



DEPARTMENT OF MANAGEMENT & COMMERCE

Dated: 03rd March, 2022

NOTICE

**Schedule of Project Report
Submission**

S.No	Details of Submission	Date of Submission
1.	Submission of 1 st Draft	2nd week April 2022
2.	Final Submission of Project Report	3 rd Week April-2022
3.	Final Viva Voce	4 th Week April, 2022

Dr. Reshma Nikhat
& Dr Rashid Farooqi

Project Coordinators

Prof. Raza Ullah Khan

Head

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Purpose of the project work

The broad objective of project is to **experience** the way in which organizations function in a given environment and to suggest the solutions to the problems being faced by the organization, if any.

The sub objectives are:

To understand the global and local economic scenario and the sector in which the selected organizations operate

To understand the organization model of the study organization

To understand how each of the functional areas are designed and performed in an organization

To understand how the organization is similar to other organizations in the same sector as well as how it is different from other sectors.

To apply knowledge of research methodology to analyze the problems or issues faced by organizations.

To apply various principles you have learned during course work in the real time business world.

General Guidelines

The students are requested to follow the schedule as mentioned below: **TENTATIVE**

Submission of project to respective guide for final corrections (1st Draft): **2nd week April 2022**

Pre submission presentation : **3rd Week April-2022**

Last date for submission of final project report: **4th week of April 2022- (2 Copies and CD)**

Project shall not exceed more than : **65 pages.**

The project shall be on the topic of Specialization (major) opted by the Student.

Project Report should be prepared using: **MS Word, Times New Roman- Font size-12, Sub**

Heading – 14, Main Heading –16, Spacing 1-5.

Report should be on A4 Size with 1.5 inch margins on all the sides.

The report should be hardbound facing sheet of following colours. **Marketing: Mahroon, Finance: Navy Blue, HR: Black**, indicating Name of the University, Department, Month and Year of Admission , Enrolment Number, Name of Student and Name of Internal Guide .

Project layout

1. Cover page
2. Certificate from the organization from where the project has been done
3. Certificate of the guide attested by the HoD
4. Declaration stating that the project work is original
5. Acknowledgements.
6. Executive summary (limited to 2 pages) Abstract – what we did, why?/ How/What we achieved/Need of the study/Methodology/outcomes
7. Contents.(List of tables, figures).

Chapter 1: Introduction

- Background of the study
- Need of the study
- Conceptual framework

Chapter 2: Research Methodology

- 2.1 Objectives of the study
- 2.2 Methodology of the study: it includes(a.) Sources of data collection, (b.)Sample design, (c.) methods used for data analysis
- 2.3 Scope and limitations of the study
- 2.4 Chapterization of the study

Chapter 3: Profile of the organization

- 3.1: Industry profile
- 3.2: Company profile

The following may be incorporated:

- a) Background and inception of the Company.
- b) Nature of Business carried out.

- c) Products/ Services Profile.
- d) Vision ,Mission and Quality Policy.
- e) Areas of Operation.
- f) Ownership Pattern.
- g) Competitors 'Information.
- h) Infrastructural Facilities
- i) Achievements/Awards if any.
- j) Workflow Model.
- k) Future Growth and Prospects.
- l) Mckensys 7s Frame work with Reference to organization.
- m) SWOT Analysis.
- n) Analysis of Financial Statements.

Chapter 4: Data Analysis

Use either tables or graphs for explaining data and same kind of graphs or tables should be used throughout the project

Chapter 5: Conclusion and Suggestions

References

Learning experiences

Annexure: Questionnaire, Brochure etc...

MENTORSHIP CUM PROJECT GUIDANCE LIST FOR M.B.A - 2010-11 BATCH STUDENTS

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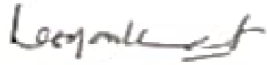
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Note: We the project coordinators request all the mentors to do the counseling whenever and wherever required and request the supervisor to stay in touch and contact the respective candidates allotted to them and ensure that they initiate their project work on schedule time. It is Mandatory for the mentors and the project coordinators to be present on the days of Project Presentation twice till the submission of the same.


***** Students are informed to coordinate with the Project Supervisor and finalize the topic and report the same.

THANKING YOU
With Best Wishes and Regards

Date: 04.03.2022



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