ANNAMALAI UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION

GUIDELINES FOR PROJECT WORK
MBA, MBA(EB), MBA(IB), MBA(HRM), MBA(MM), MBA(FM), MBA(IS)

A student can take up a project work only after completing a minimum of one year after admission to MBA. Programme.

Project work is applicable only to those students who have not opted for the study of two optional Papers.

OBJECTIVES OF PROJECT WORK
1) To give exposure to the student on the methodology of planning a study, data collection, analysis, presentation and decision-making about problems related to industry.
2) To enable the student to apply multi-disciplinary theoretical concepts and principles in real life and business situations.
3) To develop the ability to operationalize methodology for any problems both in the internal and external environments of the enterprise he/she works in.
4) To gain an insight into the industry and to know how the problems are identified and solved.
5) To help managers in finding solutions to some of their pressing problems.

PROJECT SYNOPSIS

Synopsis of the project should be prepared in consultation with Project Guide and the same has to be sent to the Director, Centre for Distance and Online Education, Annamalai University, Annamalai Nagar – 608 002, under the following captions:
1) Title of the Project
2) Statement of the Problem
3) Objectives of the Study
4) Research Methodology

ELIGIBILITY OF PROJECT RESEARCH SUPERVISOR
1) Teachers holding Master Degree in *Management* or *in relevant disciplines* and having a minimum of **FIVE** years of P.G. teaching experience in any recognized University or Management Institute.
2) Managers of companies holding Master Degree in Management and having a minimum of **FIVE** years experience in the relevant area after acquiring the Master's Degree.

FORMAT OF THE PROJECT REPORT
1) The project report should not exceed 200 typed pages with double line spacing.
2) It must conform to the academic standards prescribed in the project manual.

3) The Project report should contain a copy of the synopsis.

4) The project report should also contain a certificate of originality from the Research Supervisor.

PROJECT PROPOSAL SUBMISSION AND APPROVAL

After finalizing the topic and selection of the research supervisor, students should send the project proposal proforma along with the synopsis and bio-data of the research supervisor (with passport size photograph). It is mandatory on the part of the students to enclose a passport size photograph of their respective Research Supervisor for approval from the Director. Proposals incomplete in any respect will be summarily rejected.

Important Instructions

1) One typed copy of the project report should be submitted to the Directorate.

2) The student should bring another copy of the Project Report during viva-voce examination.

3) It is the responsibility of the student to identify a suitable research supervisor in the respective field and select the topic.

4) In case the proposed research supervisor is not accepted by the Directorate, the student may be advised to change the Research Supervisor.

5) The Research Supervisor will be paid an honorarium of `200/- for guiding each student.

6) A Research Supervisor should not guide more than 5 students of M.B.A. Programme of the D.D.E., Annamalai University in an academic year.

7) All enquiries regarding the Project Report should be sent to

The Director
Centre for Distance and Online Education
Annamalai University
Annamalainagar – 608 002.

The **Last date** to submit the Project Proposal is: _____

The **Last date** to submit the Project Report is: _____

The Late submissions of Project Report will be accepted upto _____ with a late fee of **Rs. 750**/-

8) Photo copy of the approval of the Project Proposal should be attached in the Project Report.

9) Project Report should contain a certificate duly signed by the research supervisor, stating that the project report is original work and not submitted earlier to any University/ Institute.

10) The submission of Project Report after the last date fixed (_____) will not be considered and the same will be returned to the candidate.

11) Project manual is also available in the university website.

DIRECTOR

ANNAMALAI UNIVERSITY
CENTRE FOR DISTANCE AND ONLINE EDUCATION
PROFORMA FOR APPROVAL OF
MBA / MBA(EB) / MBA(IB) / MBA(HRM) / MBA(MM) / MBA(FM)), MBA(IS)
(Put Tick Mark on the appropriate program)
PROJECT PROPOSAL

Enrolment Number: ....

1. Name and Address of the Student   :
   (*with mobile number*)

2. Subject Area of the Project   :

3. Title of the Project   :
   (*In capital letters*)

4. Name and Official Address of the   :
   Research Supervisor.
   (*Bio-Data should be enclosed*)

Signature of the Student   :

Date:

Mention the name of the Students & Enrolment number you are guiding in 2024-25.	Signature of the Research Supervisor:
1.	Name:
2.	Academic Year:
3.	Number of Candidates: … … … … … …
4.	(*Number of candidates should not exceed **Five** for a Research supervisor in an academic year*)

Encl: 1. Synopsis (to be submitted by the students)
      2. Bio-Data of the Research Supervisor with Photo
      (Proposals without Encl. 1 & 2 will be summarily rejected)

(for office use only)

Scrutinized by   May be Approved / To Resubmit

Head – Management Wing

ANNAMALAI UNIVERSITY

CENTRE FOR DISTANCE AND ONLINE EDUCATION

BIO-DATA OF THE RESEARCH SUPERVISOR

Affix latest Photo
(compulsory)

NAME :

EDUCATIONAL QUALIFICATIONS :

DESIGNATION :

NAME OF THE INSTITUTE/
ORGANIZATION PRESENTLY WORKING :

YEARS OF EXPERIENCE IN TEACHING
INSTITUTIONS/INDUSTRIES :

OFFICIAL ADDRESS WITH PHONE
NUMBER (Mobile and *e-mail*) :

RESIDENTIAL ADDRESS WITH
PHONE NUMBER :

Signature of the Research Supervisor

FORWARDED BY :

Head of the Department/Principal with
official seal (Educational Institution)

Sr. Manager / Higher Authority
with official seal (Organization).

(Incomplete Bio-data will not be accepted)