

**DIRECTORATE OF DISTANCE EDUCATION GURU JAMBHESHWAR**  
**UNIVERSITY OF SC. & TECH. HISAR**

No.DE-\_\_\_\_/10/\_\_\_\_  
Dated : \_\_\_\_\_

To  
The Director,  
\_\_\_\_\_  
\_\_\_\_\_

Sub : **Guidelines for submission of Synopsis/Project Report for the session 2008-10.and thereafter.**

This is to inform you that as per the relevant clause-7.6 under Chapter-VII of the Prospectus for the session 2008-10, the students of MBA-IV Semester are required to prepare synopsis and Research Project CP-402.

The Specialization-wise information, in duplicate, as per following format is to be supplied. The concession of 05 days/ 10 days will apply for submission of Synopsis to Local and Outstation Study Centres respectively.

<b>Sr. No.</b>	<b>E.R.No.</b>	<b>Name of Students</b>	<b>Title/Topic</b>	<b>Name Supervisor. Guide</b>	<b>Specialization</b>

NOTE :-The students whose synopsis is rejected/disapproved twice by the evaluator will be treated as “REAPPEAR” as per university rules.

A copy of the revised guide lines is enclosed for ready reference and record. It may be noted that these guidelines will be in operation until and unless, you receive any other communication to this affect in future. That is, you may communicate these guidelines to the future batches of students also so as to avoid year on year communication from this office.

Superintendent-II (DE)  
for Director

**A SYNOPSIS  
ON  
“TITLE OF THE PROJECT”**

Supervisor:

Submitted by

NAME

Name of student

DESIGNATION

Enrollment No.

Specialization :

**Remarks of Evaluator**

Approved/Disapproved

Approved/Disapproved

(I Evaluation)

(II Evaluation)

**Session 2008-2010**

**Directorate of Distance Education  
GJUS & T, Hisar**

ANNEXURE-II

**DIRECTORATE OF DISTANCE EDUCATION  
GURU JAMBHESHWAR UNIVERSITY OF SC. & TECH. HISAR**

**FORMATE FOR RESUME OF SUPERVISOR/GUIDE**

1. NAME :
2. DESIGNATION :
3. QUALIFICATION :
4. AREA OF SPECIALIZATION :
5. EXPERINECE :
6. OFFICIAL ADDRESS :
7. TELEPHONE No. : \_\_\_\_\_ ( off.) \_\_\_\_\_(Res.)
8. MOBILE :
9. E-MAIL :

I am willing to supervise Mr/Ms \_\_\_\_\_

Enrollment No.. \_\_\_\_\_

On the topic “ \_\_\_\_\_

\_\_\_\_\_

(Signature) with seal

Countersigned by Director of Study Centre with SEAL

**CERTIFICATE**

This is to certify that Mr./Ms.-----, Enrolment No. -----  
has completed under my supervision his/her Research Project Report on “-----  
-- “ in the specialization area “marketing/Finance/Organization Behaviour and  
HRD/International Business/Information Technology etc.”

The work embodied in this report is original and is of the standard expected of an  
MBA student and has not been submitted in part or full to this or any other university  
for the award of any degree or diploma. He/she has completed all requirements of  
guidelines for the Research Project Report and the work is fit for evaluation.

Signature of Supervisor/Guide (with SEAL)

NAME :  
DESIGNATION :  
ORGANISATION :

Forwarded by Head/Director of Study Centre  
(with signature, Name & SEAL)

**DECLARATION**

This is to certify that the project Report entitled “ -----“ is my original work and this has not been submitted in part or full to this or any other university/institution for the award of any degree or diploma.

Signature of candidate

NAME :

ENROLMENT NO.:

SPECILIZATION :

SESSION :

**DIRECTORATE OF DISTANCE EDUCATION**  
**GURU JAMBHESHWAR UNIVERSITY OF SC. & TECH. HISAR**

**Guidelines for Research Project**  
**For MBA – Paper CP-402**

As per the syllabi of MBA distance education, each student of MBA has to work on Research Project selecting a topic from his/her specialization area. Research Project will carry 100 marks. In preparing the Project, the students are required to follow the under mentioned guidelines:

1. Research Project must be started at the onset of 4<sup>th</sup> semester.
2. The topic of Project should be related to the area of specialization from the broader field of management and the topic must be finalized in consultation with guide/project supervisor.
3. Each student will prepare a synopsis (ANNEXURE-I) of 5 to 10 pages on the topic chosen by him/her. Synopsis is a proposal for research project, which the student will carry out in consultation with his/her guide and send the same to the Directorate of Distance Education for approval. The copy in original of the title page of approved synopsis duly signed by the evaluator must be added in the beginning of the project Report. The contents of the synopsis should be :
  - (i) Title of the project
  - (ii) Review of literature and Problem Statement.
  - (iii) Research objectives of the proposed study.
  - (iv) Research Methodology (Sources of data, Sampling, Tools of analysis)
  - (v) Scope/Relevance of Proposed Study.
  - (vi) Proposed questionnaire ( if any).
  - (vii) References.

