

**MBA Through Online Mode**  
**M.B.A.-II SEM-III**  
**Paper-XVI**  
**PROJECT REPORT AND VIVA**

Student has to undergo a practical training of minimum fifty days. MBA being professional course it is essential for each student to practically apply or understand theoretical concepts what he/she learn during the course. During the training programme student is expected to collect vital information through internal and external source so as to reach concrete conclusions on the given subject. Student has to prepare the project report under the guidance of a research guide either allotted from the approved list of guides by university or students can selected the eligible guide from their vicinity. The last date of submission of final copy of project will be declared time to time by the director of distance education, Shivaji University, Kolhapur. Student should submit two typed copies to the University. One copy for the university and another copy for his/her personal record. Students may prepare additional copies for the organization guide etc.

A viva-voce examination will be conducted online before the Semester IV examination. A viva voce committee will be appointed by the university. A committee will consist of three members. Number of committees to conduct the viva voce has to be decided by Chairman BOS in Management, Faculty of Commerce and Management, Shivaji University, Kolhapur in the consultation with the Director of Distance Education Center, Shivaji University, Kolhapur.

A viva-voce committee will be appointed by the university. A committee will consist of 3 members.

Constituent of the committee for viva voce

1. Chairman of the committee – Doctorate in the concern faculty
2. Member of the committee - Doctorate in the concern faculty
3. Member of the committee - Doctorate in the concern faculty

**Guidelines for the project report**

Declaration from the student that the research work is not copied from any other existing reports. Certificate of the guide - Guide should certify that the research work is original and completed satisfactorily under his guidance.

The Chapter scheme for the project report will be as follows

Chapter No. I: Introduction to the study.

- 1.1 Introduction
- 1.2 Objectives and importance of the study
- 1.3 Scope and limitations of study
- 1.4 Research Methodology

Chapter No. II: Introduction to the organization

- 2.1 Introduction to the industry
- 2.2 Brief History of organization
- 2.3 Subsidiaries, Associates of the company
- 2.4 Departments/Manufacturing process

2.5 Important statistical information

2.6 Future prospect

2.7 Organization Structure

Chapter-III: Theoretical Background

Basic concepts Necessary theoretical inputs may be added to support the research work.

Chapter-IV: Data Analysis and Interpretation

Data should be analyzed with help of various tools studied in the Subject "Application of Research Methods in Management".

CHAPTER-V: FINDINGS/OBSERVATIONS

CHAPTER-VI: SUGGESTIONS/CONCLUSION

Appendix

The document charts, questionnaires, tables, schedules etc. which are actually referred to in the body of the project report (this consists of chapters I to V) are to be included under appendix or appendices.

So, the appendices may include.

Questionnaires used for collecting information. Schedules used for collecting information.

Tables formed for presenting the data.

Documents/forms etc., referred to in the body of the project report. Diagram, graphs etc. referred to in the body of the project report.

Guide student meeting record form.

Joining letter of industry Progress reports duly signed

Performance appraisal report duly signed by industry authority

Bibliography

Bibliography means list of books, journals, published work actually referred to or used in the writing of the project report. This is not a separate chapter. The bibliography has to be written in a specific manner

The above guidelines are not the prescription on writing the project report but can be used as a milestone while writing the Project Report. The guide has every discretion to change the chapter scheme as per the requirement

Note: 1) There should be proper linkage between objectives, data analysis and interpretation, findings and suggestions.

2) Student should not use logos and name of company on the project report pages. Header and Footer shall consist of university name and institute name respectively. No other information should be included in the Header and Footer.

3) Use of colours in text matter should be avoided.

4) Student has to check the plagiarism percentage of project report before submission of the hard copy of the project report. The accepted plagiarism level is less than Five percent. Plagiarism check should be done at Shivaji University's library. Plagiarisms check done at any other institutes or at any other softwares will not be accepted. Plagiarism check report should be attached in the hard copy of the project report.

