

## **GUIDELINES FOR COURSE ON PROJECT REPORT - (MSPSP – 40)**

Students can register for the Project Course with Course Code **MSPSP-40** in the second year fourth semester. For registration purposes, the Project Course is treated as one Course, carrying a weight of 8 credits.

### **OBJECTIVE**

The objective of the Project Course is to help the student develop his/her ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical frame work.

### **TYPE OF PROJECT**

The Project may take any one of the following forms:

- i) Comprehensive case study (covering single organization/multifunctional area problem, formulation analysis and recommendations)
- ii) Inter-organisational study aimed at inter-organisational comparison/ validation of theory/survey of management services.
- iii) Evolution of any new conceptual / theoretical framework.
- iv) Field study (empirical study).

### **PROJECT PROPOSAL (SYNOPSIS)**

#### **PROPOSAL FORMULATION**

Synopsis of the project should be prepared in consultation with the guide and sent to **THE CO-ORDINATOR (PROJECTS)**, School of Management Studies, Tamil Nadu Open University, Saidapet, Chennai – 600 015. The synopsis should clearly state the objectives and research methodology of the proposed project to be undertaken. It should have full details of the rationale, sampling instruments to be used, limitations if any, and future directions for further research etc.,

#### **ELIGIBLE PROJECT GUIDE**

- i) Faculty at the School of Management Studies, Tamil Nadu Open University, Chennai 15.
- ii) Faculty employed at Colleges / Institutions in the department of Business Management affiliated to any Indian University and having minimum five years of teaching experience.
- iii) Professionals holding Master's degree in Management or allied disciplines and having minimum 5 years of experience in the relevant area.

Students are advised to send their project synopsis and a **complete and duly signed** bio-data of the guide (in case of (ii) and (iii) above) to the Coordinator (Projects), School of Management Studies, TNOU, Saidapet, Chennai – 15.

In case the proposed guide is not acceptable to the Faculty at the School of Management Studies, TNOU, the student shall be advised so. In such cases, the student will have to resubmit the proposal afresh, the same one or a different one, with the signature of the new guide and it will be considered as a new proposal. Similarly, if the student wants to change her/his guide for any reason, she/he would be required to submit the project proposal along with the signature of the new guide on the new project proposal pro-forma, and it would be considered as a new proposal.

If Academic Counsellors of TNOU are selected as guides it should be clearly mentioned as to which are the Courses she/he is counseling for, and since when, along with the name and code of the TNOU centre she/he is attached with. The project guide will be paid a token honorarium of Rs.300/- by the University for guiding the student. **At any given point of time a supervisor cannot guide more than five students.**

**NOTE:**

*In order to facilitate the students, the School of Management Studies, Tamil Nadu Open University, has uploaded a list of approved guides who belong to various Colleges / Management Institutes / Universities in the state of Tamil Nadu in our website [www.tnou.ac.in](http://www.tnou.ac.in). The students may also contact them and get their acceptance.*

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

## **PROJECT PROPOSAL SUBMISSION AND APPROVAL**

After finalizing the topic and the selection of the guide, the student should send the Project Proposal Proforma along with a Copy of the synopsis and Bio-Data of the guide to the Coordinator(Projects), School of Management Studies, Tamil Nadu Open University, 577,Anna Salai, Chennai – 600 015 for approval. ***Proposals incomplete in any respect will straight away be rejected. Students are advised to retain a copy of the synopsis. Proposals not accompanying a complete and signed Bio-Data of guide will not be considered for approval. The Project Proposal should be submitted atleast 2 months before the last date of submission of the project work.***

## **COMMUNICATION OF APPROVAL**

A written communication regarding the approval/non-approval of the project proposal will be sent to the student within *two weeks* of the receipt of the proposal in the school.

## **RESUBMISSION OF PROJECT PROPOSAL**

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

## **PROJECT REPORT**

### **FORMULATION**

- a) The length of the Project Report may be about 75 double line space typed pages.
- b) Each Project Report must adequately explain the research methodology adopted and the directions for future research.
- c) The Project Report should also contain the following:
  - i) Copy of the approved Project Proforma
  - ii) Certificate of originality of the work duly signed by the student and the guide.

### **SUBMISSION OF PROJECT REPORT**

One typed copy of the project report is to be submitted to the Controller of Examinations, Tamil Nadu Open University, Chennai 600 015. *For Academic Year students who submit their Project Reports before June 30<sup>th</sup> every year, the results will be declared along with the June term-end examinations. For Calendar year students who submit their Project Reports before December 31<sup>st</sup> every year, the results will be declared along with the December term-end examinations. The students are requested to fill in and collect an acknowledgement from the Examination Section of the Controller's Office.*

### **ENQUIRIES**

Enquiries regarding the project approval should be addressed to the Co-ordinator (PROJECTS), School of Management Studies, Tamil Nadu Open University, Saidapet, Chennai 600 015 and regarding Project Reports, it should be addressed to: The Controller of Examinations, TNOU, Saidapet, Chennai 600 015.

