

## **Project Guidelines for MBA**

**Project and viva Exam for Jan- 2013 Exam for Final Sem students will be held at our Learning centre. Title of the Project must be submitted to the institute by 05th Dec. 2012.**

**Submit one original hard and one original soft copy of the project for the exam before 15th Dec. 12 and Bring one original hard and one original soft copy of the project for the exam, on Project Exam Dates between 05 to 15th Jan. 2013 for viva and presentation.**

**Please note that its important to submit the project in advance of the examination. If you do not submit the project in time or fail to appear in the internal exam on the above said dates you will be marked absent in the Exam.**

### **Guidelines to Make the Project Report**

**The first step is to choose your Topic**

**Your Topic is your choice.**

**You can choose any topic of your specialization.**

**MAKE 2 COPIES OF THE PROJECT.**

**Submit one original hard and one original soft copy of the project Report before Exam.**

**Bring one original hard and one original soft copy of the project for the exam, on Exam date for viva and presentation.**

**You can make a third copy for your own record.**

**The full content of the report must be hard bound together so that the pages cannot be removed or replaced.**

**The project report must be about 100-150 pages**

**Student will be giving a presentation of about 5 Mins. highlighting the project objective, summary and report and findings of the project.**

**Text pages should be printed on one side of the paper, preferably with 1.5 spacing, and page numbers at the bottom of the each page. Margins should be 2" on the left and 1" on the right.**

**There will be two Examiners for the Exam**

**1 Internal Examiner ( From Our Institute)**

**1 External Examiner ( Appointed by University)**

**Both the Examiner will be examining each student and carry equal marks**

**For MBA Topics can be like....**

**CASH MANAGEMENT IN ABC Company**  
**Performance Appraisal System in XYZ Company**  
**Motivation of Employees at TATA**  
**Market strategy of Samsung.**  
**Financial growth and management of funds in ABC bank**

**Most Important: Following four annexure must be printed on front of the Project Report.**

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**Annexure-A**

**A project report entitled**

**(Title of Project)**

**By**

**(Your name)**

**Submitted in partial fulfillment of the requirements for the degree**  
**of**

**Masters of Business Administration**  
**To**  
**Sikkim-Manipal University, India,**

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**Annexure-B**

**(student declaration)**

**I here by declare that the project report entitled**

**(Title of Project)**

**Submitted in partial fulfillment of the requirements for the degree of**

**Masters of Business Administration**

**To Sikkim-Manipal University, India,  
is my original work and not submitted for the award of any other degree,  
diploma,**

**fellowship, or any other similar title or prizes**

**Place:**

**Date:**

**Sign: \_\_\_\_\_  
(Name of candidate)**

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**Annexure C (Examiner's certification)**

**The project report of**

**(Your name)**

**on**

**Title of Project**

**Is approved and is acceptable in quality and form**

**i,—**

**Internal Examiner  
(Name, qualification and designation)**

**External Examiners  
(Name, qualification)**

**Date:**

**Reg. No:**

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**Annexure D (university study centre certificate)**

**This is to certify that the project report entitled**

***(Title of Project)***

***Submitted in partial fulfillment of the requirements for the degree of  
Masters of Business Administration  
of Sikkim-Manipal University***

***by***

***(Student Name)***

***has worked under my supervision and guidance and that no part of this  
report has been submitted for the award of any other***

***degree, Diploma, Fellowship or other similar titles or prizes and that the  
work has not been published in any journal or Magazine***

***(Reg. No)***

***(Guide's Name and Qualification)***

***Certified***