NOTE : Contents must be in the above sequence to bring uniformity of structure. In Research Methodology, the students should write the methodology to be used by them in completion of the Project.

Please see the page attached for format of (synopsis/Front page).

4. Each student will choose a guide/research supervisor whose acceptance with his/her signed bio-data (ANNEXURE-II) must be sent alongwith synopsis to the Directorate of Distance Education for approval.
5. The guide must have research experience in the relevant field and the same must be mentioned in his/her biodata sent for approval He/she should have at least masters' degree in relevant area.
6. The Research Project may be based on primary or secondary data or both.
7. The contents of the final Project Report to be submitted should include :
  - (i) Introduction and Rationale of the topic chosen.
  - (ii) Literature review and problem formulation.
  - (iii) Objectives and research methodology.
  - (iv) Analysis and interpretation of data.
  - (v) Conclusions/findings and recommendations/suggestions.
  - (vi) References/Bibliography in specified format.
  - (vii) Appendix.
    - (a) Questionnaire, if any
    - (b) Interview schedule, if any.
    - (c) List of the companies surveyed.
    - (d) Raw data, if the candidate wants to submit
    - (e) Graphs/Diagrams etc.
    - (f) Any other document relevant to the study.
8. Each research supervisor/guide will issue a certificate that work done by the candidate is his/her original work and is of the standard expected of an MBA student. The certificate duly signed by the supervisor will be added in the beginning of report (ANNEXURE-III).
9. Each Research Project should be independent work of a candidate and the same should not be jointly prepared by more than one candidate.
10. The synopsis must reach to the office of the Directorate, Distance Education, GJUS & T, Hisar as per the schedule given in the prospectus.
11. A specimen of title page of the Research project (ANNEXURE-IV) is given below for reference :-  
 For example a candidate named (hypothetical Suresh Kumar bearing enrolment No. 068824924 is undergoing project work entitled "A comparative study of mutual funds." Performance offered by private and public sector banks" under the supervision of Sh. Rakesh Chand will submit the project in the following format :

A Project on  
**A comparative study of mutual funds' performance offered by private and public sector banks**

(Submitted in partial fulfillment of the requirement of  
Master of Business Administration, Distance Education  
Guru Jambheshwar University of Science & Technology , Hisar

Research Supervisor:

**Rakesh Chand**  
Manager (Finance)  
Birla Sunlife, Delhi

Submitted by :

**Suresh Kumar**  
Enrolment No. 068824924  
Specialization :-

**Session 2008-10**  
**Directorate of Distance Education**  
**Guru Jambheshwar University of Science & Technology Hisar (India)**

12. Title of the synopsis and Project Report should be very specific and not vague. The place/region/area of study should be mentioned in the synopsis as well as project report. The title should reflect the objectives and be strictly in accordance with the same.
13. One copy of the Project Report should be submitted in simple tape binding with white cover chart paper . Hard /spiral binding will not be accepted.
14. The Project Report should be limited upto 80-100 pages (with printing on both sides on A-4 size paper preferably with 1.5 line space).

NOTE : I The students of MBA-IV semester are required to submit the synopsis latest by 31<sup>st</sup> of May of every year in their own interest without any late fees and with late fee of Rs. 500/- upto 30<sup>th</sup> June and with late fee Rs. 1000/- upto 31<sup>st</sup> July thereafter but before the last date of submission of project report as mentioned in the prospectus. The unapproved synopsis will be sent back to the candidates/study centre and the candidate will have to resubmit the revised synopsis by the date mentioned in clauses 1 to 12. In the beginning of the revised synopsis the original copy of the page where remarks/suggestions by the evaluator are made must be added. The students whose synopsis is rejected/disapproved "TWICE" will be declared unfit to submit their synopsis for main examination and consequently, they will be treated for 'REAPPEAR" as per university rules. The candidates should also add the original copy of synopsis showing approval/suggestion by the evaluator in the final project report as mentioned in para 3 of these guidelines. As the late submission of synopsis attracts late fees, the students must adhere to the time schedule as given in the prospectus. If the submission gets delayed even due to disapproval of the original synopsis, it will carry late fees as per rules given in the prospectus.