



**BHARATHIAR UNIVERSITY AND THE INSTITUTE
OF CHARTERED ACCOUNTANTS OF INDIA**
JOINT EDUCATION PROGRAMMED



Dear Members / Students

Greetings....!

All the candidates pursuing M.B.A Degree course under BU-ICAI Joint Education Programme and already appeared in the examination conducted in the month of June 2011, will have to submit a Project Report on a topic of their choice.

The report will contain the objectives and scope of the study, Research methodology, use and importance of the study, analysis of data collected, conclusions and recommendations. It will contain relevant charts, diagrams and bibliography.

The details guidelines in this regard are given below.

DIRECTOR
Board of Studies, ICAI.

Guide lines - Project Report for M.B.A Students

Section –A

• General Information

1. Total Marks & Subject Code

- The research project report carries 100 marks.
- Subject code for the project report is M105.

2. Duration of the Project

- You are required to undertake the project work for the period of 6 month in a reputed organization and the student need to be selected by the company or Organization of their choice for the project work. The project report shall be submitted before the last date stipulated by the BU-ICAI.
- The project report should be submitted to the DIRECTOR, SDE, BU only through the respective ICAI Chapter / Branches / Regional Office / Decentralized Office / Board of Studies through which application (Duly attested by the Branch Head) had already sent to the University.

3. Letter for the project work

- A Letter (***Annexure –I***) signed by the director, school of distance education from Bharathiar University can be handed over to the particular organization where they wish to do the project and you get their permission. As and when you get the conformation from any organization, you have to provide all the information regarding the company and send to the School of distance education, Bharathiar University and a copy marked to bu.icaei@yahoo.com & moubos@icaei.org. at the earliest. Students need to send this information only after confirmation from company.

4. Certificate and Declaration

You are required to submit a Certificate and Declaration mentioned as follows:

- Certificate of originality of the work duly signed by guide along with the seal. The Certificate undersigned by the guide will be forwarded by the Director, School of Distance Education, Bharathiar University, Coimbatore-46. (***Annexure –IIa***)
- An undertaking by the student to the effect that the work is independently carried out by him (***Annexure –IIb***)

5. Submission of Report

- Individual project report has to be submitted by each and every candidate
- No students could use the emblem of the University in the Project Report.

Section –B

Instruction for the preparation of the Project Report

1. Designing the first page or cover page of project report: (Annexure –III)

Following information should be given in the cover page of project report

- Title of the project report
- Submitted in partial fulfillment of the requirement for the award of the degree of Master of Business Administration
- Name of the Candidate
- Enrollment Number
- Reg .No.
- Name of the specialization
- ICAI Chapter / Branches / Regional Office / Decentralized Office / Board of Studies.
- Name of the guide and designation (in block Letters)
- School of Distance Education, Bharathiar University, Coimbatore – 641 046
- Month and Year

2. Line spacing and Margin in text

- Project report should be typed / printed in double line space using A4 size bond papers with left margin of column 10 and right margin of column 75.

3. Numbering of Pages

- All the pages should be numbered.
- The Preliminary pages of the project report should be numbered in lowercase roman numbers.
- The pages of the main text starting should be done with Chapter-I should be consecutively numbered in Arabic numbers.

4. Binding Specification

- Wrapper should be light blue in colour and printing wrapper should be done in the press with soft bound.

5. No. of Copies

- Three copies should be submitted to the School of Distance Education, to the Director, Bharathiar University, Coimbatore – 641 046 and one copy should be send to the Board of Studies ICAI to any one of the following address:-

a). Dr.N.N. Sengupta

Assistant Director Board of Studies
The Institute of Chartered Accountants of India
A- 29, Sector – 62,
“ICAI Bhawan”
Noida- 201 309.
Ph.no:- 0120 – 3045919
Email Id; nnsengupta@icai.org.

b). Srishte Gupta

Senior Executive Officer
Board of Studies
“ICAI Bhawan”
A-29, Sector – 62,
Noida- 201 309.
Ph.no: 0120 – 3045925.
moubos@icai.org.

