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 | 26th Rank among Indian Universities by MoE-NIRF |

Ref. No.BU/CDOE/ACA/OL/MBA Project/2026/2244 Date: 02.11.2026

Dear Students,

Sub: BU – CDOE – ACA - MBA OLP - Academic Session October 2024 (Revised from July-August 2024) – III Semester –Summer Placement Project - Guide Allotment- reg.

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It is informed that the Project guide of Summer Placement Project Report (37V) for MBA Online Degree Programme Academic Session October 2024 (Revised from July-August 2024) students are allotted by the Programme co-ordinator and it is mentioned below. The students are hereby requested to report to their respective Project guide for project review and approval. Duration for the project is 12 weeks. e-copy of the project report (PDF) should be submitted on or before 24.01.2027.

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DIRECTOR

GUIDELINES TO GUIDE – SUMMER PLACEMENT PROJECT

The duration of the Project work is 12 weeks.

Form a group through WhatsApp and co-ordinate the allotted students for the completion and submission of the project report within the stipulated time.

Guides are expected to conduct review per week through online and to maintain the proof(screenshot) and attendance.

Guides are requested to sign the summer placement project report digitally and maintain the soft copies of the reports.

The guide should submit the screenshot and the attendance of the week 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 live session.

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: 12 pt. (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 stating 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

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. e- 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

e-copy of the Project report (PDF) should be submitted positively on or before the viva-voce examination to the Programme Co-ordinator, 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>

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/Associateship/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 Programme Co-Ordinator
(With Seal)

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/Associateship/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

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 headings 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,….

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