

**PROGRESSIVE EDUCATION SOCIETY'S
MODERN INSTITUTE OF BUSINESS MANAGEMENT
1186 / SHIVAJI NAGAR, PUNE 411 005**

MIBM LOGO

**SUMMER PROJECT
HANDBOOK
(FOR PRIVATE CIRCULATION ONLY)**

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Practical Training and Project Work:

As a part of MBA curriculum, it is compulsory for each student to undergo a practical training for a period of **not less than 50 days** during the vacation at the end of First Year. Based on the actual training during the vacation, the student shall write a project report on the topic selected under the guidance of a faculty and submit **two copies** of the same to the Director of the institute **before 30th September**. The project Report shall be assessed both **internally (30 marks) and externally (70 marks)**. For external evaluation there will be a **viva voce** at the end of third semester. Such viva-voce shall be conducted by a panel of two referees **appointed by the University**.

OBJECTIVES OF PREPARATION PROJECT REPORT :

1. The project report is an activity method of study, designed to give each student a task for which he/ she will need to find out information analyze the information and draw relevant and appropriate conclusions based on the information collected.
2. It is designed to develop students' skills of reasoning, analytical skills and improve communication skills.
3. It is a type of research aimed to identify various problems, prospects, growth areas, opportunities etc of an organization and the ability and skills required to resolve the problems with suitable solutions.
4. It helps enable the students to go through various practical aspects of the organization giving them valuable learning experience through their project.

PROJECT WORK FLOW

1. Selection of a Topic:

- a. Decide area/ subject of specialization e.g.: Marketing, Finance, Human resources, Systems, Production & Operations, International Business etc.
- b. Study available literature related to the topic.
- c. Discuss with your respective internal project guide and external project guide (company) and finalize the Topic as well as the Title of the Project.

2. Identify the objectives:

- a. Identify the problem areas – define specifically primary and the secondary objectives, where the primary objectives comprises of the main problem area while the secondary objectives support the primary objectives
- b. Define the scope of the study

3. Research Methodology:

- a. Define the ways, means and sources of collecting the data: Primary as well as secondary. Justify the sample size, type of sample and the area selected.
- b. The limitations of the project report should be also specified, if any.

4. Data Analysis and interpretation:

- a. After collection of the above-mentioned data, classify, compile and analyze the data. Present the same in a tabular form or represent it in the form of graphs, pie charts etc wherever required.

- b. Primary Data Analysis – mostly comprises of Questionnaire analysis, whereas secondary data analysis – analysing the existing data provided by the organization. Eg: balancesheet analysis.
 - c. Primary data analysis and secondary data analysis must be segregated
- 5. Observation Findings :**
- a. List down the observations based on the above-mentioned analysis of the data collected.
- 6. Suggestions and recommendations:**
- a. Draw relevant findings and give Suggestions / Recommendations as required.
- 7. Finally Draw the Conclusions of the Project.**
- 8. Students to note :**
- a. To follow the work schedule as per the Progress card given on the last page of this information booklet
 - b. To keep updating the progress card and obtain internal guides signatures.
 - c. Students **SHOULD NOT COPY OR REPRODUCE** earlier projects reports. If found so, the said project report **WILL NOT** be accepted.

PROJECT LAYOUT

Entire project must comprise of following

1. Title Page
2. Executive Summary – 3-4 pages
3. Certificate from the Institute / College
4. Certificate from the Company – format enclosed
5. Declaration by the Student – format enclosed
6. Acknowledgements
7. Table of Contents

Chapter No	Title	Page Number

8. List of Tables and Chart

Table no	Table Title	Page Number

9. Introduction about the project topic and the study – 2 pages
10. Theoretical background and literature review of the Topic selected – must not exceed 10 pages
11. Objectives of the study – 1 page . Objectives must be stated in form of points
12. Scope of the study- 1 page
13. Research Methodology: 1-2 pages
 - a. Primary Data Sources
 - b. Secondary Data Sources
 - c. Sample size and method of sampling
 - d. Limitations of the Project

