

## Guidelines for preparation of MBA Project Report

**I: Project Report:** During second year, all candidates shall undergo practical training in any organisation for a minimum period of **eight weeks** and submit a Project report thereon along with a practical training certificate obtained from the organisation.

Students of **MBA (Hospital Administration)** must undergo practical training in reputed Government General Hospitals / Corporate Hospitals with all specialities and facilities. In case of in-service candidates, the project report should relate to the candidates' organisation. It should be approved by the Centre for Distance Education, Acharya Nagarjuna University, Nagarjuna Nagar.

The project report carries a maximum of 100 marks. The Project Report shall be guided and certified by a recognised guide approved by Centre for Distance Education. The completed project report should be sent to **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510**, at least 15 days before the scheduled time for Comprehensive Viva-voce examination or before the due date as communicated by the Office. It is compulsory to submit hard copy of the project report to above mentioned address.

### Project Work

Students of MBA Programme will have to take up project work in the second year.

1. The purpose of the project work is primarily to demonstrate the application of knowledge and skills acquired during the Programme, by studying and analysing the selected programme in the work situation in a systematic manner while suggesting solutions to the management.
2. The topics for project may be taken from any one of the following sources:
  - (i) Comprehensive case study, covering single organisation with multifunctional area problem formulation, analysis and recommendations.
  - (ii) Inter organisational comparison of performances in different functional areas including management practices.
  - (iii) Field study / Empirical study.

### Project Proposal

1. The proposal of project (synopsis) should be prepared in consultation with the guide and sent to **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510**. The proposal should clearly state the significance, objectives, methodology, statistical techniques to be used, limitations if any and future directions for further research, etc.
2. Eligible project guide may be taken from any one of the following:
  - (i) Faculty of department of commerce and business administration of Acharya Nagarjuna University campus.
  - (ii) Academic counsellors of MBA Programme of CDE Acharya Nagarjuna University and Ph.D. holders working in PG departments of commerce and management of affiliated colleges.
  - (iii) Teaching faculties of departments of commerce and management studies of any other university recognised by Acharya Nagarjuna University.
  - (iv) Senior executives holding master's degree in management or allied disciplines with a minimum of 10 years of experience.

Students are advised to send their project synopsis and bio data of guide (in case of ii, iii, & iv above), which must be duly signed by the guide, to **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510**. If the proposed guide is not acceptable, the student shall be advised accordingly and in all such cases, the student should change the guide before the

proposal is considered for approval. Similarly, if a student wants to change his / her guide after some time, he / she would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma.

3. The project proposal shall be sent in the proforma (format is given at the end of this note) along with one copy of synopsis and bio-data of the guide to **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510** for approval. Proposals incomplete in any respect will straight away be rejected. Students are advised to retain a copy of the synopsis.
4. **The Certificate issued by the Organization/Hospital where the candidate worked for his project work must also be included in the report.**
5. **Communication of approval / non-approval of the project proposal will be sent to the candidate within one month of the receipt of the proposal.**
6. Communication of non-approval of the proposal will be accompanied by comments / suggestions for reformulating the project. The revised project proposal should be submitted in the new proforma. A copy of rejected synopsis and project proposal proforma wherein the comments or suggestions of the evaluator are given should also be submitted.

**Note:-** Without the approval letter, the project report will not be evaluated. Students are advised to select their guides who are either teachers or active professionals in the relevant area of the selected topic.

#### **Preparation of Project Report:**

- (i) The report should consist of (a) significance of the study, (b) objectives, (c) sampling and methodology, (d) statistical techniques used, (e) limitations, if any, and (f) guidelines for future research.
- (ii) The length of the report shall be in between 60 and 80 double spaced typed A4 size pages (excluding appendix and exhibits). The report is to be submitted in a bound volume.
- (iii) The project report should also contain:
  - (a) Project approval by the University
  - (b) The **Certificate issued by the Organization / Hospital** where the candidate worked for his project work must also be included in the report.
  - (c) Certificate from the supervisor as to the originality of work.
  - (d) A statement from the candidate mentioning that the work is an original one and has not been submitted earlier, either to this university or to any other institution for fulfilment of the requirement of a course of study.

