As part of the curriculum during the last Semester, students are required to take up project work in their area of specialization for the successful completion of the MBA Program.

This project will be assessed by the university experts. The students should submit 2 sets of hard bound copy of project report to the university.

Dispatch Address:
The project report must be submitted to our Dispatch and Logistic Partner address as mentioned below

University Logistic Department
C/O, Talentedge Education Ventures Pvt. Ltd.
Talentedge Education Ventures Pvt. Ltd.,
Survey No. 5, Plot No. 4,
Near Axis Bank & ICICI bank, Bavdhan – Pashan Road,
Bavdhan, Pune, Maharashtra 411021
(Take Left from Axis Bank from Bavdhan Road towards DSK Ranwara)
Behind Carwala Service Station
Mobile- 9764598188

The student must send an email on project@mewaredu.com with the dispatch details of hard bound copies couriered with docket number & courier name sent to the logistic partners address as mentioned above. The student also must share the Project title and Enrollment number in the same email.

Very Important: Projects submitted in hard bound copies only will be considered for evaluation by the university. Any project reports submitted in soft copy format will not be considered.

ABOUT PROJECT WORK
1.1 WHAT IS A PROJECT WORK?
With an intensive study on a topic, students would explore the subject in detail, gather information and explain the same, seek challenges if any after investigation, the methods used to solve the problem, the results of the investigation and the conclusions inferred and a set of recommendations that can be implemented. The project can be descriptive with existing systems/ prevailing conditions of the topic under Research. In exploratory study we explore the area of study, by introducing new augments to the existing system and draw inferences and projections.

1.2 WHAT CAN BE STUDIED IN A PROJECT? The project taken for study can be related to a organization. It can be comparison study of many organizations while on a project. A project should preferably be conducted in the organization where the student is employed.

1.3 Before proceeding on the Project report study, the student should identify the problem he/she intends to study and know the subject under study. He/she can facilitate this by reading material on the intended study.

1.4 Students should check the access to the materials, data, and references for the study? A review of the Literature i.e., the studies done so far, the topics studied, will give a comprehensive view to the student as to which area of study is found wanting or there is a lacuna.

This enables a student to select the area of study that is most recent and has most application value. This information can be acquired by reading periodicals and recent publications.

1.5 The student must take the necessary permission from the current employer if he/she intends to conduct the study in the organization he/she is working.

1.6 As a case study, the student can select his own organization in which he/she is employed or choose some other organization or could take up an industry vertical.

2.0 SCOPE OF THE STUDY

Students must ensure that the project undertaken must be an original study.
The research work and report should be valued in terms of application value? Can it be used for improvement by the organization? The study should highlight its application in day to day functioning or in a specific area of your specialization field.

The data collected could be primary i.e., gathered by your own observation, or it may be secondary i.e. taken from the records shared by the organization where the research is being conducted.

3.0 SELECTION OF GUIDE

A project report can be conducted with the guidance of the Project Guide. A guide must be competent person possessing vast experience and knowledge, in the field of research the student intends to study.

The guide can be a post graduate with at least 5 years work experience. The guide can even suggest to a student any relevant area for research. He / She should preferably be a senior member of the organization where the student is employed or could be from some other organization.

3.1 This set of guidelines for the project work should also be shared with the guide to ensure that the student abides by the format or project structure laid down by the institution.

3.2 Students are advised to prepare the project report under the supervision of a guide as it adds value to the project and has a weightage in evaluation.

3.3 A copy of Certificate from the guide should be included in the Project Report. (See Appendix A) and the CV of the guide must be shared while submitting the project report.

4.0 STRUCTURE OF THE PROJECT REPORT

A) INTRODUCTION – Based on the topic of study (from chosen specialization of MBA), e.g. if it is a study on Marketing practices, an introduction as to what is Marketing and its practices, and other relevant information should be given in context to the organization where this project is undertaken.

B) BACKGROUND - A brief background about the company/organization under study, like Name, Location etc. and relevant details like organization structure, existing systems related to the particular subject under study and a brief write up of the problem you have identified, and you want to study in that organization.