## **SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT PROPOSAL**

- 1) Send only one copy of the Project Proposal, and retain a copy with you,
- 2) MSPSP - 40 should be written prominently on the envelope and should be addressed to The Coordinator (Projects), School of Management Studies, Tamil Nadu Open University, Saidapet, Chennai – 600 015.
- 3) Enclose the following while submitting the Proposal:
  - a) Proforma for Approval of Project Proposal duly filled and signed by both, the student and the guide.
  - b) Bio-data of the guide duly signed by her/him
  - c) Synopsis of the Project
- 4) The synopsis should include the following:
  - a) Rationale for the study
  - b) Objectives of the study
  - c) Research Methodology used for carrying out the study (detailing nature of data, data sources, collection methods, tools and techniques of analysis, sampling etc., )
  - d) The expected contribution from the study
  - e) Limitations, if any and the direction for future research

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### **CERTIFICATE OF ORIGINALITY**

This is to certify that the Project titled ” \_\_\_\_\_  
\_\_\_\_\_” is an original work of Mr/Ms \_\_\_\_\_

and is being submitted in partial fulfilment for the award of the Master’s Degree in Business Administration of Tamil Nadu Open University. This report or part of this report has not been submitted earlier either to this University or to any other University / Institution for the fulfilment of the requirement of a course of study or published / presented for any other purpose.

***SIGNATURE OF THE STUDENT***

Place:

Date:

***SIGNATURE OF GUIDE with SEAL***

Place:

Date:

### **SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT REPORT**

- 1) The Project Work should be submitted in original in A-4 Size (29 x 20 cm), typed in double line space in a bound volume to the “**Controller of Examinations**” of the University by the Registered insured post.
- 2) Before binding the Project report the student should ensure that it contains the following:
  - i) Copy of the approved Project Proposal Pro-forma
  - ii) Certificate of Originality duly signed by the Student and the Guide (Pro-forma enclosed)

If any Project Report is received in the absence of the above, the same will be returned to the students for compliance.

- 3) Mention on the top of the envelop “PROJECT REPORT- MSPSP40”
- 4) Students should keep a copy of the Project Report with them. The submitted Project Report will not be returned to the student.



# TAMILNADU OPEN UNIVERSITY

SCHOOL OF MANAGEMENT STUDIES

No: 577, Anna Salai, Saidapet, Chennai – 15

Phone No: 044 – 24306600

Project Proposal No. \_\_\_\_\_

MSPSP-40

(To be assigned by the School)

## PROFORMA FOR APPROVAL OF PROJECT PROPOSAL

Enrolment No. \_\_\_\_\_ Learner Support Centre No: \_\_\_\_\_

Name and Address of the Student: \_\_\_\_\_  
\_\_\_\_\_

E-mail id & Mobile No. \_\_\_\_\_

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

Subject Area: HRM  Finance  Operations Mgt.  Marketing  IT

Name of the Guide: \_\_\_\_\_

Designation: \_\_\_\_\_

Address with Phone No:

Office	Residence

No. of the Students currently working under the Guide for MBA Degree: \_\_\_\_\_

Signature of the Student \_\_\_\_\_ Signature of Guide With seal \_\_\_\_\_

Date .....

Please do not forget to enclose the synopsis of the project and the Bio-data of the Guide. In case the complete and signed Bio-Data of the Guide (Even if the proposed guide is an academic counsellor of TNOU's Management Programme) is not enclosed, the proposal will not be entertained.

SYNOPSIS	SUPERVISOR
APPROVED	APPROVED
NOT APPROVED	NOT APPROVED

(For Office Use only)

(SIGNATURE OF THE FACULTY)

Comments / Suggestions for reformulation of the Project.



# TAMILNADU OPEN UNIVERSITY

## SCHOOL OF MANAGEMENT STUDIES

No: 577, Anna Salai, Saidapet, Chennai – 15

Phone No: 044 – 24306600

### BIO-DATA OF THE PROPOSED GUIDE FOR MBA PROJECT WORK

#### 1. PERSONAL INFORMATION

NAME (in block letters) :

Date of Birth & Age :

Sex :

Academic Qualification :

Official Address :

Phone No. and e-mail id :

#### 2. DETAILS OF EMPLOYMENT

Designation :

Field of Specialisation : HRM  Finance  Operations Mgt  Marketing  IT

Others (Specify) \_\_\_\_\_

Teaching Experience (in years) :

Industrial Experience (in years) :

I \_\_\_\_\_ do hereby accept to guide Mr/Ms \_\_\_\_\_ the student of the MBA Programme of the Tamil Nadu Open University, Saidapet, Chennai – 600 015.

**Signature of the Student**

**Signature of the Guide with seal**