



SCHOOL OF DISTANCE EDUCATION
BHARATHIAR UNIVERSITY : COIMBATORE – 641 046

Phone No.0422-2422222 Extn.No.212

Fax No.91-422-2423330

Ref. SDE/MBA/Project/Academic Year 2010-11/

Date :20.09.2011.

Dear Student,

As part of M.B.A. Degree Programme, (students admitted during Academic Year 2010-11 batch) you have to undertake a project work in a reputed institution/ Organization and submit the Project Report at the end of the project period for evaluation.

The guideline for the preparation of the Project is enclosed.

A letter signed by the Director, School of Distance Education, Bharathiar University is sent herewith for your use and the same may be handed over to the organisation where you wish to do your project and get their permission. Kindly fill in your postal address and the name of the organisation in the space given, before handing over the letter.

The last date for the submission of

Project Title & Willingness of the Guide : 11.11.2011

Project Report : 06.06.2012

Further, it is informed that the project reports, which are not in the prescribed format will not be considered for evaluation.

DIRECTOR i/c

Encl.: As above.

To



SCHOOL OF DISTANCE EDUCATION
BHARATHIAR UNIVERSITY : COIMBATORE – 641 046

Phone No.0422-2422222 Extn.No.212

Fax No.91-422-2423330

Ref. SDE/MBA/Project/Academic Year 2010-11/

Date :20.09.2011.

Sir,

Sub: SDE-M.B.A. – Academic Year 2010-11 batch – Project Work- Reg.

The School of Distance Education of Bharathiar University conducts M.B.A. Degree Programme thro' Distance Education mode. As part of the curriculum, the students who have opted for Project have to do a project work for a period of 6 months in a reputed organization like yours.

Mr./Ms./Mrs. _____ with
Enrolment no. _____ is a bonafide final year M.B.A student has expressed his/her keen desire to do his/her final year project at your esteemed organization. I am confident that the reputation and professional expertise of your firm will help him/her to improve the learning skills of the candidate. The period of the project work for the student is from **01-12-2011 to 31.05.2012**

I request you to kindly permit him/her to undertake the project work in your esteemed institution. Whatever the data/ information collected from your organization will be used for academic purposes only and will be kept strictly confidential.

Address of the student:

Awaiting your favorable response,

Thanking you,

Yours faithfully,

DIRECTOR.i/c

To

Title of the Project Report:

submitted 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. :

Name of the specialization :

Study Centre :

Under the guidance of

Name of the Guide (in Block letters)
Designation

School of Distance Education
Bharathiar University
Coimbatore – 641 046

(Month & Year)

Note : No Student could use the emblem of this University.
If used the Project Report will be summarily rejected.

CERTIFICATE

Model

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 in _____ 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.

(Seal)

Signature of the Guide
Name and Designation

Forwarded by

Director
School of Distance Education
Bharathiar University
Coimbatore – 46

Submitted for University Examination held on _____

Internal Examiner

External Examiner

DECLARATION

I hereby declare that this project work titled _____ under the guidance of _____ and that this project work has not formed the basis for the award of my Degree /Diploma/Associate ship/Fellowship or similar title to any candidate of any University.

Signature of the candidate

Name :
Enrolment No. :
Course with Specialization

Date :

Countersigned by

Signature of the Guide
(with seal)

**GUIDELINES TO M.B.A. PROJECT REPORT PREPARATION
(for ACADEMIC YEAR - 2010-11 BATCH)**

You are advised to carefully read the instructions given and follow them in the preparation of the Project Report. Non-compliance with any of these instructions may lead to the rejection of Project Report submitted.

- ❖ The duration of the Project work will be for six months from 01.12.2011 to 31.05.2012.
- ❖ You are expected to undertake a project work individually and submit an individual project report.
- ❖ **PRIOR APPROVAL SHOULD BE OBTAINED FROM THE UNIVERSITY FOR PROJECT TITLE AND GUIDE'S WILLINGNESS TO GUIDE. (Format enclosed)**
- ❖ Students should carry out the Project work under the guidance of the supervisor with M.Phil/Ph.D in MBA (or) working in Department of Business Management/Administration (or) Senior Manager (not less than 7 years of experience) with MBA degree. **PROJECT SHOULD BE GUIDED BY THE GUIDES APPROVED BY THE UNIVERSITY.**
- ❖ No guide can guide more than 10 projects of MBA degree course in a particular batch.
- ❖ **VIVA-VOCE EXAMINATIONS WOULD BE CONDUCTED IN THE UNIVERSITY CAMPUS.**
- ❖ Project reports should be typed/printed in double line space using A4 size bond papers with a left margin of column 10 and right margin of column 75.
- ❖ 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.
- ❖ Binding specifications: Wrapper should be **light blue** in colour and printing of wrappers should be done in the press **WITH SOFT BOUND**.
- ❖ A certificate from the organization where you undertake the project work should be obtained and copies of the same should be duly enclosed in the project report.
- ❖ Three copies of the project report should be submitted positively on or before **06.06.2012** to the Director, School of Distance Education Bharathiar University, Coimbatore – 46.
- ❖ No one could use the emblem of this University in the Project Report.

Contd.....2.

❖ The format of the report should be as follows:

1. Wrapper
2. Copy of the Wrapper
3. Declaration by the candidate (in the format as in annexure –I)
4. Certificate (in the format as in annexure –I)
5. Certificate from the organization
6. Acknowledgement
7. Synopsis
8. Table of contents(in the format as in annexure-II)
9. Chapters
10. Bibliography (in the alphabetical order of authors)

The last date for submission of

1. Project title & willingness of the guide – **11.11.2011**
2. Project Report - - **06.06.2012.**

No Separate Communication will be sent to this effect.

