



**CENTRE FOR DISTANCE AND ONLINE EDUCATION**  
SCHOOL OF DISTANCE EDUCATION

**பாரதியார் பல்கலைக்கழகம்**  
**BHARATHIAR UNIVERSITY**  
COIMBATORE – 641 046, TAMILNADU, INDIA

| State University | Category-I University by UGC | A++ Grade - 3.63 CGPA by NAAC | 26<sup>th</sup> Rank among Indian Universities by MoE- NIRF

Ref.No.BU/CDOE/ACA/ODL/MBA Project/2025

Date: 26.12.2025

Dear Students,

Sub: BU-CDOE-ACA-MBA(ODL)-Academic Session February 2024  
(III Semester) – Summer Placement Project- Guide Allotment- reg.

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It is informed that the MBA (ODL) February 2024 (III Semester) is to undergo the summer placement Project (37V) are allotted by the Programme Co-ordinator and it is enclosed as an attachment. The Students are hereby requested to report to their respective Project guide for project review and approval.

Name and Address of the Guide	Enrollment Number of the Students
Dr.A. Mahalakshmi Assistant Professor of Management Centre for Distance and Online Education Bharathiar University, Coimbatore-46. Mobile :9486411643	24CMBAN0101 – 24CMBAN0125 (25)
Dr.B.G. Ramaraj Assistant Professor of Management Centre for Distance and Online Education Bharathiar University, Coimbatore-46. Mobile: 9486128971	24CMBAN0001 – 24CMBAN0020 (20)
Dr.Y.Babu Vinothkumar Associate Professor & Head of MBA Coimbatore Institute of Management and Technology (CIMAT) Narasipuram, Coimbatore-641109. Mobile:8300018181	24CMBAN0021 – 24CMBAN0040 (20)
Dr.S. Yogananth Assistant Professor Department of Management Shri Nehru Maha Vidyalaya College of Arts and Science, Coimbatore Mobile: 9894104048	24CMBAN0041 – 24CMBAN0060 (20)

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Dr.T. Kanimozhi Assistant Professor G.R.Damodaran Academy of Management Cexus Nagar, Avinashi Road Nelambur, Coimbatore- 641062. Mobile: 989436089	24CMBAN0061 – 24CMBAN0080 (20)
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✓ 31/12/14  
DIRECTOR



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**GUIDELINES TO GUIDE - SUMMER PLACEMENT PROJECT**

The duration of the Project work is 12 weeks.

The students will be allotted project guide for the completion and submission of the project report within the stipulated time.

Project guides have to conduct Project review session in order to review the project completion status.

Guides are requested to sign the summer placement project report and maintain the attendance of the review session.

The guide should submit the attendance of the review session during the submission of the claim. They can allot any one hour per week for conducting project review sessions without affecting the weekly classes.



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## GUIDELINES TO STUDENTS – SUMMER PLACEMENT PROJECT

Kindly read the instructions carefully and follow them in the preparation of the Project Report. Non-compliance with any of this instruction may lead to the rejection of the Project Report submitted.

- ❖ The duration of the Project work is 12 weeks

You are expected to undertake Project work individually with the concern of your guide allotted and submit an individual Project report through the guide.

Project reports should be typed/printed with the following specification.

### 1. Page Setup

- ❖ Paper Size: A4
- ❖ Margins: Top: 1 inch; Bottom: 1 inch; Left: 1.5 inches; Right: 1 inch
- ❖ Orientation: Portrait

### 2. Font & Spacing

- ❖ Font : Times New Roman
- ❖ Font Size: 12pt.(main text), 14 pt(headings)
- ❖ Line Spacing: 1.5
- ❖ Paragraph Alignment: Justified

All pages should be numbered. The preliminary pages of the Project Report (such as title page, acknowledgement, table of contents, etc.) should be numbered in lowercase Roman numbers and pages of the main text starting with Chapter-1 should be consecutively numbered in Arabic numbers.

Source code should not be enclosed along with the Project report, but the same should be bound as an appendix and submitted along with the Project report. The source code should be loaded and made readily available in the system, during viva-voce examination, for verification by the examiners.

Table of contents should be as in the specified format given in Annexure III



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## REVIEW

You are requested to report to the concerned guide for the Project review in the session allotted by your guide during Project work.

The students are expected to make a PowerPoint presentation on their Project – objectives, work carried out so far, design, development, output, expected, status, plan for the remaining period. **ATTENDANCE FOR THE PROJECT REVIEWS IS COMPULSORY.**

- The format of the report is as follows:
  1. Wrapper (First Page)
  2. Declaration by the candidate(in the format as in annexure-1)
  3. Certificate (in the format as in annexure – II)
  4. Synopsis /Abstract
  5. Table of contents (in the format as in annexure-III)
  6. Chapters
  7. Bibliography(in the alphabetical order of authors)

## FINAL SUBMISSION

Three numbers of bind copies of the Project report should be submitted positively on or before the viva-voce examination to the Director, Centre for Distance and Online Education, Bharathiar University.



