

STUDENT'S GUIDELINE

PROJECT WORK

Advance Post Graduate Diploma

(APGDBA/APGDHC)

All the students will submit their Project Reports (in duplicate) within a period of 15 days in the concerned study center; this period shall be counted from the last date of completion of their Project work. The duration of the project work 7-8 weeks. Each student will be attached with one internal project guide, with whom they shall be in continuous touch during the period of project work. The internal project guide will be required to evaluate (out of 100 marks) on the basis of the viva voce and project report prepared by the student. The evaluation of the remaining 100 marks shall be made by external examiner appointed by the University who shall evaluate on the basis of viva-voce and the project report prepared by the student..

INSTRUCTIONS FOR STUDENTS

1. Every student of Advance Post Graduate Diploma shall be required to undergo a practical training in an industrial organization approved by the Study Center. The candidates shall be required to undergo training in the various areas of the organization concerned. The organization may assign a specific project to the candidate, which will be completed by him / her during the period of training. The work done by the candidate in the training on the project shall be submitted in the form of a Project Report.
2. The Project Report, wherever specified will be submitted in the typed form as per the following requirements:
 - i. The typing should be done on one side of the paper
 - ii. The font size should be 12 with Times Roman / Arial Format.
 - iii. The Project Report be typed in 1.5 (one and a half) space. But the References/Bibliography should be typed in a single space.
 - iv. The paper should be A-4 size.
 - v. One copy meant for the purpose of evaluation for the final submission along with duly signed declaration form by concerned faculty guide and One copy a student should keep with them for further reference.
3. The evaluation shall be done in the manner specified in the Scheme of Examination of the program. The Project Report shall carry 200 marks which will be evaluated by Internal examiner for 100 Marks & the external examiner for 100 Marks.
4. The Faculty guide has liberty to visit the Organization where the student is undergoing training to assess and evaluate fruitfulness of the training.
5. No two students should work on a single Topic during their Training Report. Even if the students are assigned the same project it is expected that they work on different aspects of the project.
6. The students are required to meet their Study Center Training Guides phase wise before submitting

the report for final dispatch and are expected to send the weekly progress report by E- mail to their Faculty guide & program coordinator. It is obligatory for students to get their draft approved from concerned guide before giving final draft Training Project Report for submission. **The first phase** includes synopsis research methodology finalization, research questionnaire, action plan for data collection, sample data collection for pretesting & review of literature. **The second phase** consists of progress report, literature review ,quality & volume of data collection, corrective measures & further action for data collection. **In third phase** progress report, data compilation &, preliminary data analysis, plan for report writing will be analyzed. In **fourth phase** draft report& final report based on guide's inputs shall be assessed. Then students will prepare for presentation & viva-voce. The duration of phases shall be decided and declared by the concerned university.

7. Project report submitted should have a proper declaration form attached to it by the candidate

8. Project report should contain following aspects of Organization i.e.

I) Organization profile

II) Business of the organization

III) Management procedures and updates in various functional areas of Organization

IV) Critical assessment and evaluation of Organization Business, strength & weaknesses and future prospects of Organization.

V) Suggestions and Recommendation for the organization.

9. Project report may be of following types:

a. covering single Organization, Multi Functional Area, Problem Formulation, Analysis and Recommendations.

b. Inter Organizational Comparison or validation of theory / survey of management practices.

c. Empirical study

10. It is advised that:

You take the Training very seriously & understand the Training Project in its entirety – its objectives, methodology future scope & the time frame in which it has to be completed.

11. This is an opportunity for you & at the same time a very important responsibility to build a close relationship between your Study Center & various members of your Internship Organization and all the other organization you come across during your Internship. The following would definitely help you to achieve the above.

- A. Be punctual in your office training.
- B. Be sincere towards your Training.
- C. Meet deadlines & targets given.
- D. Office your supporting hand to your industry guide for work than your Training.
- E. Be ethical in your deals.
- F. Build cordial relationship with all the industry Professional you come across during your training.

GUIDELINES FOR WRITING PROJECT REPORT

1. The length of the Project Report should be of 100 -150 pages (Excluding appendices and exhibits).

2. Project Report should strictly consists of the following:

a. COVER PAGE: In the format as prescribed in its contents must strictly be adhered.

b. CERTIFICATE FROM ORGANIZATION: Training completion certificate issued by organization concerned on Original Letter Pad mentioning Title of the project, period of Training, the Name of the Trainee.

c. CERTIFICATE FROM THE STUDY CENTER: In the format as prescribed in its contents must strictly be adhered and duly signed by the concerned Guide.

d. ACKNOWLEDGEMENT: It must specify the gratitude offered to the persons concerned instrumental in finalization of the Report e.g. study center, Parents, Principal, Guide, Industrial Guide, Friends, Peers etc. and it must be signed by the student concerned.

e. PREFACE: It must specify the gist of all the sections and chapters included in the Report and also highlight its relevance.

f. TABLE OF CONTENTS: Index must be specified with appropriate topics and page numbers as specified.

g. ABSTRACT OF STUDY: no more than 250 words

h. CHAPTERIZATION:

CHAPTER - I RESEARCH PROBLEM AND PURPOSE

COMPANY PROFILE: Company profile includes all the relevant information about the company its history, hierarchy, various department, production process, product profile, its past performance, future plans etc., Critical assessment and evaluation of Organization

Business, strength & weaknesses and future prospects of Organization.

