

**Guidelines**  
**For**  
**Major Research Project Work**  
**&**  
**Project Report**

**MBA – IV Semester**

**In partial fulfillment for the degree of Master of Business Administration  
(full time)**

**Awarded by**



**JIWAJI UNIVERSITY, GWALIOR**



**BVM COLLEGE OF MANAGEMENT EDUCATION**  
**DARPAN COLONY, GWALIOR**

1. **INTRODUCTION:** The project is a practical, in-depth study of a problem, issue, opportunity, technique or procedure – or some combination of these aspects of business. Typically, you will be required to define an area of investigation, carve out research design, assemble relevant data, analyse the data, draw conclusions and make Recommendations.

Your project should demonstrate organisational, analytical and evaluative skills, and, where appropriate, an ability to design a suitable implementation and review procedure

## 2. **OBJECTIVES OF THE PROJECT WORK :**

1. To give exposure to the student on the methodology of
  - a) Planning a study,
  - b) Data Collection,
  - c) Analysis
  - d) Presentation and
  - e) Decision-Making, about problems related to industry.
2. To enable the student to apply multi-disciplinary theoretical concepts and principles in real life and business situations.
3. To develop ability to operationalize methodology for any problems, both in the internal and external environment of the enterprise he/she works in.
4. To gain insight into the industry and to know how the problems are identified and solved.
5. To help managers in finding solutions to some of their pressing problems.

## 3. **GUIDELINES OF THE PROJECT WORK**

- The student should choose an area of specialization from the areas given in Regulations and Syllabus.
- The selection of topic for this project should be in the respective discipline in which the student is doing the specialization.
- The selection of the Topic should be done in consultation with the guide.
- The student should get the consent of the guide before the commencement of the project and send the their Major Research Project Report by e-mail only.
- Students are required to prepare two hard copies of the Major Research Project report.
- Students are advised to keep one original copy with them for future reference
- Students have to report weekly or as per the instructions of the faculty guide.
- In case student is not in regular contact with the faculty guide then the guide will not be responsible regarding the report.
- No two students can prepare their report on the same topic.

#### **4. FORMATTING GUIDELINES**

- Font: Times New Roman (only)
- Font Size: 16, 14, 12
- The text should be justified with 1.5 line spacing.
- No page numbers on Acknowledgement, preface, Table of contents, references, annexure and page break.
- There should be a page break before each chapter.
- References should not include websites especially search engines.
- No page border or shading etc should be used.
- Table of contents must be in tabular form.

# **FORMAT / PROFORMA OF THE PROJECT REPORT**

## **1. TITLE OF THE MRP [COVER PAGE]**

## **2. DECLARATION**

## **3. ACKNOWLEDGEMENT**

## **4. CERTIFICATION**

## **5. PREFACE**

## **6. TABLE OF CHAPTERISATION**

- Chapter 1. INTRODUCTION
- Chapter 2. LITERATURE REVIEW
- Chapter 3. THE COMPANY/ORGANISATION/SYSTEM
- Chapter 4. DATA ANALYSIS, RESULTS & DISCUSSIONS
- Chapter 5. IMPLICATIONS & SUGGESTIONS
- Chapter 6. SUMMARY AND CONCLUSIONS

## **7. BIBLIOGRAPHY**

## **8. ANNEXURE**

### **Chapter 1. INTRODUCTION**

- This chapter includes the
  - Research Problem,
  - Need for study/Significance of the project,
  - Objectives,
  - Hypotheses,
  - Methodology – scope, sample design, sources of information, tools and techniques of analysis, structure of the study with sound justifications/explanations.

### **Chapter 2. LITERATURE REVIEW**

- This chapter should reflect the student's understanding of the relevant theoretical and empirical background of the problem.
- Focus should be more on the logical presentation of the empirical evolution of conceptual and methodological issues pertaining to research problem.
- Also highlight the methodological clues drawn through this review for your project.

### **Chapter 3. THE COMPANY/ORGANIZATION/SYSTEM**

- This chapter should contain a brief historical retrospect about the entity of your study.
  - About the Company or Organization.
  - About the Research Topic and its scope.
  - About the study on your research topic.

### **Chapter 4. DATA ANALYSIS, RESULTS & DISCUSSIONS**

Present your data analysis and inferences.

### **Chapter 5. IMPLICATIONS & SUGGESTIONS**

- Describe the out come on the basis of your study and research findings.
- On the bases of your research study given the :
  - What are the **IMPLICATIONS & SUGGESTION** for the future.

### **Chapter 6. SUMMARY AND CONCLUSIONS**

- Gives an overview of the project, conclusions, implications and recommendations.
- Also specify the limitations of your study.
- You may indicate the scope for further research.

### **BIBLIOGRAPHY**

- List the books,
- Articles &
- Websites that are referred and useful for research on the topic of your specific project.

**ANNEXURE:** Annexure is a term substituted in some legal documents for Appendix.

### **IMPORTANT DATES**

- Commencement Date - 24 April 2015
- Submission of soft copy - 15 May 2015 [**Only by mail to concern Guide**]
- Submission of Hard copy - 25 May 2014
- **In case a student's fail to submit his /her Major Research Project Report in hard copy up to the last date the MRP Report will not be accepted and student will not be eligible for viva-voice following fine shall be charged.**
- The Last decision will be taken by Management.

Front Page

**Major Research Project Report (Font size 16)**

ON

**“Topic” (font size 20)**

at

**Company name, location (20)**

**In partial fulfillment for the degree of Master of Business Administration**

**(full time)**

**Awarded by**



**JIWAJI UNIVERSITY, GWALIOR**

**SUPERVISED BY**

Faculty Name

Designation

**SUBMITTED TO**

Student name(Stream )

Roll No.

Batch



**BVM COLLEGE OF MANAGEMENT EDUCATION  
DARPAN COLONY, THATIPUR, GWALIOR**

## DECLARATION

It is hereby declared that the Major Research Project entitled  
“**Topic**\_\_\_\_\_”

has been prepared as the part for the completion of the degree of Masters of Business Administration from  
**BVM College of Management Education** and it is based on the original research work and will be used  
only for the academic purpose.

I hereby declare that this Project Report is a bonafide work undertaken by me and it is not submitted to any  
other University or Institution for the award of any degree diploma / certificate or published any time  
before.

**Date:**

**Place:**

**Name**

**MBA IV Sem**

## **ACKNOWLEDGEMENT**

It is privilege to express my gratitude & sincere thanks to **BVM College of Management Education, Gwalior** for given us opportunity to undergo Major Research Project on the topic “-----” I express my sincere thanks to my project guide, Mr. /Dr./Ms./Mrs. \_\_\_\_\_, Designation \_\_\_\_\_, Deptt\_\_\_\_\_, for guiding me right from the inception till the successful completion of the project.

I sincerely acknowledge him/her for extending his/her valuable guidance, support for literature, critical reviews of researches and above all the moral support he/she had provided to me at all stages of this Major Research Project.

**(Signature of Student)**

**Name of the Students**



### **CERTIFICATION**

This is to certify that the Project Report title \_\_\_\_\_  
submitted in partial fulfilment for the award of the degree of Masters of Business Administration from  
**BVM College of Management Education** was carried out by \_\_\_\_\_  
under my guidance. This has not been submitted to any other University or Institution for the award of any  
degree/diploma/certificate.

Name and address of the Guide

Signature of the Guide