C) METHODOLOGY – It forms the crux of the report. It should clearly identify the Problem, the main objectives of the study, the scope which indicates the usefulness of the project, how applicable it is, and how it can be used by the organization for improved performance.

1) Review of Literature can be done included, which indicates the research done so far with regard to the subject.
2) The relevant data gathered should be presented in the form of tables, graphs, flow charts etc.
3) Detailed discussion about the present practices related to the subject. If new practices/augments have been introduced, a discussion of the same may be done.
4) Analysis of the data collected or the effect of the new practices on the existing one.

D) CONCLUSIONS & RECOMMENDATIONS: Based on the study done, the recommendations are based on the conclusions of the study. It is important to indicate that a set of recommendations should follow from the conclusions inferred. The recommendations should have value to the organization. If possible quantify the benefits that can be gained from following the recommendations.

Indications as to what other techniques can be applied to improve the systems viz. Cost saving techniques, precautions.

E) LIMITATIONS of the study if any should be highlighted.

5. IMPORTANT GUIDELINES WHILE WRITING THE PROJECT REPORT
Medium of instruction should be simple and good English while writing the report. Avoid grammatical errors.

1) Follow all the structure of report as mentioned above.
   Avoid ambiguity define and clearly state the problem and objectives.
2) Important to include references, bibliography and List of tables.
3) The report should also include Certificate from the guide and acknowledgements for support provided by different people while undertaking the project (if any)
4) The report should be in about **80-100 pages minimum**.

6. OTHER DETAILS TO BE CONTAINED IN THE REPORT

The following should be included in the Project Report in the same sequence as given below:

1) Acknowledgment - to all those who have helped the student complete the project.
2) Certificate from the guide (if help from a guide has been taken). (See appendix I)
3) Table of contents, chapter wise with the appropriate page numbers.
4) Actual project content following the given format.
5) Bibliography - It is important for students to list the Book

7. FORMAT OF THE PROJECT REPORT

A) **TITLE PAGE:** The first page should contain the following details.
TOP: The Title of the report in block capitals which is properly centered.
CENTRE:
1) Full name of the candidate in capital letters
2) Enrollment No. _____
3) Program Name _____

BOTTOM:
A) Name of the University, Year of Submission (e.g. DECEMBER 2017)
B) **MARGIN:** Left 25mm (1"), Top 25mm (1"), Right 25mm (1"), Bottom 25mm (1").
C) **FONT:** Times New Roman (12 pts) or Arial (12 pts)
D) **PAGE NUMBER:** At center bottom of the page.

8. REJECTION OF PROJECT
In case of a student's project being not approved, he/she is not eligible to get final certificate. The student then must rewrite the project based on the remarks of the evaluator.

The project can be disapproved based on it not being an original study i.e. if it is copied or rewritten from an earlier project, incorrect data, insufficient discussion & analysis, typographical errors, improper presentation of the project matter, mismatch between the problem studied at hand and the methodology i.e. design, insufficient subject matter etc.

9. MARKS FOR THE PROJECT
The project work will carry 100 marks. The minimum for passing will be 50% for the project work.

10. EVALUATION OF PROJECT
The submitted project report will be sent for evaluation. The project report will be evaluated on the following criteria.

Part - I
1. Understanding of the subject, conceptualization of the Key areas and Innovative techniques/approach to problem scheme - 50
Part - II
Report Writing and Presentation - 50
TOTAL – 100

Annexure A

CERTIFICATE FROM GUIDE (Format)

This is to certify that this project entitled "_____" submitted in

partial fulfilment of the degree of MASTER IN BUSINESS ADMINISTRATION (MBA)

to Mewar University, Gangrar, Chittorgarh, done by

Mr./Ms._____, Roll No. _____ is

an authentic work carried out by him/her under my guidance. The matter

embodied in this project work has not been submitted earlier for award of any

degree or diploma to the best of my knowledge and belief.

Signature of the student Signature of the Guide

Date