

GUIDELINES FOR PROJECT COURSE (MS-100)

Students can take up Project Course only after having registered for the courses MS-1 to MS-11 and MS-95. The Project Course (MS-100) is equivalent to Two Courses. But for registration purposes the project course is treated as one course, and the fee is ₹3600/- (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 analyse and logically approach the organisational problems.

2) Type of Project

The project may be from any one of the following types, however, it should preferably be from your area of specialisation in MBA:

- 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

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:

- i) **Proper Project Proposal Proforma** duly signed by the student and the guide with dates.
- ii) **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:

- a) **Name and Date of Birth** of the guide.
- b) **Full Address and contact numbers** of residence and current work place.
- c) **Detailed Educational Qualifications** – clearly mentioning the Degrees (with specialisation), name and address of the University/Institution and the year of award of degree/qualification, along with percentage of marks obtained.
- d) **Detailed work experience**, stated clearly in chronological order having details of the designation, period, name and contactable address of the organisations.
- e) Any other information relevant for assessment of the eligibility of the guide. You may also attach current business card of the proposed guide.

iii) **The Proposal of the proposed Project should essentially have the following:**

The Project Proposal must have the following:

- a) Introduction, brief background, and Rationale of the topic chosen for the project.
- b) Brief Introduction and vital details of the organisation/s under study.
- c) Statement of the problem.
- d) Objectives of the Project (clearly stated in behavioural terms).
- e) 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.
- f) Limitation of the proposed project, if any.
- g) Future direction for further research (optional).
- h) Any other relevant detail which will help better appreciation and understanding of the project proposal.

4) Eligible Project Guide

- i) Management Faculty in the School of Management Studies at Headquarters.
- ii) Teacher in Management/Counsellor of Management programme 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 teaching/professional 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 will 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 for 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 **₹500/-** 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 in para 3(ii) above) will not be considered.

Project Proposal can be submitted throughout the year. However, 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. **In case Project Proposals are received in School after 12 months of MS-100 registration, the school will not be responsible for timely disposal of the project proposals. Those failing under this category are likely 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, rational 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 bio-data 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 along with brief details of the organisation/s under study.
- Rationale
- Statement of problem
- Objectives of the Project
- Scope of the study

Research Methodology:

- Research Design
- Nature and Source of data/information collected
- 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 (optional)
- 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 thereafter.

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 Project 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(ii).
 - c) The Project Proposal must have 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 the Guide (Proforma enclosed).
If any Project Report is received without 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

Place :

Date :

SIGNATURE OF STUDENT

Place :

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

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

Enrolment No. _____ Study Centre Code _____

Semester & Year of Registration for MS-100 _____ Regional Centre Code _____

Name of the Student : _____

Address of the Student : _____

E-mail 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 guide 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



The remuneration bill has to be submitted after or alongwith the submission of the Project Report.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT EVALUATION DIVISION
MAIDAN GARHI, NEW DELHI-110 068**

REMUNERATION BILL FOR GUIDANCE OF PROJECT WORK (MS-100)

1. Programme Title : Management Programme PAN No.
2. Name of Supervisor :
3. Residential Address :
.....
.....
4. Designation :
5. Official Address :
.....
.....
6. Telephone No. Off : Res:.....

Sl.No.	Project	Enrolment No.	Name of the Student	Amount

Certified that I have guided the students for their Project Work.

Dated:

Signature of the Supervisor.....

Note: The remuneration payable for guidance of Project Work is ₹500/- per student.

Certified that the above Project Supervisor was approved and recommended by the concerned school of study and above claim may be admitted.

Dy. Registrar/Asstt. Registrar

Section Officer

Dealing Assistant