INDUSTRY PROFILE: Brief profile of the Industry including its current status from which the company belongs.

INTRODUCTION: Significance of the study, Review of Existing Literature, Conceptualization, focus of the problem, Operationalization of the concept.

SCOPE OF THE STUDY: Focus of Study, Relevance of Study.

OBJECTIVES OF THE STUDY: Must be directly in consonance with the research title and Questionnaire of the study should play significant role in fulfilling the Objectives of the Study,

CHAPTER - II REVIEW OF LITERATURE

Theory Operationalization Of The Concept through earlier and contemporary researches.

CHAPTER - III CURRENT SCENARIO

Present Scenario Of the Industry and the area in which the Student is Conducting research

CHAPTER -IV RESEARCH METHODOLOGY:

It must specify following chapters Research Design, Universe and survey population, Sample Size, Nature of the data, Method of data collection (Primary & Secondary) Hypothesis, Identified independent and dependent variables, Contents analysis, Various tests , Applied statistical tools (Analysis pattern) etc. – Notes(References)

RESEARCH INSTRUMENT: Relevance of each question asked in questionnaire

LIMITATIONS OF THE STUDY : Constraints under which the study has been undertaken

DATA ANALYSIS & INTERPRETATION : Objective wise analysis, Microanalysis, Decodification of data, Tabulation of the data , Classification of Data, Use of graphs, Depiction of Bar diagrams, Histogram and its observation and inferences drawn.

CHAPTER – V DISCUSSION & FINDING OF THE STUDY

DISCUSSION OF RESULT

FINDINGS OF THE STUDY: Includes all the major Results & findings of the study.

SUGGESTION AND RECOMMENDATIONS: Summary of major observation and recommendations including utility of observations and direction for future research.

ANNEXURE:

It includes Questionnaire for the study, or the copy of the research tools prepared by the students, i.e. interview schedule, rating scale, etc.

BIBLIOGRAPHY

(In correct standard format must strictly be adhered in alphabetically.

E.g.

1. Cyruac, K and Dharamaj. R(1994) "Machiavellianism in Indian Management." Journal of Business ethice, Vol. 143, No. 4,p 281
2. Garg P.K and Parikh, IJ (1998). "Managers and Corporate Cultures: The case of Indian Organisations," Management International Review, Vol 38, No 3, PP 257-275

SAMPLE:

1. FORMAT OF COVER PAGE

PROJECT TITLE

Undertaken at

“NAME OF THE ORGANIZATION”

Submitted in the partial fulfilment for the award of the degree of
ADVANCE POST GRADUATE DIPLOMA IN

(e.g. APGDBA/APGDHC)

Under the Supervision of

Submitted by

.....

SESSION: 20.... - ...

STUDY CENTER’S NAME

STUDY CENTER’S CODE

NAME OF THE UNIVERSITY

2. DECLARATION BY STUDENT

TITLE OF THE PROJECT

I _____ Enrolment No _____
of (Study center name) hereby declare that the Project Report entitled _____
_____ is an original
work and the same has not been submitted to any other Institute for the award of any other degree.

Name of the study centre
with seal-----

Signature of the Candidate -----
Name of the Candidate-----
Study Centre Name & Address-----

Date of Submission -----

3. CERTIFICATE

CERTIFICATE BY GUIDE

Certified that the Project Report entitled (Topic Name) -----
submitted by (Name of Candidate) ----- is his/her own work and has been
done under my supervision. It is recommended that this Project be placed before the examiner for
evaluation.

(Signature of the Guide)

Name -----

Address -----

Study Centre's Name & Code-----

University Name -----

Date----

Place -----

TYPING OF THE PROJECT REPORT:

Type of paper	Executive bone (white)
Paper size	A4 size
Font	Times new roman
Font size (chapter title)	22 bold
Font size (heading)	16 bold
Font size(sub heading)	14 bold
Font size (body of the text)	12 normal
Font size (footnote)	10 normal
Margin	Left : 1 inch minimum
	Right : 1 inch minimum
	Top : 1 inch minimum
	Bottom : 1 inch minimum
Text alignment	Left aligned
Cover sheet	Project report should be bound in black resin with lettering in gold embossing / screen printing
Printing	One sided
Binding	Use perfect binding

STYLE OF WRITING:

- Every chapter must begin on new page.
- Page numbers are mandatory and should be given at the bottom (centre)
- Spell checks should be carried out.
- Diagrams and tables should be numbered as x.x (**E.g.** Fig. 3.1 for first figure in chapter 3) in the text of the discussion.
- The length of the Report should be about 100 to 150 pages.