialization Area :

2.1: Course code and course name
in which project work is identified :

2.2: Number of articles reviewed
initially :

2.3: Published project work referred : Yes/No

3. Title of the Project :

(In capital letters)

4. Name and Official Address of the :

Research Supervisor.

(Bio-Data should be enclosed)

Signature of the Student :

Date:

Mention the name of the Students &
Enrolment number you are guiding
in 2021-22.

1.

2.

3.

4.

Signature of the Research Supervisor :
Name:

Academic Year:

Number of Candidates :

(Number of candidates should not exceed **Five**
for a Research supervisor in an academic year)

Encl: 1. Synopsis-(to be submitted by the students)

2. Bio-Data of the Research Supervisor with Photo

(Proposals without Encl. 1 & 2 will be summarily rejected)

(for office use only)

Scrutinized by

May be Approved / To Resubmit

**Professor and Co-ordinator
Management Wing, Head,
DDE, Annamalai University**



ANNAMALAI UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION

BIO-DATA OF THE RESEARCH SUPERVISOR

Affix latest
 Photo
 (compulsory)

NAME :

EDUCATIONAL QUALIFICATIONS :

DESIGNATION :

NAME OF THE INSTITUTE/
 ORGANIZATION PRESENTLY WORKING :

YEARS OF EXPERIENCE IN TEACHING
 INSTITUTIONS/INDUSTRIES :

OFFICIAL ADDRESS WITH PHONE
 NUMBER (Mobile and *e-mail*) :

RESIDENTIAL ADDRESS WITH
 PHONE NUMBER :

Signature of the Research Supervisor

FORWARDED BY :

Head of the Department/Principal with
 official seal (Educational Institution)

[or]

Sr. Manager / Higher Authority
 with official seal (Organization).

(Incomplete Bio-data will not be accepted)

MBA, MBA(EB), MBA(IB), MBA(HRM), MBA(MM), MBA(FM), MBA(IS)

ANNAMALAI UNIVERSITY PRESS: 2022 – 23