The candidate has to prepare three copies of project report. One hard copy of the project report should be submitted to the **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510** by post at least 15 days before the scheduled time for comprehensive Viva-Voce examination or before the due date as communicated by the office. The candidate needs to carry one hard copy while attending comprehensive Viva-Voce examination. Another hard copy of the project report is to be retained with the student. The copy sent to the **The Project Head, ANU-CDE-ICT- Division, International Students Cell, Acharya Nagarjuna University, Nagarjuna Nagar, Guntur, A.P.-522510** will not be returned.

**II: Comprehensive Viva-Voce Examination :** Notification email will be sent for details on the centre and schedule of Comprehensive Viva-Voce Examination which carries a maximum of 100 marks.

**ACHARYA NAGARJUNA UNIVERSITY**  
**Centre for Distance Education**  
**MASTER OF BUSINESS ADMINISTRATION**  
**PROFORMA FOR PROJECT PROPOSAL**

Regn.No.....

Name and Address of Student .....

Ph.No. : ..... Email ID : .....

Title of the Project .....

Subject Area: Marketing / Finance / H.R.M. / Retail Management / Banking and Insurance Management / Hospital Administration / Any other (Specify)

(Specify).....

Name, Designation and Official Address of the Project Guide.....

.....

Is the guide an Academic Counsellor of LLM Programme? YES / NO

If yes, Name of Study Centre and the Course of counseling and since when : .....

.....

No.of Students working under the Guide for Project:.....

Signature of the student

Date:

Signature of the Guide

Date:

**Note:** Enclose the synopsis of the project and bio-data of the guide.

**(For Office use only)**

**Synopsis**

**Supervisor**

Approved

Approved

Not Approved

Not Approved

Comments / Suggestions for reformulation of the project.

Date:

**Signature of the Evaluator**

TITLE & FIRST PAGE :: MODEL FORMAT  
**FUNDS FLOW ANALYSIS WITH SPECIAL  
REFERENCE TO XYZ Co. Ltd, GUNTUR**

*A Project report submitted to*  
**ACHARYA NAGARJUNA UNIVERSITY**  
*In partial fulfillment for the award of the degree of*  
**MASTER OF BUSINESS ADMINISTRATION**

*Submitted By*  
**D.SWAROOPA**  
Regd.No.: C15EM100050



*Under the Guidance of*  
**Dr. N.SRIHARI**  
*M.B.A, M.F.M, M.Com, SLET, M.Phil, Ph.D*  
*Academic Counsellor*  
*Faculty of Commerce and Management*  
*Centre for Distance Education*  
*Acharya Nagarjuna University*  
*Nagarjuna Nagar, Guntur-522510*

***Centre for Distance Education***  
**Acharya Nagarjuna University**

Nagarjuna Nagar, Guntur-522510, AP, India.

DEC 2016

SECOND Page :: Model Format

## Declaration

I, D.Swaroopa, declare that this project work entitled 'Funds Flow Analysis with Special Reference to XYZ Co. Ltd, GUNTUR" has been prepared by me to be submitted to Centre for Distance Education, Acharya Nagarjuna University on partial fulfillment for the award of the degree in Master of Business Administration . I also declare that the project report is the result of my own effort and that it has not formed the basis for any degree.

Place : Guntur

Date :

Signature of the Student

(D.Swaroopa)

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## Certificate

This is to certify that the project work entitled 'Funds Flow Analysis with Special Reference to XYZ Co. Ltd, GUNTUR" submitted as a part of MBA course is a record of bonafide Project work done by D.Swaroopa, with Regd. No: C15EM100050 during the Year 2016 under my guidance.

Signature of the Guide

(Dr. N.SRIHARI)