6. Format of the Report

- Wrapper
- Copy of the wrapper
- Declaration by the candidate (*in format as in annexure – IIb*)
- Certificate (*in the format as in annexure – IIa*)
- Certificate from the organization
- Acknowledgement
- Synopsis
- Table of contents (*in the format as in Annexure –IV*)
- Chapters
- Bibliography (*in the alphabetical order of authors*)

Section –C

Eligibility of the supervisor

- The supervisor should have a Master degree in Business Administration or with M.Phil/ PhD in the subject of Economics / Commerce / Finance and social sciences to undertake any student under his supervision.
- The supervisor should be working in an organization at the supervisory level with minimum of 5 years of experience (or) in an educational institution as a teacher (or) should be running his / her own business.
- The supervisor can guide not more than 8 students in a particular batch of M.B.A degree.
- Detailed resume of the guide and supervisor should also be enclosed to obtain necessary approval from the SDE, BU.
- The detailed resume of the guide and supervisor should be routed only through the respective Branches of ICAI and to the Director, School of Distance Education, Bharathiar University, Coimbatore.



**BHARATHIAR UNIVERSITY AND
THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA
JOINT EDUCATION PROGRAMME
(A Wing of School of Distance Education)**

Bharathiar University, Coimbatore – 641 046, Tamil Nadu, INDIA.

Phone (O): 0422 – 2428204, Fax: 91-422-2422387 Email: bu.icaic@yahoo.com Website: www.b_u.ac.in

Ref No: BU-ICAI / 2011 / Project / 2010 Batch.

Date:

From
THE DIRECTOR
School of Distance Education

Sir,

Sub: BU-ICAI - SDE - MBA-2010 Batch Submission of Project Work – Reg.

The School of Distance Education of Bharathiar University conducts M.B.A Degree Programme by Distance Education mode. As part of the curriculum, the students have to do a project work for a period of 6 months in a reputed organization like yours.

Mr. / Ms /Mrs. _____ with Enrolment no. _____ a final year M.B.A student has expressed his / her keen desire in do his / her final year project at your esteemed organization. I am confidence that the professional expertise of your firm will help him / her to improve the programming skills of the candidate. The tenure of the project work for the student is from _____ to _____.

I will be glad if you could permit him / her to undertake the project work and the letter of confirmation to this effect may kindly be sent to this school, at the earliest.

Address of the student:

Awaiting your favorable response,

Thanking you,

To

yours sincerely,

DIRECTOR

Annexure –IIa

CERTIFICATE

This is to certify that the project work entitled_____ submitted to Bharathiar University in partial fulfillment of the requirements for the award of the Degree of Master of Business Administration in_____ is a record of the original work done by_____ under my supervision and guidance and that this project work has not formed the basis for the award of any Degree / Diploma / Associateship / Fellowship or similar title to any candidate to any University.

(Seal)

Signature of the Guide

Name and Designation

Forwarded by

Director
School of Distance Education
Bharathiar University,
Coimbatore- 46

Submitted for University Examination held on_____

Internal Examiner

External Examiner

Annexure –IIb

DECLARATION

I hereby declare that this project work entitled _____ under the guidance of _____ and that this project works has not formed the basis for the award of my Degree/Diploma/Associate ship/Fellowship or similar title to any candidate of any University.

Signature of the candidate

Name: _____

Enrolment No.: _____

Date:

Countersigned by

Signature of the Guide

(With Seal)

Annexure –III

Title of the project report:

**Submitted in partial fulfillment of the requirement for the award of the
Degree of Master of Business Administration**

Name of the candidate:

Enrollment No:

Reg. No. :

Under the Guidance of

Name of the Guide (in Block Letters)
Designation

School of Distance Education
Bharathiar University
Coimbatore – 641 046

(Month & Year)

NB: No students could use the emblem of
this university. If used the Project Report
will be summarily rejected.

Annexure –IV

The following is the table of contents from a project report. This is only a guideline and you have to prepare the contents related to their projects after discussing with their respective guide and should present the contents during their second presentation.

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1.1 Cost estimation system in the farming	1
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5.0 System Analysis and Design	14
5.1 Fact Finding	14
5.2 Feasibility Analysis	15
5.3 Output Design	16
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Appendices

- O. Report
- P. Graphical Report
- Q. System Dataflow
- R. Dataflow in Organizational level
- S. Data Dictionary
- T. ER Diagrams

Examples for Bibliography

1. Books

- Joseph B. Greene. "Oracle DBA Survival Guide" Techmedica, 1995
- Singh Lave er.al., "Oracle 7.3 Developer Guide", Sama Publishing 1997

2. Journal

- Gray D Knott "Adaptive Delta Modulation," Dr. Dobb's Journal April 1998.
- Jenkins G.M. and Walts D.G., "Spectral Analysis and its Applications" Sangrancisco, CA, Holder day 1968.

3. Manual

- "AIX User's Guide", Version 4.1.IBM 1994.

4. Website

Exemple :-

- . www.naukrihub.com
- . www.hindu.com
- . www.expressindia.com
- . www.businessinsights.biz

CHAIRMAN.

