

POORNAPRAJNA INSTITUTE OF MANAGEMENT



Project Guidelines

PIM intends to prevent falsification, fabrication or plagiarism in its research works of the students by introducing the concept of Project Diaries. These Project Diaries enable the systematic and authentic research activities of the students by building a better rapport between the teachers and the faculty and also promotes accountability and effective performance monitoring by the faculty members. In the Project Diary, instructions are given to the students in three different headings. They are:

1. Guidelines to students
2. General guidelines for Project report
3. Project design of the report, the copies of which enclosed

Master of Business Administration (MBA)

PROJECT WORK DIARY

STUDENT DETAILS

Name :

Reg. No. :

Title of the Project :

Year :

NAME OF THE GUIDE

Submitted to:

MANGALORE UNIVERSITY



POORNAPRAJNA INSTITUTE OF MANAGEMENT

Poornaprajna Campus

Udupi - 576101

Ph: 0820 2531401

Email: www.office@pim.ac.in; contacts@pim.ac.in

Website: www.pim.ac.in

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PROJECT WORK DIARY

Instructions to the students

1. Project Work Diary is the complete report of the Project Work to be pursued in the fourth semester. For the whole Project Work **7** modules are identified and the progress in first 5 modules (up to primary data collection) will be reviewed in the third semester.
2. The remaining two modules as mentioned in this Project Work Diary will be pursued in fourth semester as the forming part of Project Report and ends with the submission of final Project Report to be forwarded to the University for evaluation.
3. At the end of 5th module, Project Work Diary should be submitted along with Project Preliminary Report.
4. Project Work Diary, as a part of curriculum in the fourth semester is evaluated for **20 marks** based on the final Project Report.
5. Date and activities assigned to different stages/ module as given in the following pages to be followed strictly.
6. Student should not miss the regular lecture hours for Project Work.
7. Students should compulsorily meet the guide every week in the project hour allotted.
8. Student should get the **signature of the Guide and the Director compulsorily** before the deadlines mentioned in every stage and module respectively.
9. Any deviation from the schedule as given in the diary will be viewed seriously including disqualifying the student from attending the presentation/ viva.
10. At any stage, if a student found copying from other projects or found careless in the Project Work Diary or Project Work, such Project Report will not be forwarded to the University for the Award of the Degree.
11. Student will not be allowed for the presentation or viva other than the date fixed by the Institute.

12. Students should possess the Project Work Diary during the time of their interaction with the guide and also during presentations and viva.
13. This Project Work Diary should be **preserved carefully by the student** and to be submitted to the guide at the end of the third semester. Further, the Project Work Dairy should be submitted to the office along with Final Project Report at the end of the fourth semester on the scheduled dates as informed.
14. Students are instructed to go through the general guidelines of Internship Report and Project Report as given in the appendix.
15. Replacement of Project Work Diary is permitted with Rs. 1,000/- penalty.

Instructions to the Guide

1. Every stage / module should be authenticated by the guide with remarks, signature and date in the identified column.
2. At the end of every module, students should be instructed to meet the Director for the signature.
3. If any student has failed to follow the schedule as given in the diary, the same to be recorded in **red ink** and if a student continuously fail to follow the schedule for two modules, the same to be brought to the notice of the Director.

Internship Programme

1 General Guidelines for Internship Programme

- a. Students will have to undergo 30 days of summer internship in selected companies after second semester examination with the consultation of their Mentor.
- b. Students can take up their internship programme in the company where they are proposing to pursue their project work.
- c. Internship Programme evaluation is for **30 marks** in the third semester.
- d. In the last week of August, students should appear for **Internship Programme Viva** along with **Internship Certificate** issued by the organisation and **Internship Programme Report** (hands on experience report) of 15 -20 pages, for evaluation.

2 The Format for Internship Programme Report

1. Order of the Pages to be arranged and details to be furnished:

- Front Cover page
- Title
- Certificate issued by company
- Acknowledgement
- List of Contents
- List of Graph and Tables

2. Chapter design

Chapter One

- Industry Profile (Challenges, Prospects)

Chapter Two

- Company Profile (Vision, Mission, Branches, Awards, 7S Mckinsy Model, SWOT Analysis, BOD, Organization Structure)

Chapter Three

- Organization Function (Marketing, Finance, HR, Productions etc)