14. Company Profile max 5 pages
15. Data collection and presentation of data , analysis and interpretation - at least 25 -30 pages
16. Observations and Findings – 2- 4 pages
17. Suggestions / Recommendations 1 – 2 pages
18. Conclusions 1- 2 pages
19. Annexures: max 10 pages
 - a. Questionnaire
 - b. Other supportive material (e.g.: Balance sheet)
 - c. Bibliography

PROJECT SPECIFICATIONS

SR NO	DESCRIPTION	SPECIFICATION
1	Length	5000 words Ranging between 60-70 A4 pages
2	Paper	A4 size executive bond white paper
3	Typing	Font: Times new roman Font size: 14 Line spacing: 1.5
4	Margin	Left and top: 35mm Bottom and right: 20mm
5	Cover	Hard bound black with golden embossing
6	Number of copies	2 hard bound (to be submitted to Institute)* 1 spiral bound (student's copy)
7	Front cover format	Refer - Annexure-“A “
8	Draft Company certificate	Refer – Annexure-“B”
9	Draft of Student Declaration	Refer – Annexure- “C”

Students can collect ONE hard bound copy after the university external viva

ANNEXURE “A”

FRONT PAGE FORMAT

A PROJECT REPORT

ON

“PROJECT TITLE”

FOR

NAME OF THE ORGANISATION

**SUBMITTED BY
STUDENT NAME**

ROLL NO:

SUBMITTED TO

UNIVERSITY OF PUNE

*In the partial fulfillment of the requirements for the award of
Masters in Business Administration (MBA)*

Through
Progressive Education Society's
Modern Institute of Business Management
1186 Shivajinagar, Pune 411 005

BATCH 2012-14

ANNEXURE “B”

**Draft of Company Certificate
(ON LETTERHEAD OF COMPANY)**

TO WHOM-SO-EVER IT MAY CONCERN

This is to certify that (Student Name) has completed his / her Project work on the topic _____ during the period from _____ to _____ .

She / He has been sincere, hardworking and punctual in his/ her work.

We wish her success in her future endeavors.

Authorized signatory.

Designation

Company Seal.

ANNEXURE “C”

Draft of Student Declaration

I (Name of Student) _____, of MBA : Roll no _____ hereby declare
that the Project work titled

which has been submitted to University of Pune, is an original work of the
undersigned and has not been reproduced from any other source.

Date

Signature

Place

Name
Roll No:

**PROJECT GUIDANCE PROGRESS CARD – Student’s copy
(Students should strictly follow the dates as mentioned below)**

Name of the student :
 Class
 Roll No:
 Students Email : Contact no :
 Name of the Internal Guide :
 Name of the Company :
 Name & contact no of the Company Guide :
 Project Title :

Sr No	Task discussed	Date	Review Date of assign tasks	Stude sign	Guide’s Sign
1.	Finalization of Company for summer training and intimation to the Institute	By May 15 th			
2	Selection of a Topic / Area in which the Study to be done	By May 20 th			
3	Identify the objectives and Methodology Of the study (Research methodology)	By May 31 st			
4	Collection of data	By June 30 th			
5	Analysis of data – interpretation etc	By July 15 th			
6	Submission of summary of findings To the company	By July 30 th			
7	Listing down Observations , findings , suggestions and conclusions	By August 10 th			
8	Finalization of the entire layout of The project work	By August			
9	Spiral Bound Copy submission	By September 15 th			
9	Hard Bound Copies last Submission date	<u>September 25, 2013</u>			
10	Any other tasks assigned : (List down the same)				

PROJECT GUIDANCE PROGRESS CARD – Internal guide copy

Name of the student :
 Class
 Roll No:
 Students Email : Contact no :
 Name of the Internal Guide :
 Name of the Company :
 Name & contact no of the Company Guide :
 Project Title :

Sr No	Task discussed	Date	Review Date of assign tasks	Stude sign	Guide's Sign
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