DIRECTOR.i/c

Annexure-II

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

TABLE OF CONTENTS:

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5.4	Input Design	18
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Appendices

- O. Reports
- P. Graphical Reports
- Q. System Dataflow
- R. Dataflow in Organization level
- S. Data Dictionary
- T. ER Diagrams

Examples for Bibliography

1. Books
 - Joseph B Greene, "Oracle DBA Survival Guide" Techmedica, 1995
 - Singh Lave et.al., "Oracle 7.3 Developer Guide", Sama Publishing 1997
2. Journal
 - Gray D Knott, "Adaptive Delta Modulation," Dr.Dobb's Journal April 1998.
 - Jenkins G.M. and Walts D.G., "Spectral Analysis and its Applications" Sangrancisco, CA, Holder Day 1968.
3. Manual
 - "AIX User's Guide", Version 4.1. IBM 1994.



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BHARATHIAR UNIVERSITY : COIMBATORE – 641 046

Phone No.0422-2422222 Extn.No.212

Fax No.91-422-2423330

Ref. SDE/MBA/Project/2010-11 Academic Year/

Date : 20.09..2011

From

To

THE DIRECTOR

The Co-ordinators of all Spot
Admission Cum Learning Centres

As part of their M.B.A. Degree Programme, students (admitted during Academic year 2010-11 batch) who have opted for Project have to undertake the project work in a reputed institution/ Organization and submit the Project Report at the end of the project period for evaluation.

The guidelines for the preparation of the Project is enclosed.

I am also sending herewith the prescribed letter seeking permission for the final year MBA students (Academic Year 2010-11 Batch) to do their project work in a reputed institution / organization to be issued by the concerned Co-ordinator of the Spot admission Cum Learning Centre

The Co-ordinator of the centers are requested to make necessary arrangements for the students to do their project work and submit the same within the stipulated time. This may please be brought to the notice of all the students studying in your centre.

The last date for the submission of

Project Title & willingness of the guide - 11.11.2011.

Project Report - 06.06.2012.

Further, it is informed that the project reports, which are not in the prescribed format will not be considered for evaluation.

The Co-ordinators are requested to collect the filled in applications for approval of the title of the project & willingness of the guide and send the same to the Director, School of Distance Education, Bharathiar University, Coimbatore on or before 15.06.2011 for approval..

DIRECTOR i/c

Encl.: As above.



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BHARATHIAR UNIVERSITY : COIMBATORE – 641 046

Phone No.0422-2422222 Extn.No.212

Fax No.91-422-2423330

Ref. SDE/MBA/Project/Academic Year 2010-11/

Date :20.09.2011.

Sir,

Sub: SDE-M.B.A. – 2010-11Academic Year batch – Project Work- Reg.

The School of Distance Education of Bharathiar University conducts M.B.A. Degree Programme thro' Distance Education mode. As part of the curriculum, the students (Academic Year 2010-11 Batch) who have opted for Project work have to do the project work for a period of 6 months in a reputed organization like yours.

Our Institution has been approved by the Bharathiar University as Spot admission Cum Learning Centre And Mr./Ms/Mrs.-----with Enrolment No.----- is a bonofide final year M.B.A. Student in our center and has expressed his/her keen desire to do his/her final year project at your esteemed organization. I am confident that the reputation and professional expertise of your firm will help him/her to improve the learning skills of the candidate. The period of the project work for the student is from **01.12.2011 to 31.05.2012**

I request you to kindly permit him/her to undertake the project work in your esteemed institution. Whatever the data/ information collected from your organization will be used for academic purposes only and will be kept strictly confidential.

Address of the student:

To

Awaiting your favorable response,

Thanking you,

Yours sincerely,

Co-ordinator.

To

CERTIFICATE

Model

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 in _____ 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.

(Seal)

Signature of the Guide
Name and Designation

Forwarded by

Director/ Co-ordinator of the Study Centre
School of Distance Education
Bharathiar University
Coimbatore – 46

Submitted for University Examination held on _____

Internal Examiner

External Examiner

DECLARATION

I hereby declare that this project work titled _____ under the guidance of _____ and that this project work has not formed the basis for the award of my Degree /Diploma/Associate ship/Fellowship or similar title to any candidate of any University.

Signature of the candidate

Name :
Enrolment No. :
Course with Specialization

Date :

Countersigned by

Signature of the Guide
(with seal)

Signature of the Centre Co-ordinator
(with seal)



SCHOOL OF DISTANCE EDUCATION
BHARATHIAR UNIVERSITY : COIMBATORE – 641 046

Phone No.0422-2422222 Extn.No.206

Fax No.91-0422-2423330

**APPLICATION FOR OBTAINING APPROVAL FOR TITLE OF THE PROJECT
AND WILLINGNESS OF THE GUIDE**

NAME OF THE COURSE WITH SPECIALISATION :

ENROLMENT NO: :

NAME AND ADDRESS OF THE CANDIDATE :

CONTACT MOBILE NO. :

NAME OF THE STUDY CENTRE & CODE NO. :

TITLE OF THE PROJECT (In Block Letters) :

NAME OF THE GUIDE :

QUALIFICATION OF THE GUIDE :

EXPERIENCE IN THE RESPECTIVE CADRE :

DESIGNATION OF THE GUIDE
WITH ADDRESS & (CONTACT NO.) :

SIGNATURE OF THE
GUIDE WITH SEAL

SIGNATURE OF THE CANDIDATE