Chapter Four

- Learning Experience

Conclusion

Reference / Bibliography

General Guidelines for Project Report

- 1 The Project report should be strictly as per the modules and schedule given in the **Project Work Diary**.
- 2 Each student is put under the supervision of a guide and no change will be permitted with regard to the Project Guides allotted.
- 3 As far as possible topical subjects should be selected for Project Work involving the field survey, which can also be pursued in the company where the Internship Programme is carried out.
- 4 Project report, as a part of curriculum in fourth Semester is evaluated by the University for 100 Marks.
- 5 The evaluation of **Project Work Dairy** along with **Final Project Report** is done as follows:

| | |
|---|-------------|
| Introduction, Literature Review and Research Methodology- | 4 Marks |
| Questionnaire Development and Secondary Data Chapters | - 4 Marks |
| Data Analysis, Findings, Suggestions and Conclusion | - 4 Marks |
| Maintenance of Project Work Dairy | - 4 Marks |
| Project Report Viva | - 4 Marks |
| Total Marks | - 20 |

Blueprint of the Project Report

1. Page setting

- Opening cover page.
- Company certificate
- Student declaration
- Guide certificate
- Endorsement from the Director.
- Acknowledgment
- Contents
- List of tables

- List of figures
- Chapters (refer * below)

2. Chapter Classification – Project design

I Chapter: Introduction

- Background of Topic
- Conceptual framework
- Current scenario

II Chapter: Research Design

- Review of literature
- Objectives of the study
- Statement of research problem (Need for the study) & questions
- Methodology of the study
- Scope of the study
- Limitations of the study

III Chapter: Company Profile

IV Chapter: Data Analysis & Interpretation

V Chapter: Conclusion

- Findings
- Suggestions / Action plan
- Conclusion

Appendix

Appendix 1 – Questionnaire

Appendix 2 – Bibliography or references

2 Specification of Bibliography

Poornaprajna Institute of Management follows APA Style referencing for its student projects. Students may [download APA Style 6th Edition Manual](#). Students are also advised to use inbuilt APA Style referencing of [Microsoft Word](#). For more details, please refer [PIM APA Style Information Guide](#). The details are as follows.

Books

Format: Author's last name, first initial. (Publication date). *Book title*. Additional information. City of publication: Publishing company.

Example: Allen, T. (1974). *Vanishing wildlife of North America*. Washington, D.C.: National Geographic Society.

Journals

Format: Author's last name, first initial. (Publication date). Article title. *Periodical title, volume number (issue number if available)*, inclusive pages.

Example: Reich, R.B. (1993): Companies are cutting their hearts out. *The New York Times Magazine*, December 19, p.54-55.

Online Document

Format: Author's name. (Date of publication). *Title of work*. Retrieved month day, year, from full URL

Example: Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

- The Project Report has to be submitted with Times New Roman Font style, size of 12, Paragraph spacing of 1.5 and in fully justified alignment.
- Binding should in **maroon coloured** fair form with golden embossment.

3 Plagiarism:

- a. Copying of material from any source without appropriate referencing the source will initiate plagiarism procedures. Institute will initiate stern action.
- b. All the material that relates to the dissertation, including completed questionnaires from interviews, should be shown to the guide and to be retained by the students until the University has declared the results. Students are advised not to dispose off the material away once their dissertation is submitted, as they might be asked to present it as part of the viva voce or otherwise.
- c. Any kind of plagiarism noticed by the examiner will entitle the Institute to book a case as malpractice.

- d. It is expected that every Poornjaprajna Institute creates necessary awakening among students and faculty guides about avoidance of plagiarism and maintenance of quality.

Appendix 1: Work Dairy Format

DISSERTATION WORK DIARY

| Date of the meeting | Topics discussed | Progress as on date | Signature of the faculty |
|---------------------|------------------|---------------------|--------------------------|
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| | | | |

Appendix IV: Cover Page

A PROJECT REPORT ON

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

Dissertation submitted in partial fulfillment of the requirements for the
award of the Degree of

MASTER OF BUSINESS ADMINISTRATION

of

MANGALORE UNIVERSITY

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



By

Name

Reg. No. ...

Under the guidance of

Name of guide .

Designation of guide

POORNAPRAJNA INSTITUTE OF MANAGEMENT

UDUPI – 576101

2018–2019

Appendix V: Declaration by Student

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 in partial fulfillment for the award of Master’s Degree in Business Administration by Mangalore 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:
Date:

Name :
Register Number:

Appendix VI: Certificate

CERTIFICATE

(To be given by the Institution on its letterhead)

Date:

This is to certify that the dissertation titled "-----" 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 Mangalore University under the guidance of Dr/Mr./Ms _____ (Name) _____ (Designation). The report has not been submitted earlier either to this University /Institution for the fulfillment of the requirement of a course of study

SIGNATURE OF GUIDE

DATE:

SIGNATURE OF DIRECTOR/PRINCIPAL

DATE: