

DIRECTORATE OF DISTANCE EDUCATION

GUIDELINES FOR SYNOPSIS AND PROJECT REPORT

Research Project

MBA 4TH SEMESTER

(PAPER CODE: CP-402)

(w.e.f. 2016-17 Session)



**GURU JAMBHESHWAR UNIVERSITY OF SCIENCE &
TECHNOLOGY, HISAR**

DIRECTORATE OF DISTANCE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SC. & TECH., HISAR

GUIDELINES FOR RESEARCH PROJECT
For MBA-4th Semester Paper CP-402

Guidelines for Synopsis and Project Report

As per the syllabi of MBA distance education, each student of MBA has to work on Research Project selecting a topic from his/her specialization area. Research Project will carry 100 marks. In preparing the Project, the students are required to follow the under mentioned guidelines:

1. Research Project must be started at the onset of 4th semester.
2. The topic of Project should be related to the area of specialization from the broader field of management and the topic must be finalized in consultation with guide/project supervisor.
3. Each student will prepare a synopsis (ANNEXURE-I) of 5 to 10 pages on the topic chosen by him/her. Synopsis is a proposal for research project which the student will carry out in consultation with his/her supervisor/guide and send the same to the Directorate of Distance Education for approval. The original copy of the title page of approved synopsis duly signed by the evaluator must be added in the beginning of the Project Report.
4. The guide/supervisor of Synopsis/Project Report can be a regular teacher with PG or higher qualification having sufficient experience of teaching/research in anyone of the relevant/related areas of management, commerce, economics, public policy etc. employed in any central/state/deemed/private universities or government colleges/private colleges affiliated to any university/ self-financed institution duly recognized by the Government regulatory bodies like UGC/AICTE/DEB etc. However, in case of a guide/supervisor from

industry, he/she should possess minimum PG degree in relevant field from any recognized university with five years of supervisory/managerial experience in industry/organization.

5. The synopsis will be evaluated by the Directorate from the panel of expert faculty.
6. If a synopsis is rejected/ disapproved due to any reason or non-conformity of format or guidelines, then the students will be required to resubmit the same within the stipulated time frame as per the Prospectus.
7. If it is found that the synopsis is copied from the other synopsis then both will be cancelled and the defaulter students will be have to resubmit as per the rule given in the Prospectus.

The synopsis must be submitted containing the following contents:

Contents of the synopsis

- i) Title of the project.
- ii) Review of literature and Problem Statement.
- iii) Objectives of the proposed study.
- iv) Research Methodology (Sources of data, Sampling, Tools of analysis etc.)
- v) Scope/Relevance of Proposed Study.
- vi) Proposed Questionnaire (if any).
- vii) References.

Note: Contents must be in the above sequence to bring uniformity of structure. In Research Methodology, the students should write the methodology to be used by them in the completion of the Project.

Please see the page attached for format of (synopsis / (Front page)

8. Since the students are directly admitted in the Directorate w.e.f. session 2016-17, every student will either choose a research guide/research supervisor from the respective Departments/ Directorate or from amongst the eligible teachers as mentioned in

clause 4 of this Guideline, whose acceptance with his/her signed bio-data (ANNEXURE-II) must be sent along-with synopsis to the Directorate of Distance Education for approval.

9. The guide/supervisor must have research experience in the relevant field and the same must be mentioned in his/her bio data sent for approval. In any case a research supervisor will not guide more than 50 students for the Research Project.
10. The Research Project may be based on primary or secondary data or both.
11. The contents of the final Project Report to be submitted should include:

Contents of Project Report:

- i) Introduction and Rationale of the topic chosen.
- ii) Objectives of the study
- iii) Literature Review and problem formulation.
- iv) Research Methodology.
- v) Analysis/discussion and interpretation of data.
- vi) Conclusions/findings and recommendations/suggestions.
- vii) References/Bibliography in specified format.
- viii) Appendix.
 - a) Questionnaire, if any
 - b) Interview schedule, if any
 - c) List of the companies surveyed.
 - d) Raw data, if the candidate wants to submit
 - e) Graphs/Diagrams etc.
 - f) Any other document relevant to the study

12. Each research supervisor/guide will issue a certificate that work done by the candidate is his/her original work and is of the standard

expected of an MBA student. The certificate duly signed by the supervisor will be added in the beginning of report (ANNEXURE-III).

