MBA FINAL PROJECT WORK GUIDELINES

Purpose : To facilitate project report writing and to provide an overall view.

Steps :

1. Identification of the Organizaton (company)
2. Avail permission letter from MIM
3. Obtain approval letter from the company.
4. Submit letter to MIM faculty guide (Internal Guide)
5. Ascertain organisational guide (External guide)
6. Formulate research design and obtain approval from guide.
7. Collect review of literature about Business, Industry, company and Market.
8. Collect primary and secondary data.
9. Analyze and interpret data collected.
10. Apply statistical tools and techniques.
11. Recommended suitable suggestions for problems identified under the study.
12. Submit draft manuscript.
13. Obtain approval for binding project upon incorporation of suggested modifications.
14. Prepare hard bound – light blue of the project report and obtain signatures of Guide and Director.

Guidelines for Report Formatting :
- ❖ Times New Roman
- ❖ Text – 12 size, font normal.
- ❖ Headings – 14 size, font bold
- ❖ Chapter title – 20 size, font bold (separate Page)
- ❖ 1.5 line spacing
- ❖ More margin on left-side of page (to accommodate binding)
- ❖ Page numbers at centre - bottom
- ❖ Preliminary pages – small roman numbers (centre – bottom)
- ❖ Page number 1 starts from chapter 1(Introduction) and ends with conclusion.
- ❖ A-4 size good quality paper
- ❖ Final report – Hard bound (2copies), with one CD.
- ❖ Colour / Black & white print outs.
- ❖ Pages not exceeding 120
- ❖ Quality analysis is required

TABLE OF CONTENTS

V	SUMMARY OF FINDINGS, SUGGESTIONS AND CONCLUSION 5.1. SUMMARY OF FINDINGS (Tabulate the Findings with that of the Objectives & Hypotheses) 5.2. SUGGESTIONS 5.3. CONCLUSION.	
	BIBLIOGRAPHY	
	ANNEXURE	
	QUESTIONNAIRE	

FINAL PROJECT TITLE

Final Project Report submitted to the University of Madras

In partial fulfilment of the requirements for the award of degree

MASTER OF BUSINESS ADMINISTRATION

Submitted by

STUDENT NAME

(Reg. No. 123456789)

Under the guidance of

Guide Name

Designation

MEASI INSTITUTE OF MANAGEMENT

(Approved by AITCE & Affiliated to University of Madras)

#147, Peters Road, Royapettah, Chennai – 600 014

Month - Year

MEASI INSTITUTE OF MANAGEMENT

(Approved by AITCE & Affiliated to University of Madras)
#147, Peters Road, Royapettah, Chennai – 600 014

<u>BONAFIDE CERTIFICATE</u>

This is to certify that the Project report titled **……………….. Submitted by Student Name (Reg. No. ……)** in partial fulfillment of the requirements of the Post Graduate Degree course in **MASTER OF BUSINESS ADMINISTRATION (M.B.A)** for the year 2022-2024 is the original work of the above candidate.

Guide Name
Designation

PROJECT GUIDE

    &
INTERNAL EXAMINER   **DIRECTOR**

DECLARATION

I, Student Name (Reg. No………) Bonafide student of Master of Business Administration, MEASI Institute of Management, affiliated to University of Madras hereby declare that Final Project report entitled **"…………………………………………"** was prepared towards the partial fulfilment of **Master of Business Administration (M.B.A) final** year Degree course from the University of Madras. The report was prepared by my own effort and it has not been submitted earlier towards the award of any other degree or diploma from the same university.

DATE :

PLACE: Signature

                                                                                                        STUDENT

NAME

ACKNOWLEDGMENT

I take this opportunity to express my gratitude to all those without whom this project would not have been possible. First of all, I would like to thank Director, MEASI Institute of Management.

I am really thankful to **NAME, DESIGNATION**, **COMPANY** who have been very supportive throughout the project and I am grateful to **NAME, DESIGNATION, COMPANY**, who have been very helpful to complete the assignments without any hurdle and for explaining the information needed.

Sincere thanks to my guide **NAME OF THE GUIDE, DESIGNATION,** MEASI Institute of Management, who encouraged and helped me from the beginning to develop the concept ideas to pursue the project in legit way, I have learnt so many things from him.

I also wish to express my gratitude and thank my family and friends who backed me throughout the project. I would like to convey my sincere thanks to those good souls who helped me to take the project to next level