

Rajgad Institute of Management Research & Development

Project Guidelines (SIP)

Rajgad Institute of Management Research and Development Pune is committed to developing global business capabilities. An important method of this development is project work, which forms one of the foundations of the way the students learn. The culmination of this experience is the project. A project offers students the chance to apply the knowledge they have acquired in the classroom coupled with their previous work experience, to gain further valuable business insight and experience. Clients also love the opportunity this presents of harnessing the business acumen and academic expertise of our students, who are supported by our competent renowned faculty.

OBJECTIVE -

The objective of the project course is to help the student develop his/her ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical frame work.

TYPES OF PROJECT -

The Project may take any one of the following forms:

- 1) Comprehensive case study (covering single organization/multifunctional area problem, formulation analysis and recommendations)
- 2) Inter-organizational study aimed at inter-organizational comparison/ validation of theory/survey of management services.
- 3) Evolution of any new conceptual / theoretical framework.
- 4) Field study (empirical study).
- 5) IT related

INSTRUCTIONS FOR PROJECT WORK -

- 1) Students should undertake projects from any area of specialization, no need to take same specialization.

- 2) The project topic should be finalised in consultation with the internal project guide.
- 3) No two students should do their project on the same topic in the same organisation.
- 4) The students should inform the confirmation of their project work and submit a copy of the confirmation letter to the concerned internal guide.
- 5) The students should submit the progress report of their project work every fortnight to the internal guide; failing which their project will not be approved.
- 6) The students are advised to contact their internal guides for further assistance/information.

Technical specifications of the project report -

Sr. No.	Description	Specification
1	Project Length	70-90 pages
2	Paper size	A4 size Bond Paper only(11”x 8.5”)
3	Font	Times New Roman, font size - 12, 1.5 spacing
4	Margins	Left 35mm , Right 20mm , Top 35mm , Bottom 20mm
5	Cover	Hard-bound black with golden embossing. The title page given below should be printed on the cover.
6	No. of copies	Three (hard-bound) and one soft copy of the project.
7	Front Cover format	Annexure A
8	Printed on one side of paper only.	
9	<p>LIST OF TABLES:</p> <ol style="list-style-type: none"> 1. The ‘Contents’ shall be followed by a List of Tables indicating the table numbers, table title and the corresponding table number. 2. The table number shall be in decimal notation indicating the chapter number and the table number in that chapter. 3. Any reference within the text shall be given by quoting the relevant number, e.g. Table 2.2. 	
	<p>10. LIST OF FIGURES:</p> <ul style="list-style-type: none"> • It shall follow the ‘List of Tables’ indicating the figure number, Figure titles and the corresponding page number. • The figures shall be in decimal notation indicating the chapter number and the figure number in that chapter e.g. 2.4 refers to Fig. 4 in Chapter 2. • Any reference within the text shall be given by quoting the relevant number e.g. Fig. 2.6. 	

Guidelines for Project Layout –

Annexure A (Title Page)	1 page
Annexure B (RIMRD Certificate)	1 page
Annexure C (Company Certificate)	1 page
Annexure D (Student declaration)	1 page
Annexure E (Guide's certificate)	1 page
Acknowledgements	1 page
Contents – Chapterization Scheme	65 – 85 pages
Ch 1 – Executive summary: a. Outline of the Study b. Objectives of the study c. Scope of Study/Significance of study d. Need of the study e. Limitations of the study	(should be max 5 pages.)
Ch 2 – Company Profile / Organizational Profile	(5 pages)
Ch 3 – Research Methodology (including Literature Review)	(5 pages)
Ch 4 – Theoretical Concepts	(20 pages)
Ch 5 – Data Analysis & Interpretation	(25 pages)
Ch 6 – Learning of students (Findings)	(2 pages)
Ch 7 – Contribution to Host (Suggestion / Recommendations)	(2 pages)
Ch 8 – Reference a) Bibliography (APA) b) Webliography	(2 pages)
Questionnaire	2-3 Pages

Note: Company history, information of board of directors, products information and photographs of the company and products **should not be included** in the company introduction.

A

Project Report

On

Title of the project

At

Name and Place of the company

By

Name of the student

Under the guidance of

Name of the guide

Submitted to

University of Pune

In partial fulfillment of the requirement for the award of the degree of

M.B.A

Batch – 2013 - 2015

Through

Rajgad Institute of Management Research and Development, Pune-411043

ANNEXURE B

Date...

CERTIFICATE

*This is to certify that Shri **Yogesh Baraskar** bearing the Permanent Registration Number ----- has successfully completed the project work on under the guidance of Prof/Dr/Shri/Smt **Prof. -----***

*This project report is submitted to the University of Pune in partial fulfillment of the requirements for the award of **Master of Business Administration (MBA)** during 2011-13*

Dr. D. B. Bharati

Director

ANNEXURE C

Draft of Company Certificate
(On the letter head of the company)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that (Student Name)_____has completed his / her project work on
The topic (name of the project)_____ during the period from _____ to _____.
She / He has been sincere, hardworking and punctual in his / her work.
We wish her / him success in future endeavors.

Authorized Signatory.

Designation.

Company Seal.

ANNEXURE D

CERTIFICATE OF ORIGINALITY/DECLARATION

(This is to be given by the student indicating that this project work is original and submitted for the first time.)

SPECIMEN

DECLARATION OF STUDENT

This is to declare that I have carried out this project work myself in partial fulfillment of the MBA Program of University of Pune.