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Specimen-Cover Page/First page

Title of the Project Report:

The Project Report submitted to Bharathiar University in partial fulfillment of the requirement for the award of the Degree of Master of Business Administration

<Name of the Candidate>

<Enrolment No.>

<Reg. No.>

Under the guidance of

<Name of the Guide (in Block letters)>

<Designation>

Centre for Distance and Online Education  
Bharathiar University  
Coimbatore 641 046

<Month & Year>



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## ANNEXURE-I

### DECLARATION

I hereby declare that this project work titled \_\_\_\_\_ submitted to the Centre for Distance and Online Education, Bharathiar University is a record of original work done by \_\_\_\_\_ under the supervision and guidance of \_\_\_\_\_ and that this work has not formed the basis for the award of any Degree/Diploma/Associate ship/Fellowship or similar title to any candidate of any University.

Signature of the candidate

Name :

Enrolment No. :

Register No :

Course :

Place :

Date :

Countersigned by

Signature of the Guide

(With Seal)

Signature of the Co-ordinator

(With seal)



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ANNEXURE – II

## CERTIFICATE

This is to certify that the project work titled \_\_\_\_\_ submitted to Bharathiar University in partial fulfillment of the requirements for the award of the Degree of Master of Business Administration is a record of the original work done by \_\_\_\_\_ under my supervision and guidance and that this project work has not formed the basis for the award of any Degree/Diploma/Associate ship/Fellowship or similar title to any candidate of any University.

Signature of the Guide  
(With Seal)

Programme Co-ordinator  
(With Seal)

Forwarded by

Director  
Centre for Distance and Online Education  
Bharathiar University  
Coimbatore – 46





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## Annexure –III

The following is the table of contents from a project report. This is only a guideline and the students are asked to prepare the contents related to their projects after discussing with their respective guide and should present the contents during their second review.

### CONTENTS

1. Chapter 1: Introduction & Design of the study
  - ❖ Introduction
  - ❖ Objectives
  - ❖ Scope of the study
  - ❖ Need of the study
  - ❖ Statement of the Problem
  - ❖ Methodology Overview
  - ❖ Limitations of the Study
  - ❖ Chapter scheme
2. Chapter 2 : Review of Literature
  - ❖ Related research studies or prior work
3. Chapter 3: Profile of the Study
  - ❖ Features related to the topic of the study
  - ❖ Conceptual contents of study
4. Chapter 4: Analysis and Interpretation
  - ❖ Analysis of Data
  - ❖ Tables and Charts
  - ❖ Interpretation
5. Chapter 5 : Findings, Suggestions and Conclusions
  - ❖ Summary of Findings
  - ❖ Suggestions
  - ❖ Conclusion

Bibliography / References

Appendix (Questionnaire)



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## INSTRUCTIONS FOR PROJECT REPORT WRITING

1. Chapter heading should be in Times New Roman font size 16 and center.
2. The entire project should be in third person (i.e., I, We should be avoided) past participle (Ex. has been , had been)
3. Every chapter should start in a new page.
4. There should not be any page breaks between sections i.e., a chapter should continuously run through.
5. Every page should be numbered on the bottom center.
6. Sections should also be numbered using 1,1,1.2.
7. Section Heading should be in capital letters.
8. The first letter of every word in the subsection name should be in capital letters with one tab space (0.5 inch)
9. The section heading and sub section heading should be in Times New Roman font size 12, Bold and left aligned.
10. It is preferable not to have more than 3 levels of sectioning. E.g.
  - ❖ 3. Applications in Business
  - ❖ 3.1 Banking Applications.
  - ❖ 3.1.1. Customer Interface.
11. At the end of every sentence, after full stop (.), it is better to leave two blank spaces.
12. Figures should be neatly drawn and centered on the page.
13. Figures numbers should be sequential by chapter (e.g., Figure 3.1 for diagram).
14. Place the figure title below the figure, with each word capitalized.
15. Always refer to figures in the text (e.g., Fig.3.1 shows the ...).
16. Insert figures on the same page or the next page after they are mentioned.
17. Tables should be neatly drawn and centered.
18. Tables number should be sequential by chapter (e.g., Table 3.1)
19. Place the table title above the table, with each word capitalized.
20. Always refer to tables in the text (e.g., Table 3.1 shows the .....).
21. Insert tables on the same page or the next page after they are mentioned.
22. Figures and tables must stay on one page and not split.
23. For References/ Bibliography, follow the standard formats such as APA, MLA,....