

KARNATAKA STATE



OPEN UNIVERSITY

Manasagangotri, Mysore-570 006

No: KSOU/MBA/III/2011-12 DATE: 02-05-2012

Dear Student,

<u>CIRCULAR – PROJECT REPORT</u>

You are fully aware that submission of the project-report is a very important and compulsory activity for the students of M.B.A. programme. The UGC/AICTE/stipulates that the students of MBA have to submit a project-report specially in the area of their specialization.

The students of MBA are required to prepare the project-report in tune with the following.

- 1) They should identify a topic in the area of their specialization. The topic should be in the form of a specific problem relating to an organization. General/vague topic should not be undertaken.
- 2) The topic should be clearly approved by both Internal Guide and External Guide. Internal Guide should be an academician working in the University or a College affiliated to University with 5 years of experience in the University and 10 years experience in the affiliated colleges and an External Guide Should in a senior position (Head of the Finance, HR, Production, Marketing, etc.) in a Company.
- 3) The Internal guide shall be teaching <u>Management/Commerce/Engineering/Economics</u>.
- 4) External guide should not be less than a rank of a manager working in the Industry / Organisation where the candidate intends to take-up the project work.
- 5) The teachers in the DOS in Management of the Karnataka State Open University are also guiding the MBA projects, not exceeding 5 candidates per teacher. The students are advised them to contact the concerned teachers to guide them.
- 6) The proposal of the project shall contain:
 - a). Request letter of the candidate indicating 3 topics to the Chairman.
 - b). Certificate and Curriculum Vitae (CV) of internal guide in a Letter Head. (Teaching Faculty)
 - c). Certificate of external guide in a Letter Head (Company Permission in a Letter Head)

Incomplete proposal will be summarily rejected.

Candidates shall submit his/her proposal containing three different topics of one company to the Chairman, Department of Studies in Management, KSOU, Mysore on or before July 31st 2012 for approval. The chairman in turn will accord approval on any one of the three topics, and the same will be intimated to the students immediately before 30th of August 2012. If nothing is heard from the Department even after 30th of August 2012 they should contact the Department either in person or over telephone and get their problem solved.

See Overleaf.....



8)	The students should n	ot carryout	the project	without	obtaining the	e approval	from	the
	Department.							

- 9) The topics should be designed meticulously. It can be designed like "Employee Welfare Measures" A case study of _______company.
- 10) The volume of the project-report should be ranging from **80-120 pages.**
- 11) The report should be prepared keeping in view the chapters. Generally every report contains six chapters, for example: 1. Introduction; 2.Profile of the organization;
 3. Conceptual frame work; 4. Survey; 5.Analysis and Interpretation; 6.Findings;
 7.Suggestion and 8.Conclusion.
- 12) Students shall work on the project for a minimum period of three months.
- 13) Before submitting the Project Report, the Candidates should compulsorily come to the MBA Department, show it to the faculties and then they shall submit a final project report to the Department on or before 15th of November-2012
- 14) Registrar (Evaluation) KSOU, Mysore will communicate to the students about the particular date of submission of the project report which will be normally in the month of **November-2012**
- 15) Students shall submit the project report duly signed by the candidate him/herself, internal guide and external guide. Further they shall get the certificate from the Chairperson. Certificate will be hosted on the website www.ksoumysore.edu.in students shall get it signed by the Chairperson without fail.
- 16) Choose the best topic and carryout a Qualitative Project Work under the able guidance of both Internal and External guides. For more details, the students may refer prospectus or else contact the Department.

With Good Wishes.

Manasagangotri, Mysore-570006

Prof. Jagadeesha Chairman DOS & R in Management

ON INDIA GOVERNMENT SERVIC	E BOOK POST
	To,
	Sri / Smt
	•••••
	•••••
FROM:	
THE CHAIRMAN	
Department of Studies in Management	
Karnataka State Open University	





Karnataka State Open University, Manasagangotri, Mysore-570 006 Department of Commerce & Management (MBA)

IV th SEMESTER MBA PROJECT REPORT-2012 INTIMATION LETTER

Dear Student,

- 1. Candidates shall submit his/her project report at the end of fourth semester and appear for viva-voce together in single appearance.
- 2. Candidates shall secure minimum for pass of 40 marks in project work and 20 marks in viva-voce for maximum of both 100 and 50 marks respectively.
- 3. Candidates are directed to take-up the project viva-voce during the year of submission of project report only. The viva-voce shall be conducted a after 4th Semester Examination. (For exact dates for submission of project report, project viva-voce and 4th semester examination refer time-table or contact examination branch), for further details about project report refer page no.15-18 of prospectus 2011-12 or
- 4. Visit our website:www.ksoumysore.edu.in.

Format of Project Report Binding and Alignment of Pages.

- 1. The Volume of the Project Report should be ranging from 80-120 pages.
- 2. The Project Report shall be prepared keeping in view the chapters. Generally every report contains six chapters, for example: Introduction, Profile of the organization, conceptual frame work, survey, analysis, interpretation, findings, suggestions, and conclusion.
- 3. Those who attended PCP at Mysore Centre shall submit the project report with Pista Green Color Soft Binding (KG-Card Board), and those who attend PCP at Bangalore Centre shall submit the project report with Pale Yellow Color Soft Binding (KG-Card Board). No scope for Spiral Binding/Hard Bound under any circumstances.
- 4. The MBA IV semester students are hereby instructed to download the certificate enclosed herewith in the second page of this document from the Website, and fill the certificate by DTP, get it incorporated / attach it in the project report and shall submit the same to the Chairman, DoS in Management for his Signature.
- 5. Project Report shall consider the project certificate duly signed by the chairperson, along with their approval letter compulsory included without fail.

With Best Wishes.....

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KARNATAKA STATE



OPEN UNIVERSITY

MANASA GANGOTHRI MYSORE-570006 DEPARTMENT OF COMMERCE AND MANAGEMENT

Date:							

PROJECT CERTIFICATE

This is to certify that Smt/Sri bear	ring	the
register number has successfully completed the project v	vork	on
	. .	• • • •
under the guidance of Prof/Dr/Sri/Smt(ntern	ıal)
and Prof/Dr/Sri/Smt (external).		

The project report is submitted to the Karnataka State Open University in partial fulfillment of the requirements for the award of Master's of Business Administration (MBA) during 2012.

Prof. Jagadeesha
Chairman
Departments of studies &
Research in Management



KARNATAKA STATE OPEN UNIVERSITY MANASA GANGOTHRI MYSORE-570006 DEPARTMENT OF COMMERCE AND MANAGEMENT

To Whomsoever It May Concern

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Sir,
Subject: Permission for Project placement at your esteemed Institution. *****
With the reference to the above subject, I request you to provide ar
opportunity towith
Roll No, a student of MBA (Final) in our University to take up
project work at your reputed organization. This project is for the partial fulfillment of
MBA programme. Your co-operation in this regard will be highly appreciated by our
University. Kindly do the needful so as to enable the student to execute a quality
project.
Thanking you,
Yours faithfully
Chairman
DoS in Managment K.S.O.U, Mysore