



**School of Management Studies  
Indira Gandhi National Open University**

**GUIDELINES FOR PROJECT COURSE (MS-100)**

Student can take up Project Course only after registering for courses MS-1 to MS-11. For registration purposes the project course is treated as one course, and the fee is Rs. 1400/- (equivalent to two courses).

**1) Objective**

The objective of the project is to help the student develop ability to apply multi disciplinary concepts, tools and techniques to solve organisational problems.

**2) Type of Project**

The project may be from any one of the following types and preferably from your area of specialisation:

- i) Comprehensive case study (covering single organisation/multifunctional area problem, formulation, analysis and recommendations).
- ii) Inter-organisational study aimed at inter-organisational comparison/validation of theory/survey of management practices.
- iii) Field study (empirical study).

**Note: Students of M.B.A. (Banking & Finance) Programme should preferably do their project work in Bank/Financial Services Sector.**

**PROJECT PROPOSAL (SYNOPSIS)**

**3) Proposal Formulation**

Synopsis of the project should be prepared in consultation with the supervisor and be sent to THE CO-ORDINATOR (PROJECTS), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068. The synopsis should clearly state the objectives and research methodology of the proposed project to be undertaken. It should have full detail of the rationale, sampling, instruments to be used, limitations if any, and future directions for further research etc.

**4) Eligible Project Supervisor**

- i) Faculty at the Headquarters (School of Management Studies).
- ii) Academic Counsellors of Management Programme having relevant experience.
- iii) Teacher in Management having 5 years of PG teaching experience / Professionals holding Masters' degree in Management or allied disciplines having a minimum of 5 years of experience in the relevant area. [In exceptional cases, a supervisor with a B.E. degree and 5 years of relevant experience may also be approved].

Students are advised to send their project synopsis and bio-data of the supervisor (in case of (ii) and (iii) above, which must be duly signed by the guide) to the Co-ordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068.

In case the proposed supervisor is not acceptable to the Faculty, the student shall be advised so, and in such cases the student should change the supervisor and resubmit the proposal. Hence the student will submit project proposal afresh with the signature of the new supervisor, as it will be considered as a new proposal. Similarly if a student wants to change his/her supervisor for any reason, he/she would be required to submit the project proposal alongwith the signature of the new supervisor on a new project proposal proforma, as it would be considered as a new proposal.

In case of academic counsellors, it should be clearly mentioned as to which are the courses he/she is counselling for, and since when, alongwith the name and code of the study centre, he/she is attached with. The project supervisor will be paid a token honorarium of Rs.300/- by the University for guiding the student.

**At any given point of time a supervisor cannot guide more than five students.**

**Note : Students are advised to select supervisors who are active professionals in the relevant area of the selected topic, i.e. if the topic is in the area of Finance, the supervisor should be a specialist in Finance and so on. Project Supervisors are also advised to restrict guiding projects in their core specialisation area only.**

**5) *Project Proposal Submission and Approval***

After selection of the supervisor and finalising the topic, student should send the Project Proposal Proforma alongwith one Copy of the synopsis and Bio-data of the supervisor to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110068 for approval. **Proposals incomplete in any respect will straight away be rejected. Students are advised to retain a copy of the synopsis. Proposals not accompanying a complete and signed Bio-Data of supervisor will not be considered for approval.** Project Proposal can be submitted throughout the year.

**6) *Communication of Approval***

A written communication regarding the approval/non-approval of the project will be sent to the student within eight weeks of the receipt of the proposal in the School.

**7) *Resubmission of Project Proposal***

In case of non-approval of the proposal the comments/suggestions for reformulating the project will be communicated to the student. In such case the revised project synopsis should be submitted with revised project proposal proforma and a copy of the rejected synopsis and project proposal proforma bearing the comments of the evaluator and P.P. No. (Project Proposal Number) allotted by the School of Management Studies.

## **PROJECT REPORT**

**8) *Formulation***

- i) The length of the report may be about 50 to 60 double spaced typed pages not exceeding approximately 18,000 words (excluding appendices and exhibits). However 10% variation on either side is permissible.
- ii) Each project report must adequately explain the research methodology adopted and the directions for future research.
- iii) The project report should also contain the following:
  - a) Copy of the Project Proposal proforma and synopsis
  - b) Certificate of originality duly signed by the student and the supervisor

**9) *Submission of Project Report***

One typed copy of the project report is to be submitted to the Registrar (SR & ED), IGNOU, Maidan Garhi, New Delhi-110 068. As soon as you submit the Project Report, a P.R. No. would be allotted which will be communicated to the student. Student should quote this P.R.No. while corresponding with SR & E Division regarding Project Report.

Project Report can be submitted any time throughout the year.

