NOTICE

At the outset, let me congratulate all the final year students for successfully completing 3rd semester. As you are in the verge of completing your post-graduation, you are expected to take your academics seriously. Your performance in the fourth semester will determine your career prospects

As you are aware the college has taken various initiatives in providing quality administrative as well as academic support to all the students considering your work-study commitment. We have supported and facilitated student's career growth aspirations by providing timely and qualitative inputs all through the MBA Programs. However, the Project Report submission has been the major concern. Some of the issues and problems encountered by the College administration in Project Report submission are as follows

- *Some of the students were absent for project report orientation class organised during the third semester*
- *Students did not meet or actively take part during the guide-student interaction programme organised by the College*
- *Some of the students did not submit the guide approval form/final hard copy draft approved by the guide as per the prescribed format and schedule*
- *Students have not referred the guidelines, timelines, sample projects etc. provided in the website to enable quality Project Report writing*
- *Finally, the Project Report submitted by students has not met the minimum expected standard*
- *Any submitted project report which does not meet the expected standard of the University will be rejected*

As result, the coordinator has taken decision to accept only the <u>COMPLETED PROJECT REPORT</u> directly at MBA twinning programme office on or before Saturday 20 April 2019. <u>Approval on final hard printed draft copy from the respective guides should be completed by 15 April 2019 and the same should be produced to the MBA Twinning Program office for obtaining College and Guide approval letter.</u>

Students are expected to submit two hard colour copy one for university the another one for student reference copy

Any submission done after the prescribed date will be fined Rs 100 each day till 27 April 2019.

*Any research project report submitted thereafter will not be accepted for submission

Students are expected to follow below mention order / sequence while writing the research project report

1. Cover Page

2. Inner cover page

3. Certificate from College (College will incorporate)

4. Certificate from Guide (College will incorporate)

5. Certificate from the Company

6. Student Declaration

7. Acknowledgement

8. Index and Table of Contents

9. Chapter I – Background and Introduction

10. Chapter 2 – Research Design

11. Chapter 3 - Company Profile

12. Chapter 4 – Analyses and Interpretation

13. Chapter 5 – Findings, Suggestions and Conclusion

14. Bibliography

15. Annexure

STYLE AND FORMAT OF REPORT WRITING

• **Main Titles – Font Size 14 Bold with upper case should be maintained uniformly**

• **Sub-Titles – Font Size 12 Bold with lower case should be maintained uniformly**

• **Times New Roman Font 12 Size has should be maintained uniformly**

• **1.5 line Spacing should be maintained uniformly**

• **Content should be justified**

• **Tables, Charts and Diagram should properly aligned to the page size and sequentially numbered**

• **All graphs should be in light shades with white background**

COORDINATOR