13. Each Research Project should be independent work of a candidate and the same should not be jointly prepared by more than one candidate.

14. The synopsis must reach to the office of the Director, Distance Education, GJUS&T, Hisar as per the schedule given in the Prospectus.

15. A specimen of title page of the Research Project is given below for reference:

For example a candidate named (hypothetical) Suresh Kumar bearing enrolment No. 17061001234 is undergoing a project work entitled “A Comparative Study of Mutual Funds’ Performance” under the supervision of Sh. Rakesh Chand will submit the project in the following format:

A Research Project Report	
A Comparative Study of Mutual Funds’ Performance	
(Submitted in partial fulfillment of the requirement of the degree of Master of Business Administration)	
<u>Research Supervisor:</u> Prof. R. Chand Professor Birla Institute, Delhi	<u>Submitted by:</u> Suresh Kumar Enrolment No. 17061001234 Specialization: Finance
Session	
Directorate of Distance Education Guru Jambheshwar University of Science & Technology, Hisar (India)	

16. One hard bound copy of the project report (in black colour background) should be submitted and pages should be both side

printed in not more than 125 pages excluding the Cover Page, Annexures etc.

Note: The students of MBA 4th semester are required to submit the synopsis latest by 31st March of the second year in their own interest without any late fees but last date of submission of project report as mentioned in the Prospectus. The unapproved synopsis will be sent back to the candidates and the candidate will have to resubmit the revised synopsis after incorporating the suggested changes by the evaluator latest by the date mentioned in chapter-VII clause 7.6 (i) of the prospectus. In the beginning of the revised synopsis the copy of the page where remarks/suggestions by the evaluator are made must be added. The students whose synopsis is rejected/ disapproved “TWICE” will be declared unfit to submit their synopsis for main examination and consequently, they will be treated for “REAPPEAR” as per university rules. The candidates should also add the copy of synopsis showing approval/suggestion by the evaluator in the final project report as mentioned in Clause-3 of these Guidelines. The students must adhere to the time schedule as given in the prospectus for avoiding any inconvenience. If the submission gets delayed even due to disapproval of the original synopsis, it will attract late fees as per rules given in the Prospectus.

**A SYNOPSIS ON
“TITLE OF THE PROJECT”**

Research Supervisor:
Name -----
Designation _____

Submitted by:
Name of Student _____
Enrollment No. _____
Specialization: _____

Remarks of Evaluator

Approved/Disapproved

Approved/Disapproved

(I Evaluation)

(II Evaluation)

Session _____

**Directorate of Distance Education
Guru Jambheshwar University of Science & Technology, Hisar (India)**

DIRECTORATE OF DISTANCE EDUCATION
GURU JAMBHESHWAR UNIVERSITY OF SC. & TECH. HISAR

FORMAT FOR RESUME OF SUPERVISOR/GUIDE

1. NAME :
2. DESIGNATION :
3. QUALIFICATION :
4. AREA OF SPECIALIZATION :
5. EXPERIENCE :
6. OFFICIAL ADDRESS :
7. TELEPHONE No. : office_____Resi_____
8. MOBILE :
9. E-MAIL :

I am willing to supervise Mr./Mrs. _____
Enrollement No. _____

On the topic “ _____ ”

(Signature) with seal

Name of Supervisor

Designation

ANNEXURE-III

CERTIFICATE

This is to certify that Mr./Ms. _____, Enrolment No. _____ has undergone a Research Project on “ _____ -----“ under my supervision in the specialization area _____ . The work embodied in this report is original and is of the standard expected of an MBA student and has not been submitted in part or full to this or any other university for the award of any degree or diploma. He /She has completed all requirements of guidelines for Research Project Report. The work is fit for evaluation.

Signature of Supervisor/Guide (with seal)

NAME :

DESIGNATION :

ORGANITATION :

ANNEXURE-IV

DECLARATION

This is to certify that the Project Report entitled “ _____ “ is an original work and has not been submitted in part or full to any other university/institution for the award of any degree or diploma.

Signature of candidate

NAME _____

ENROLMENT No. _____

SPECIALIZATION _____

SESSION _____