


KARNATAKA STATE OPEN UNIVERSITY
MUKTHA GANGOTRI, MYSORE-570 006
DEPARTMENT OF STUDIES AND RESEARCH IN MANAGEMENT

No.KSOU/Mgmt/IV-SEM/2019-20

Date: 16-12-2019

Dear learner,

CIRCULAR – PROJECT REPORT-2020

(Students of 2013-14, 2014-15 and one time opportunity for the Students of 2001-02 to 2012-13)

You are aware that submission of the project-report is a very important and compulsory activity for the students of M.B.A. programme. The UGC/AICTE stipulates that the students of MBA have to submit a project-report especially in the area of their specialization.

The students of MBA are required to prepare the project-report in tune with the following.

- 1) He/She should identify a topic in the area of their specialization. The topic should be in the form of a specific problem relating to an organisation. General/ vague topic should not be taken.
- 2) The student should select an organization / company of their choice for the project work; a request letter/permission letter would be provided by the Department if needed.
- 3) The student should also select an internal guide before commencing a project. The topic should be clearly approved by both Internal Guide and External Guide.
- 4) Internal Guide should be an academican working in the University or a P.G.College affiliated to University with 5 years of experience/ Degree colleges 10 years' experience. Application of the student whose internal guide does not qualify with the above specification would be summarily rejected.

The Internal guide shall be a faculty of Management/Commerce/ MBA faculties of Engineering college.

- 5) External guide should not be less than a **rank of a manager** working in the Industry/Organisation where the candidate intends to take-up the project work. (In a senior position – **Head of the Finance, HR, Production, Marketing, etc., in a company**) The student should select an external guide working in the selected organization / company.
- 6) No fee shall be paid by the candidate to any guide, as the guidance is considered as the holy one.
- 7) The faculties in the Department of Studies and Research in Management of the KSOU are also guiding the MBA projects, not exceeding 10 candidates per faculty. The students are advised to contact the Dept. faculties.
- 8) **The proposal of the project shall contain:**
 - a. **Request letter of the candidate** mentioning 3 topics.
 - b. Consent Letter of the company in a company letterhead.
 - c. **Consent Letter and Curriculum Vitae (CV) of Internal Guide (Teaching Faculty) seal and Signature.**
 - d. **Consent Letter of External Guide (Head of HR, Finance, Marketing, Production etc.)** with letterhead duly signed and signature.

Note: Incomplete proposal will be summarily rejected.

- 9) Candidates shall submit the proposal containing **three different topics** to the **Chairman, Department of Studies & Research in Management, KSOU, Mysore on or before 10-01-2020** for approval. The chairman in turn will accord approval on any **one** of the three topics, and the same will be intimated to the students immediately. **If nothing is heard from the Department**, they should contact the department in person and get the problem solved.
- 10) **The students should not carry out the project work without obtaining the approval from the Department.**

Important Note: Students are hereby informed to take Project Permission Letter from the Department In-Person duly signed by the Chairman, Department of Management, KSOU, without fail before starting the project.

- 11) The topics should be designed meticulously. It can be designed like “*Employee Welfare Measures*” – *A study with reference _____ company.*
- 12) The volume of the project-report should be ranging from minimum 80pages and maximum 120 pages.
- 13) The project report should be prepared keeping in view the chapters. Generally every report contains five chapters, for example: 1. Introduction, 2. Profile of the Organization/Company, 3. Conceptual frame work, 4. Survey, Analysis and Interpretation, 5. Findings, Suggestion and Conclusion.
- 14) *Students shall work on the project in the company for a minimum period of three months.*
- 15) *You may please note that final synoptic note shall be prepared only after the completion of project work.*
- 16) *Registrar (Evaluation) KSOU will communicate officially to the students about the submission of the project report, and Date of Viva-Voce immediately after the 4th Semester Examination.*
- 17) *Students shall submit the project report duly signed by the candidate him/herself, internal guide and external guide with seal & letter head.* Further they shall get the certificate from the Chairperson. Sample Format of Project Report Cover Page and Project Certificate will be hosted on the website www.ksoumysuru.ac.in in the month of February.
- 18) *Students project report shall consider the project certificate duly signed by the Chairman, also with their approval letter compulsory included without fail.*
- 19) Choose the best topic and carryout a qualitative Project Work under the able guidance of both Internal & External guides. For more details the students may refer prospectus or else contact the department.
- 20) Piracy and Plagiarism is discouraged at all stages. If such cases are detected during the viva-voce / valuation of the project report, such candidates will be considered as fail in project work and they shall take up new project and resubmit during next academic year.
- 21) **Candidates are directed to take-up the project viva-voce during the year of submission of project report only.** The viva-voce shall be conducted after 4th semester examination.
- 22) *Candidates shall submit his/her project report at the end of fourth semester and appear for viva-voce together in single appearance. Candidates shall secure minimum for pass of 40 marks in project work and 20 marks in viva-voce for maximum of both 100 and 50 marks respectively.*

With Good Wishes.

Sd/-
Dr. C. Mahadeva Murthy
Chairman
DOS&R in Management