

Canara Bank School of Management Studies

Post Graduate Department of Management

Bengaluru City University, Central College Campus

Bengaluru – 560001

Guidelines for Project Work

(Under Choice Based Credit System – 2019-2020 onwards)

Provisions in the Academic Regulations

Each candidate should undertake a project work immediately after the second semester examination and submit a bound copy of the report within two weeks of commencement of III Semester. This project, under the guidance of a faculty of the institution, has to be a on a live management problem/issue concerning either an organization or otherwise. The purpose of the project is to develop larger life skills and positive attitude among students who have to has wider perspective on society/organization. This could involve a desk study / data analysis / extension work or exploration of an idea or its implementation. In other words, a management student is expected to enrich with competency / skills / attitudes and perspectives about live society and organization.

The duration of the project is four weeks after the completion of II Semester and before the commencement of III semester. There will be 25 marks for project report and 25 marks for viva-voce. A minimum of 25 marks out of 50 is required for a pass in the project work. The viva and the project report will be evaluated by a member of the panel of examiners and the concerned faculty guide. Specific guidelines for the same are given below.

GUIDELINES

1. Under this program every student is required to undertake a project work for a period of four weeks between II and III semesters. It would be carried under the guidance of an identified faculty guide. The institution could identify an external mentor also for the same.
2. On the completion of project work the student is required to submit a report on the work done to the head of the institution through the faculty guide and mentor (if any) within two weeks of commencement of III Semester.
3. Satisfactory completion of project work and obtaining 25 out of 50 marks are an essential requisite for completing MBA Programme.
4. The project work must be a study on **live management problem** or an issue. This could be in the nature of desk study or a field study or extension work or preparation of detailed project

report of an idea or exploration of a solution to the problem or implementation of an idea or a project or of any other which reflects the spirit of the regulations.

5. The live management problem or an issue undertaken by student could relate to an organization or general in nature, which is not specific to any one organization. This includes inter-organization or comparative studies also.
6. **It is not an Organizational study nor Dissertation work, it should be in the form of Open Topic. If any student is undertaken the dissertation/ Organisational study it should be rejected**
7. The word organization includes the following
 - a. Micro, Small, Medium or Large Business Organization in any sector
 - b. Educational Institution
 - c. Government Department
 - d. NGO/ CSO/ Voluntary Organization
 - e. Research Body or Development Agency
 - f. Panchayat Raj Institution
 - g. Local Municipal Body, Legislature, Court, Etc.
8. Any full time faculty with a minimum of three years teaching experience at MBA, Part Time or Guest Faculty with minimum of five years teaching experience at MBA or anybody with five years of industry/business/NGO/Govt./ Research Experience are eligible to guide the project work as faculty guide. Head of the institution has to certify the eligibility of such faculty guides.
9. Every faculty guide in an institution can guide a maximum of ten (10) students. Prior permission of the Director/Head, CBSMS is essential for any exceptions.
10. The project report must not be less than 30 pages with 12pt Times News Roman font with line spacing of 1.5. One hard and one soft copy (in CD) have to be submitted to Bangalore University.
11. The copies of all project reports have to be uploaded to the website of the institution
12. The project report must broadly consist of statement of problem, need and relevance of the study, methodology of the study, data analysis and detailed account of work done with date, conclusion / finding, recommendations/suggestions, experiences and learning. Variation in the above content is permitted depending upon the nature of the project work.
13. The evaluation of report and conduct of viva-voce will be conducted by an examiner appointed by BOE, and faculty guide of the project. The average of these two will be taken for final.
14. Formats for various certificates and other issues are given as appendices.

APPENDIX I

CONTENTS

1. Chapter –Introduction

- Introduction about Topic
- Statement of the problem
- Need and relevance of the study.

2. Chapter – Methodology

3. Chapter – Strength, Weakness, Opportunities and Challenges (SWOC) of the Research

4. Chapter - Outcomes of the Study

5. Chapter - Experiences, Learnings and Conclusion

Note: Variation in the above content is permitted depending upon the nature of the project work.

APPENDIX II

WORK DONE DIARY

Week	Dates	Work Carried out	Initials of Co-Guide	Signature of Faculty Guide
I				
II				
III				
IV				

❖ The student must meet the Faculty Guide once / more times in a week for not less than four hours.

- ❖ **Faculty Guide must maintain an attendance for the interactions. 75% attendance is compulsory.**

APPENDIX III

COVER PAGE & TITLE PAGE

Title < Font size Arial Narrow 18-All caps & Bold>

Organization name/logo (If any)

**Project Report submitted in partial fulfillment of the requirements for the
award of the Degree of**

MASTER OF BUSINESS ADMINISTRATION

of

BENGALURU CITY UNIVERSITY

BCU LOGO

By(Font Size 14-Italic)

Name

Reg. No. ...

Under the guidance of

**Name of Faculty guide **

**Designation of guide **

**Institution **

Bengaluru City University

APPENDIX III

PREFATORY PAGES

DECLARATION BY THE STUDENT

I hereby declare that “*Title of the project*” is the result of the project work carried out by me under the guidance of *Name of the Guide* and *External Mentor* (if any) in partial fulfillment for the award of Master’s Degree in Business Administration by Bengaluru City University.

I also declare that this project is the outcome of my own efforts and that it has not been submitted to any other University or Institute for the award of any other degree or Diploma or Certificate.

Place:

Name :

Date:

Register Number:

APPENDIX IV

GUIDE CERTIFICATE

This is to certify that the Project Report title..... Submitted by (Student name and Registration no) to Bengaluru City University, Bangalore for the award of Degree of MASTER OF BUSINESS ADMINISTRATION is a record of work carried out by he/her under my guidance.

Place: Bangalore

Date:

Signature

APPENDIX V

CERTIFICATE BY EXTERNAL MENTOR

[Under The Seal and Signature]

**This is to certify that Mr/Ms..... of
..... College, has undertaken Project on the topic
..... between and Under my mentorship.**

Signature

Seal

APPENDIX VI

CERTIFICATE OF ORIGINALITY

(To be given by the Institution on its letterhead)

**This is to certify that the Project report entitled”-----
-----“is an original work of Mr./Ms. _____; bearing University Register
Number _____ and is being submitted in partial fulfillment for the award of
the Master’s Degree in Business Administration of Bengaluru City University. The report
has not been submitted earlier either to this University /Institution for the fulfillment of the
requirement of any course of study. Mr/Ms..... is guided by Mr./Ms.
/Dr..... who is the Faculty Guide as per the regulations of Bengaluru
Central University.**

SIGNATURE AND SEAL OF DIRECTOR / PRINCIPAL /HOD

APPENDIX VII

ACKNOWLEDGEMENT

APPENDIX VIII

CERTIFICATE OF PLAGIARISM

(Authorised Plagiarism Report)