Guidelines for Students and Faculty in Distance Education at IKGPTU

Guidelines for Research Project Report - MBA – 307

It is strongly recommended that all the students should consider the following guidelines for preparation of their research project report:

1. The general guidelines pertaining to project report are as follows -

   a. The report should be typed in **12 font Times New Roman** in 1.5 space in about **50 to 60 pages** (excluding appendices).

   b. All pages should be **serially numbered,** and numbers should be placed at the centre of the bottom of the page.

   c. **All tables, figures and appendices** should be consecutively numbered or lettered, and suitably labeled.

   d. The project report should be submitted in A-4 size in a hard bound volume.

2. The organization of contents of project report should be as follows –

   a. **Chapter 1. Introduction** – This section includes the general background related to research problem, general scenario of the concerned industry and details about the specific company concerning research problem.

   b. **Chapter 2. Literature Review** – This section includes theoretical as well as empirical background of the research problem in details, research gap and need for study.

   c. **Chapter 3. Research Methodology** – It includes proposing of hypotheses, methodology – scope, sample design, sources of information, tools and techniques of analysis and limitation of study. Students should be able to justify the objectives and hypothesis of the study.

   d. **Chapter 4. Analysis and interpretation** – This section includes analysis, interpretation and discussion of the results obtained after applying various statistical tools. It is generally supported by diagrammatic representation.

   e. **Chapter 6. Summary and Conclusions** – It includes a brief description about the objectives of study, analysis, interpretation and concluding remarks. It also includes implications, recommendations and scope of future research.

f. **Bibliography** – It consists of list of all the research papers, articles, books and websites that are referred and have been useful for the preparation of project report. Students can follow any one of the four styles of referencing - APA style, MLA style, Harvard style or Chicago style.

g. **Appendices** – This section may include tables, graphs, charts and other exhibits supporting the research work.

3. Every project report must include a title page, acknowledgement, certificate of originality by the candidate.

4. It should be strictly noted that students should not copy large amount of material from internet and other sources. If there is any doubt regarding the authenticity of research work or high percentage of plagiarism is found, strict action will be taken by the university.

(Harmeen Soch)   17/4/17
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