**Eligibility of the Guide:**

1. Director, Distance Education Center, Shivaji University, Kolhapur will declare an updated list of approved guides every year. Students may opt the guidance of experts from the list.
2. Students can select a guide for project report from their vicinity. An expert teacher working at PG level dealing with Commerce & Management courses working full time approved teacher of any university, autonomous institute is eligible to guide the student for project report. (The formal permission from the Director, Center of Distance Education, Shivaji University, Kolhapur need to be taken in writing.)
3. The teacher dealing with PG courses in Economics, Psychology, Sociology, Statistics are also eligible. Student has to take prior permission from CDE SU, Kolhapur for the same.
4. Student has to write to university for guide approval, along with brief profile of expert conveying his eligibility to guide the student for MBA project.

**Note:** The detailed discussion and procedures have been detailed in the Self Instructional Material of University.

**JOINING REPORT**

Date:

To,

The Director,

.....  
.....

..... Sub: Joining Report

Respected Sir,

I, Shri/Ms.

.....have joined  
..... for the summer in-  
plant training from .....for the Project Work to be carried  
out.

I would be carrying out project work under the guidance and supervision of Shri. /Ms.

..... (designation)

..... in

.....area. The title of my project work is

I shall join the college immediately after completion of my training i.e. on 1st August 20 without fail.

(Name & signature of the Student) (Name and Signature of the Industry Guide)

Seal of Organization.

**SHIVAJI UNIVERSITY KOLHAPUR  
CENTRE FOR DISTANCE AND ONLINE EDUCATION**

**ONLINE MBA (Feb Session) SEM-III**

**Guidelines for Selecting a Research Guide for Project Report**

**I. Purpose of the Project:**

As part of the Semester-III curriculum, Online MBA students are required to undertake a **minimum 50-day practical training** to bridge the gap between theory and practice. A project report based on this training must be prepared and submitted under the supervision of a qualified research guide.

**II. Eligibility of the Guide:**

Students can choose their project guide in the following ways:

**1. From the University's Approved List:**

- The **Director, Centre for Distance and Online Education, Shivaji University, Kolhapur** will release an **updated list of approved guides every year**.
- Students may select a guide from this list directly.

**2. From the Student's Local Vicinity (External Guide):**

Students may choose a guide from their local area who meets the following criteria:

- A **full-time approved teacher** working at the **postgraduate (PG) level** in the field of **Commerce and Management**, affiliated to any **recognized university or autonomous institute**.
- Experts from related PG disciplines such as **Economics, Psychology, Sociology, or Statistics** are also eligible, provided prior permission is taken.

### 3. Approval Process for External Guides:

- Students opting for a guide from outside the approved list must obtain **formal written permission** from the **Director, Centre for Distance and Online Education**, Shivaji University, Kolhapur.
- A **brief profile** of the proposed guide (including qualifications, experience, and specialization) must be submitted along with the approval request.

### III. General Responsibilities of the Guide:

- Help the student select a relevant and feasible project topic.
- Provide regular academic and practical guidance during the project work.
- Review and certify the final project report.

### IV. Project Submission Guidelines:

- Two **typed and bound** copies of the project report must be prepared
  - 1 copy for university records and 1 for the student.
  - Additional copies may be prepared for the guide or the organization where the training was undertaken.

### V. Viva-Voce Examination:

- The **viva-voce** will be conducted **online** before the Semester IV examination.
- A **three-member committee**, constituted by Shivaji University, will conduct the viva, out of which one member will be internal faculty of Centre for Distance and Online Education.

WEEKLY PROGRESS REPORT

Progress Report No. \_\_\_\_\_

Name of Student	
Title of the Study	
Name of Guide	

Organisation	
Date of Joining Organisation	
Date of Progress Report	
Period Of Progress Report	
Progress:	

Signature  
**Student**

Signature  
**Industry Guide**

### GUIDE STUDENT MEETING RECORD

Student:  
Contact  
Organization  
Person.

No.

Guide: Contact No. Topic  
Contact

Designation Contact No.

Sr.	Date	Description	Signature of Guide/Experts	Signature of Student
1		Presentation of in plant training project work		
2		Submission of First Draft		
3		Submission of Second Draft		
4		Submission of Third Draft		
5		Ppt Presentation of Project work before committee and students		
6		Submission of Final Draft of project report.		

Sr. No.	Date	Description of Discussion	Signature of Guide	Signature of Student
1.				
2.				
3.				
4.				
5.				
6.				

Director