The work is original, has not been copied from anywhere else and not been submitted to any other University/Institute for an award of any degree/diploma.

Date

Signature

Place

Name:

ANNEXURE E

**SPECIMEN
DECLARATION OF GUIDE**

This is to certify that the work incorporated in this Project Report (Title) submitted by (Student's name) is his original work and completed under my guidance. Material obtained from other sources has been duly acknowledged in the Project Report.

DATE

SIGNATURE OF GUIDE

PLACE

ANNEXURE F

ACKNOWLEDGEMENT (Sample Format)

It gives me great privilege to show my deepest sense of gratitude to those people without whom this project would have never been complete. These people, not only mentored me but they also made it a point that this project becomes a classy piece of study and its only their creative ideas, their mentoring, their constructive criticism and guidance that has made the project really meaningful and a well thought out piece of literature.

To start off, it's a privilege for me to express my deepest sense of gratitude to Professor S.M. Jadhav, my Faculty Guide from Rajgad Institute of Business Management Research and Development, my mentor and undoubtedly the mainstay behind this project. It has been an out and out honor to work under him. His versatile viewpoint and understanding of the subject matter, his guidance's, his constructive criticisms and above all the level of motivation and faith he showed really made me to stay focused and work logically during the course of the study.

Thanks to Guide

Secondly, this entire live project owes to Mr. ABC our Industry Guide and also the Managing Partner of Littler Associates, Sir I would like to thank you for giving us such an wonderful opportunity to work under you, at the onset of our corporate career, you provided me with a very dynamic and challenging project and your mentoring and guidance, your viewpoint towards looking at a particular situation in diversified manner, your constructive criticism really helped me a lot in understanding the case and working towards it and I will be really honored to work with you again.

Thanks to
Industry
Guide

Thanks to
family/
Friends
Peer

I would also like to thank Mr. abc , My fellow batch mate at from Rajgad Institute of Business Management Research and Development and also my colleague at work who has been a great help during the entire course of the study.

Thank you all

XYZ

CHAPTER 1:

1.1 OUTLINE OF THE STUDY

1.2 OBJECTIVES OF THE STUDY

1. To XXXXX
2. To XXXXX
3. To XXXXX
4. To XXXXX

(Objectives should not be more than five)

1.3 SCOPE OF THE STUDY / SIGNIFICANCE OF THE STUDY

XX
XX
XX

XX
XX
XX

1.4 NEED FOR THE STUDY

1. XXXXX
2. XXXXX
3. XXXXX
4. XXXXX

CHAPTER 2: COMPANY PROFILE/ ORGANISATION PROFILE

3.1 Introduction to Organization

(Write down the information regarding organization with related to your topic only, maximum three pages.)

CHAPTER 3: RESEARCH METHODOLOGY

Research Design

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

- 1) Research Problem / statement of Problem
- 2) Hypothesis
- 3) Methods of data collection
 - a) Primary data
 - b) Secondary data
- 4) Measurement and scaling technique
- 5) Sample Design
- 6) Statistical technique

Note – this chapter must include all the above points related to your topic. Please do not write the definitions and theoretical concepts

CHAPTER 4: THEORETICAL CONCEPTS

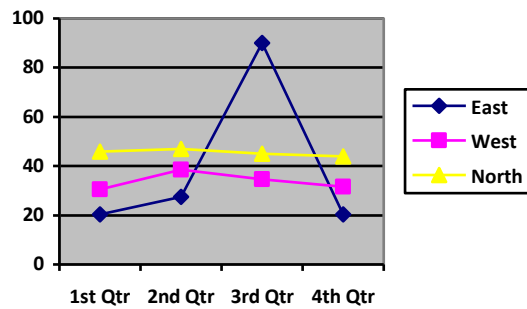
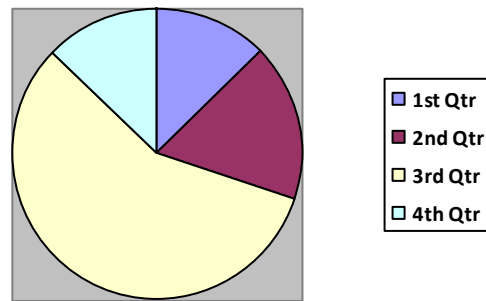
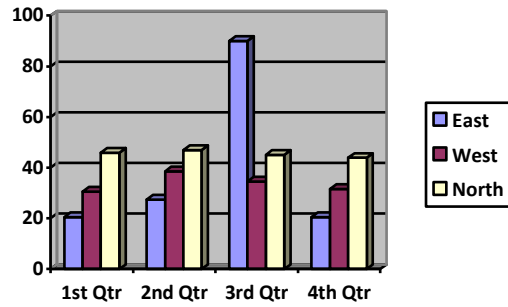
(20 to 25 pages)

CHAPTER 5: DATA ANALYSIS AND INTERPRETATION

(25 Pages)

Note – use different charts like pie charts, bar charts, etc. to analyze your data.

OR YOU CAN USE ANY STATISTICAL METHOD TO PROOVE YOUR HYPOTHESIS



CHAPTER 6

6.1 FINDINGS

CHAPTER 7

7.1 SUGGESTIONS/ RECOMANDATIONS

7.2 CONCLUSIONS

REFERENCES

BIBIOGRAPGY

WEBLIOGRAPHY

ANNEXURE (QUESTIONNAIRE/ BALANCE SHEETS)