

*Format of the Certificate to be given by the Guide/ Project Work Supervisor, and to be incorporated into the Project Work volume at the beginning.
(Above lines not to be printed in the actual certificate.)*

CERTIFICATE

Certified that the Project Work entitled "..... (*title of the project work*)." submitted by Mr/Ms/Mrs
..... for the partial fulfillment of the **M.B.A. Degree** (Fourth Semester) offered by the **Kuvempu University, Directorate of Distance Education** during the academic year is a original work carried out by the student under my supervision, and this work has not formed the basis for the award of any Degree, Diploma or such other titles.

Date:

Signature of the Supervisor
(affix Institutional seal)

Name of the Guide:

Designation:

Institution/
Organisation Address:

Format of the Certificate to be given by the Student, and to be incorporated into the Project Work volume at the beginning. (These lines not to be printed in the actual certificate.)

DECLARATION

This is certify that the Project Work entitled ""
.*(title of the project work)*....." submitted by me for the partial fulfillment of the **M.B.A.Degree** (Fourth Semester) offered by the **Kuvempu University, Directorate of Distance Education** during the academic year
..... is an original work carried out by me under the guidance of Mr/Mrs/Dr/Prof. *(name of the project work Supervisor)*
of *(name of the supervisors institution /organisatios)* and this work has not formed the basis for the award of any Degree, Diploma or such other titles.

Date:

Signature of the Student

Name:

Roll No:

KUVEMPU UNIVERSITY
DIRECTORATE OF DISTANCE EDUCATION
Jnana Sahyadri, Shankaraghatta-574 199, Shimoga

MBA IV Semester
Guidelines for Preparation of Project Work

All the MBA Fourth Semester candidates are informed to Prepare and submit two copies of Project Work towards the partial fulfillment of the said Course to **the Director, Directorate of Distance Education, Kuvempu University, Jnana Sahyadri, Shankaraghatta-574 199** on or before 25th December 2009..

Given below are the important guidelines to the Candidates to be followed/ adopted while preparing the Project Work.

- Project Work & Report is for 150 marks.
- Select a topic for Project Work relevant to the stream that you have opted in the Third and Fourth Semesters and also related to the syllabus.
- Carryout Field/ Research Work independently. You may take assistance of an expert in the field available/ accessible to you.
- Prepare your Project Work on Scientific basis only.
- Follow the pattern/ format that is outlined below while preparing the Project Work.

Recommended Format of the Project Report

Arrangement of the Contents:

- i. Title Page: Prepare the Title page (Cover page) and 1st page (inner cover page).
- ii. Declaration by the candidate.
- iii. Certificate from the Research/Project Work Supervisor.
- iv. Acknowledgements (if any)
- v. Content Page
- vi. List of Tables
- vii. List of Figures
- viii. CHAPTERS (refer instructions on Chapterisation given below)
- ix. References (Bibliography)
- x. Appendices (if any)

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DTP Format & Binding:

- Use good quality A4 size paper
- Use 1.5 Space for typing
- Type on only one side of the paper (single side typing)
- Page Numbering should start from Chapter-I and end with References (Bibliography). Don't give any page numbers for appendices.
- Stitch bind the Project Report (Spiral binding not accepted).

Recommended pattern of Chapterisation of the Project Report

The final report should have the following Chapters:

CHAPTER - I:	INTRODUCTION
CHAPTER - II:	REVIEW OF RELATED LITERATURE
CHAPTER - III:	STATEMENT OF PROBLEM
CHAPTER - IV:	METHODOLOGY
CHAPTER - V:	RESULTS AND DISCUSSION
CHAPTER - VI:	SUMMARY AND CONCLUSIONS
	REFERENCES
	APPENDICES

CHAPTER - I: INTRODUCTION

- a) Brief introduction about the problem.
- b) Conceptual framework of the variables in the problem highlighting; Aims and objectives / Principles / Steps / Background / Foundations / Goals, whichever is applicable. It should reflect the theoretical base of the theme of the problem.
- c) Need & Importance of the problem.
- d) Relevance of the problem in present educational system.

CHAPTER- II: REVIEW OF RELATED LITERATURE

Reviews related to variables of the study.

CHAPTER – III: STATEMENT OF PROBLEM

- a) Statement of the problem in clear and specific terms.
- b) Research objectives.
- c) Variables.
- d) Hypothesis.
- e) Definitions of technical terms.

CHAPTER - IV: METHODOLOGY

- a) Method of Research (Example; Survey, Case study, Descriptive method or Experimental method used in the study).
- b) Sample (A representative sample used to collect data, an educational Institution or Training Centre, students, teacher etc).
- f) Tools used for collection of data
Procedures or resources used to collect data or construction of a tool etc or any source used to collect information.
- d) Collection of Data.
Procedure, administration of tools, duration and scoring of tests, etc.
- e) Technique of Analysis of data.

CHAPTER - V: RESULTS AND DISCUSSION

If data is quantitative, then use appropriate statistical analytical techniques.

If data is qualitative form then use descriptive analysis.

Interpret the findings after analysis and list the major results.

CHAPTER - VI: SUMMARY AND CONCLUSIONS

Present a brief summary of the problem and finally draw your own conclusions based on the results.

REFERENCES

Should include list of research papers/project reports/books and other materials that you referred, and also, the details of data sources that you have used for your project work.

APPENDICIES

Should include tools used for collection of data and the necessary materials/ sources for collecting information.

Your Project Work should contain all questionnaires used for your study under appendices.

Last date to submit your Project Report: 25th December 2009


Special Officer, DDE