

MS-100

# Management Programme

## **GUIDELINES FOR PROJECT COURSE (MS-100)** *(REVISED)*



**School of Management Studies**  
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**MAIDAN GARHI, NEW DELHI – 110 068**

# GUIDELINES FOR PROJECT COURSE (MS-100)

Student can take up Project Course only after having registered for the courses MS-1 to MS-11 and MS-95. For registration purposes the project course is treated as one course, and the fee is Rs.3,000/- (equivalent to two courses).

## 1) Objective

The objective of the project course is to help the student develop ability to apply multi- disciplinary concepts, tools and techniques to solve organisational problems.

## 2) Type of Project

The project may be from any one of the following types and preferably from your area of specialisation:

- i) Comprehensive case study (covering single organisation/multifunctional area problem, formulation, analysis and recommendations).
- ii) Inter-organisational study aimed at inter-organisational comparison/validation of theory/survey of management practices.
- iii) Field study (empirical study).

## PROJECT PROPOSAL (SYNOPSIS)

### 3) Proposal Formulation

Proposal of the project should be prepared in consultation with the guide and be sent to THE CO-ORDINATOR (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068.

The Proposal must have the following components:

- a) Proper Project Proposal Proforma duly signed by the student and the guide with dates.
- b) Bio-data of the Guide- A detailed biodata of the guide (duly signed, in original, by the guide along with date).

The biodata of the guide must have the following information in absolutely unambiguous manner:

- Name and Date of Birth of the guide.
  - Full Address and contact numbers of residence and current work place.
  - Detailed Educational Qualifications- clearly mentioning the Degrees (with specialisation), name and address of the University/ Institution and the year of award of degree/qualification.
  - Detailed work experience, stated clearly in chronological order having details of the designation, period, name and contactable address of the organisations.
  - Any other information relevant for assessment of the eligibility of the guide. You may also attach current business card of the proposed guide.
- c) The Proposal of the proposed Project should essentially have the following:
- i) Introduction, brief background and Rationale of the topic chosen for the project.
  - ii) Statement of the problem.
  - iii) Objectives (clearly stated in behavioural terms).
  - iv) Research Methodology:
    - Research Design
    - Nature and source of data/information to be collected.
    - Sample and sampling technique. Rationale of chosen organisation and the sample.
    - Tools and Techniques to be used for data collection - details of the tools/questionnaire to be used and its relevance with the objectives of the project.
    - Method/s to be used for data collection.
    - Data handling and analysis- organisation and analysis of data. Statistical tools to be used for analysis. Relevance of statistical tools with the objectives of the project.
    - Findings and conclusions.

- v) Limitation of the proposed project, if any.
- vi) Future direction for further research (optional).
- vii) Any other relevant detail which will help better appreciation and understanding of the project proposal.

#### 4) Eligible Project Guide

- i) Management Faculty at the Headquarters (School of Management Studies).
- ii) Academic Counsellors of Management Programme having relevant experience.
- iii) Teacher in Management having 5 years of PG teaching experience / Professionals holding Masters' degree in Management or allied disciplines having a minimum of 5 years of experience in the relevant area. [In exceptional cases, a guide with a B.E. degree and 5 years of relevant experience may also be considered].

Please note that spouse, direct relatives, and blood relations are not permitted to be the guide.

In case the proposed guide is not approved by the Faculty, the student shall be advised so, and in such cases the student should change the guide and submit the project proposal afresh with the signature of the new guide, as it will be considered as a new proposal.

Similarly if a student wants to change his/her guide for any reason, s/he would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma, as it would be considered as a new proposal.

In case of academic counsellors, it should be clearly mentioned as to which courses s/he is counselling and since when, along with the name and code of the study centre, s/he is attached with. The project guide will be paid a token honorarium of 300/- by the University for guiding the student.

At any given point of time a guide is not permitted to guide more than five students.

Note : Students are advised to select guides who are active professionals in the relevant area of the selected topic, i.e. if the topic is in the area of Finance, the guide should be a specialist in Finance and so on. Project Guides are also requested to restrict guiding projects in their core specialisation area only.

#### 5) Project Proposal Submission and Approval

After selection of the guide and finalising the topic, student should send the Project Proposal Proforma along with one copy of the proposal and Bio-data of the guide to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068 for approval.

Proposals incomplete in any respect will not be accepted. Students are advised to retain a copy of the proposal. Proposals not accompanying a complete and signed Bio-Data of guide (as per details given above) will not be considered.

Project Proposal can be submitted throughout the year. The project proposal must be received in the school latest by the end of second semester (within 12 months) of the registration of MS-100. This is to ensure that the students get atleast 8-9 months time to complete their project work and submit it before the expiry of the 4th semester of Registration validity of MS-100's registration received in school after 12 months of MS-100 registration. The school will not be responsible for timely disposal of the project proposals. Those falling under this category are libuly to miss the timeline for submission of the project report. In such cases, they may have to re-register for MS-100.

#### 6) Communication of Approval

A written communication regarding the approval/non-approval of the project proposal will be sent to the student within four months (excluding the vacation period of the faculty) of the receipt of the proposal in the School.

#### 7) Resubmission of Project Proposal

In case of non-approval of the proposal the comments/suggestions for reformulating the project proposal will be communicated to the student. In such case the revised project proposal should be submitted along with fresh project proposal proforma and a copy of the rejected proposal and project proposal proforma bearing the comments of the evaluator and P.P. No. (Project Proposal Number) allotted by the School of Management Studies.