- Note:**
- 1) If a Project Report is submitted between **1st December to 31st May** then the result will be declared along with **June Term-end examinations.**
  - 2) If a Project Report is submitted between **1st June to 30th November** then the result will be declared along with **December Term-end examinations.**

**10) Viva-Voce**

A student may be asked to appear for a Viva-Voce, if the evaluator so recommends. In that case, student will be duly intimated about it.

**11) Enquiries**

Enquiries regarding the approval of Project synopsis should be addressed to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110 068 and regarding Project Reports, it should be addressed to the Registrar (SR & E), IGNOU, Maidan Garhi, New Delhi-110068.

**SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT PROPOSAL**

- 1) Send only one copy of the Project Proposal, and retain a copy with you.
- 2) "MS-100" should be written prominently on the envelope and should be addressed to The Coordinator (Projects), School of Management Studies, IGNOU, Maidan Garhi, New Delhi-110 068.
- 3) Ensure the inclusion of the following while submitting the Proposal:
  - a) Proforma for Approval of Project Proposal, duly filled and signed by both, the student and the supervisor.
  - b) Detailed Bio-data of the supervisor duly signed by him/her
  - c) Synopsis of the Project
- 4) The Synopsis of your Project Proposal should include the following:
  - a) Rationale for the study
  - b) Objectives of the study
  - c) Research Methodology to be used for carrying out the study (detailing nature of data, data sources, collection methods, tools and techniques of analysis, sampling etc.)
  - d) The expected contribution from the study
  - e) Limitations, if any, and the direction of future research

**SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT REPORT**

- 1) The Project Work should be submitted in original in A-4 Size (29 x 20 cm), typed in double space, **in a bound volume to the Registrar (SR&E) of the University** by Registered insured post.
- 2) Before binding the Project report the student should ensure that it contains the following in original:
  - i) Approved Project Proposal Proforma,
  - ii) Approved Synopsis along with the Bio-data of the Guide, and
  - iii) An originality certificate duly signed by the Student and Supervisor (Proforma enclosed)If any Project Report is received in the absence of the above, the same will be returned to the students for compliance.
- 3) Kindly mention on the top of the envelop "PROJECT REPORT-MPB". This will facilitate sorting out Project Reports received in SR & E Division for various Programmes.
- 4) Students should keep a copy of the Project Report with them. The Project Report will not be returned to the student.

## **CERTIFICATE OF ORIGINALITY**

This is to certify that the project titled “ \_\_\_\_\_  
\_\_\_\_\_ ” is an original work of the Student and is being submitted in partial fulfillment for the award of the Master’s Degree in Business Administration of Indira Gandhi National Open University. This report has not been submitted earlier either to this University or to any other University/Institution for the fulfillment of the requirement of a course of study.

**SIGNATURE OF SUPERVISOR**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

**SIGNATURE OF STUDENT**

Place : \_\_\_\_\_

Date : \_\_\_\_\_

## **IMPORTANT**

The Biodata of the guide must be duly signed by him/her in original and must contain the following information:

1. Date of Birth
2. Full office and residential addresses alongwith contact telephone numbers.
3. Academic qualifications including year of passing.
4. Work experience alongwith designation and name of the organisation.

Project Proposal No. \_\_\_\_\_  
(To be assigned by the School)



MBA	MPB

**School of Management Studies  
INDIRA GANDHI NATIONAL OPEN UNIVERSITY  
Maidan Garhi, New Delhi - 110 068**

**PROFORMA FOR APPROVAL OF PROJECT PROPOSAL (MS-100)**

Enrolment No. \_\_\_\_\_ Study Centre \_\_\_\_\_  
Regional Centre \_\_\_\_\_

Name and Address of the Student : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Title of the Project : \_\_\_\_\_  
\_\_\_\_\_

Subject Area : HRM & OB/Accounting & Finance/Operations Mgt. & Information System/Marketing/Corporate Mgt./Any Other (Specify)

Name and Address of the Supervisor : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the Supervisor an Academic Counsellor : Yes \_\_\_\_\_ No \_\_\_\_\_  
of Management Programme of IGNOU?

If Yes Name and Code of Study : \_\_\_\_\_  
Centre and the courses he/she is counselling for and since when \_\_\_\_\_

No. of the Students currently working: \_\_\_\_\_  
under the supervisor for MS-100

Signature of Student \_\_\_\_\_ Signature of Supervisor \_\_\_\_\_  
Date \_\_\_\_\_ Date :

***Please do not forget to enclose the synopsis of the project and the Bio-data of the Supervisor. In case the complete and signed Bio-Data of the Supervisor (Even if the proposed supervisor is an academic counsellor of IGNOU's Management Programme) is not enclosed, the proposal will not be entertained.***

SYNOPSIS	SUPERVISOR
APPROVED	APPROVED
NOT APPROVED	NOT APPROVED

(For Office Use only)

(SIGNATURE OF MANAGEMENT FACULTY)

Comments/Suggestions for reformulation of the Project.

Date .....