

**Rajgad Dnyanpeeth's
Rajgad Institute of Management Research
and Development,
Dhankawadi, Pune – 43**

**(Approved by AICTE, Govt. of
Maharashtra, University of Pune and
Recognised by DTE.)**

Summer Project Guidelines

REFERENCE

AIM:

The project is the study of any organization either industrial or non-industrial. The project work is designed to develop student's understanding about organization, its work environment, work situation and communication skills.

SELECTING A PROJECT:

Students frequently are in difficulties while selecting a suitable project .In order to overcome these difficulties, the selection of an enterprise for the summer project must be made in consultation with guides.

GUIDELINES FOR WRITING THE PROJECT REPORT:

1. Executive Summary **Information in short and specific terms**

- Objectives
- Scope
- Research Methodology
- Data interpretation
- Observations
- Findings
- Suggestions or Recommendations
- Conclusions
- Limitations

2. Objectives

- Can be broken down into primary and secondary
- Specifically related to the topic of project

3. Scope:

- **Based on the objective**
- **Limited to specific area, department and number of samples**
- **Limited to particular region**

4. Research Methodology

- Research Process
- Type of research
- Research design
- Data collection
- Sample design
- Sample size
- Duration
- Analysis
- Interpretation

5. Data Presentation and Analysis

- Data editing
- Data coding
- Presentation through graph, diagram or charts
- Analysis of the data with help of graph, diagram or charts or with statistical tools and techniques

6. Observations

- Any pattern being followed in the process
- Any trend in the process
- Any deficiencies

7. Findings

- Based on observation
- Related with the data presentation, analysis and observations

8. Suggestions or Recommendations

- Ensure that your recommendations fulfill the objectives
- They should be clear and specific
- To improve the process
- To overcome a particular situation
- To optimize the technique

9. Conclusions

- These will be based on your analysis of primary and secondary data
- Secondary data will be used for trend analysis
- Primary data will be used to understand user requirements
- Draw specific conclusions with respect to the objectives of the research

10.Limitations

- Any problem encountered during the process of project work which hindered the process

11.Annexure

- List of tables
- List of forms if any

12. Bibliography

- It shall give the list of works (paper, books etc.) referred to in the body of the text
- For any paper the information shall contain the names of the author's, the title of the journal, the volume number underscored, the page number and the year of publication in parenthesis.
- In the case of references from journals and books in languages other than English the titles of the journals or books should be transliterated in Latin script.
- For any book the information shall contain the names of the authors, the title of the book, name of the publisher, the edition and year of publication in the parenthesis.
- For papers and books with joint authorship, the name of all the authors shall be reproduced in the same order. The authors name begins with the name followed by initials.

13. Questionnaire

For collection of data, one may have to use 1 or more questionnaires

Generals Rules:

- a) There can be at least one question per objective of study
- b) Easy and non technical questions
- c) There should be no ambiguity
- d) No bias should be introduced
- e) Short and easy to follow
- f) Structure the questions in logical sequence
- g) Design the questionnaire so that the respondents will have to mostly tick mark the choice
- h) Have a proper layout for questionnaire

Designing of Questions

- Closed ended questions
- Dichotomous questions
- Multiple choice questions
- Rating scale questions
- Ranking scale questions
- Open Ended Questions

***. GUIDELINES FOR THE PROJECT REPORT SUBMISSION:**

1. Students are required to submit a Project to complete the requirement of the Management Degree Examination. A student can take up Project work only after he/she has appeared for Second Semester Examination. The topic for the project work may be from the area of specialization to be offered by the student from the subjects/syllabus of MBA.
2. The Project Work should demonstrate the ability of the student to apply the techniques of management sciences to specific situation or in any functional area.
3. The report should demonstrate the ability of the candidate for Fact Gathering, Data Collection, Analysis of Data, Formulation of Recommendations and for suggesting a viable scheme or alternate for implementation.
4. The fact or data should be collected either by own observations and measurements or gathered from generally accepted valid first hand sources like Balance Sheets, Control Figures used by the Company, Performance Reports from Production, Sales Department etc. If general data is industry wise or national bases are used the sources like Industry Publications, Government Statistics etc.

5. All the steps taken in respect of fact gathering and analysis should be included in the Report.
6. While formulating the Recommendations, the expected costs and benefits, the advantages and disadvantages of the recommendations etc. Shall be discussed. The suggested scheme for implementation of the recommendations should be clearly and logically laid out with all details of the steps involved of time schedules for implementing the steps, precaution to be observed, monitoring etc.
7. The project work has to be done under the guidance of a competent manager/ Staff member from the organization/ Institution, where the student is working. A certificate from the Guide / Company should be submitted as required.
8. The student has to obtain an approval from the internal Guide / Director of the RIMRD under whom he / she has to work regarding the title, scope of the project and methodology.
9. The Project Work should be submitted to the Institute within a period of two months from the date of completion of Summer Training.
10. The student should submit two hard- bound copies of the report on. None of the copies submitted will be returned to the student.
11. The internal referee/ examiner will assess the work in the last week of and his decision will be given as 'Accepted / Rejected', No marks will be allotted, if rejected.
12. If the Guide / Internal Referee is of the opinion that it is not worthy of acceptance but could be accepted if revised in the light of his suggestions, the Director may return the Project Report to the student revision and resubmission within one month.

13. Rights for publication of report: -

- a) The Project Report shall not be published without the Permission of the Director.
- b) The RIMRD will have the right to use the Project Report in any manner that may be deemed as expedient.
- c) In case the author wishes to publish the Report, due acknowledgement to the Institute that it was a Project Report prepared for the Examination of the University of Pune has to be made by him

Three typed copies of the Project Report as well as one copy of synopsis are to be prepared and two copies of Project Report & one copy of synopsis are to be submitted to the Institution.