## PROJECT REPORT

### 8) Formulation

The length of the report may be about 50 to 60 double spaced typed pages not exceeding approximately 18,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.

The Project Report must have the following:

- Cover Page – must have the name and enrolment no. of the student and the name of the guide, along with the title of the Project.
- Detailed table of contents with page nos.
- All pages of the Project Report must be numbered as reflected in the table of contents.
- Approved Proposal (i.e. Project Proposal, approved proforma and biodata of the guide) properly bound in the project and not just stapled. Please note that project with stapled Proposal will not be accepted.
- Certificate of originality- duly signed by the student and the guide with dates.
- Introduction to the Project and Review of Literature
- Rationale
- Statement of problem
- Objectives of the Project
- Scope of the study

Research Methodology:

- Research Design
- Nature and Source of data/information
- Sample and Sampling method with rationale
- Details of the tools:
  - The Questionnaire and other methods used and their purpose
  - Reliability and Validity of the tools used
  - Administration of tools and techniques
- Data collection
- Data Handling, Statistical tools used for Data Analysis
- Data Interpretation and Findings
- Recommendations
- Summary and Conclusion
- Limitations of the Project
- Direction for further research
- Reference/Bibliography
- Annexures/Appendices (Questionnaire used etc.)

Note: Research Methodology of the Project Report must have elaborate detail of all the components of the methodology.

### 9) Submission of Project Report

One typed copy of the project report is to be submitted to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110 068. As soon as you submit the Project Report, a P.R. No. would be allotted. Student should quote this P.R.No. while corresponding with Registrar(SED) regarding Project Report.

Project Report can be submitted any time throughout the year.

- Note: 1) If a Project Report is submitted between 1st December to 31st May, then the result will be declared along with June Term-end examinations.
- 2) If a Project Report is submitted between 1st June to 30th November, then the result will be declared along with December Term-end examinations.

#### 10) Viva-Voce

A student may be asked to appear for a Viva-Voce, if the evaluator so recommends. In that case, student will be duly intimated about it.

#### 11) Enquiries

Enquiries regarding the approval of Project Proposal should be addressed to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110 068 and regarding Project Reports, it should be addressed to the Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068.

### SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT PROPOSAL

- i) Send only one copy of the Project Proposal, and retain a copy with you.
- ii) "MS-100" should be written prominently on the envelope and should be addressed to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110 068.
- iii) Ensure the inclusion of the following while submitting the Proposal:
  - a) Proforma for Approval of Project Proposal, duly filled in and signed by both, the student and the guide along with date.
  - b) Detailed Bio-data of the guide duly signed by him/her. (Bio-data of the guide should have all the details as explained in para 3(b) above).
  - c) Proposal of the Project- having all the components as explained in para 3 above.

### SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT REPORT

- i) The Project Report should be submitted in original in A-4 Size (29 x 20 cm), typed in double space, in a bound volume to the Registrar (SED) of the University by Registered/Speed Post/by hand.
- ii) Before binding the Project report the student should ensure that it contains the approved Project Proposal Proforma along with Approved Proposal, bio-data of the guide, and an originality certificate duly signed by the Student and Guide (Proforma enclosed).

If any Project Report is received in the absence of the above inclusions, the same will be returned to the students for compliance.
- iii) Kindly mention on the top of the envelope "PROJECT REPORT-MP". This will facilitate sorting out Project Reports received in SE Division for various Programmes.
- iv) Students should keep a copy of the Project Report with them. The Project Report will not be returned to the student after evaluation.

## CERTIFICATE OF ORIGINALITY

This is to certify that the project titled “\_\_\_\_\_”  
\_\_\_\_\_” is an original work of the Student and is being submitted in partial fulfillment for the award of the Master’s Degree in Business Administration of Indira Gandhi National Open University. This report has not been submitted earlier either to this University or to any other University/Institution for the fulfillment of the requirement of a course of study.

SIGNATURE OF GUIDE

SIGNATURE OF STUDENT

Place :

Place :

Date :

Date :

Note: This certificate is to be submitted along with the Project Report (Should be bound within the Project Report)

Project Proposal No. \_\_\_\_\_  
(To be assigned by the School)

MBA	MBA (B&F)
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School of Management Studies  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Proforma for Approval of Project Proposal (MS-100)

Enrolment No. \_\_\_\_\_ Study Centre Code \_\_\_\_\_

Year of Registration for MS-100 \_\_\_\_\_ Regional Centre Code \_\_\_\_\_

Name of the Student : \_\_\_\_\_

Address of the Student : \_\_\_\_\_  
\_\_\_\_\_

Email Address : \_\_\_\_\_

Title of the Project: \_\_\_\_\_  
\_\_\_\_\_

Subject Area : HRM / Finance / Operations / Marketing / General Management

Name of the guide : \_\_\_\_\_

Address of the guide : \_\_\_\_\_  
\_\_\_\_\_

Is the Guide an Academic Counsellor of Management Programme of IGNOU? Yes/No

If Yes, Name and Code of Study : \_\_\_\_\_  
Centre, the courses s/he is \_\_\_\_\_  
counselling, and period \_\_\_\_\_

No. of Students currently working : \_\_\_\_\_  
under the supervisor for MS-100

Signature of Student

Signature of Guide

Date:

Date :

Please do not forget to enclose the Project Proposal and signed Bio-data of the guide.

For Office Use only

Proposal	Guide
Approved	Approved
Not Approved	Not Approved

(SIGNATURE OF MANAGEMENT FACULTY)

Date .....