MITSDE Project Report Guidelines

MITSDE PROJECT GUIDELINES

```
            ┌─────────────────────────┐
            │   Select Project Topic  │
            └─────────────────────────┘
                        │
                        ▼
            ┌─────────────────────────┐
            │  Decide Type of Project │
            └─────────────────────────┘
                        │
          ┌─────────────┴─────────────┐
          ▼                           ▼
   ┌──────────────┐          ┌──────────────────┐
   │ Live Project │          │ Secondary        │
   │              │          │ Research         │
   └──────────────┘          └──────────────────┘
          │                           │
          ▼                           ▼
┌────────────────────┐      ┌──────────────────────┐
│ Study the existing │      │ Finalize main        │
│ process            │      │ objectives of        │
│                    │      │ the project          │
└────────────────────┘      └──────────────────────┘
          │                           │
          ▼                           ▼
┌────────────────────┐      ┌──────────────────────┐
│ Finalize main      │      │ Search and collect   │
│ objectives of the  │      │ related articles,    │
│ project            │      │ blogs, books etc.    │
└────────────────────┘      └──────────────────────┘
          │                           │
          ▼                           │
┌────────────────────┐                │
│ Identify flaws in  │                │
│ the process        │                │
└────────────────────┘                │
          │                           │
          └─────────────┬─────────────┘
                        ▼
            ┌─────────────────────────┐
            │   Scope of the project  │
            └─────────────────────────┘
                        │
                        ▼
            ┌─────────────────────────┐
            │    Literature Review    │
            └─────────────────────────┘
                        │
                        ▼
            ┌─────────────────────────────┐
            │ Suggestions and             │
            │ Recommendations             │
            └─────────────────────────────┘
                        │
                        ▼
            ┌─────────────────────────┐
            │       Conclusion        │
            └─────────────────────────┘
```
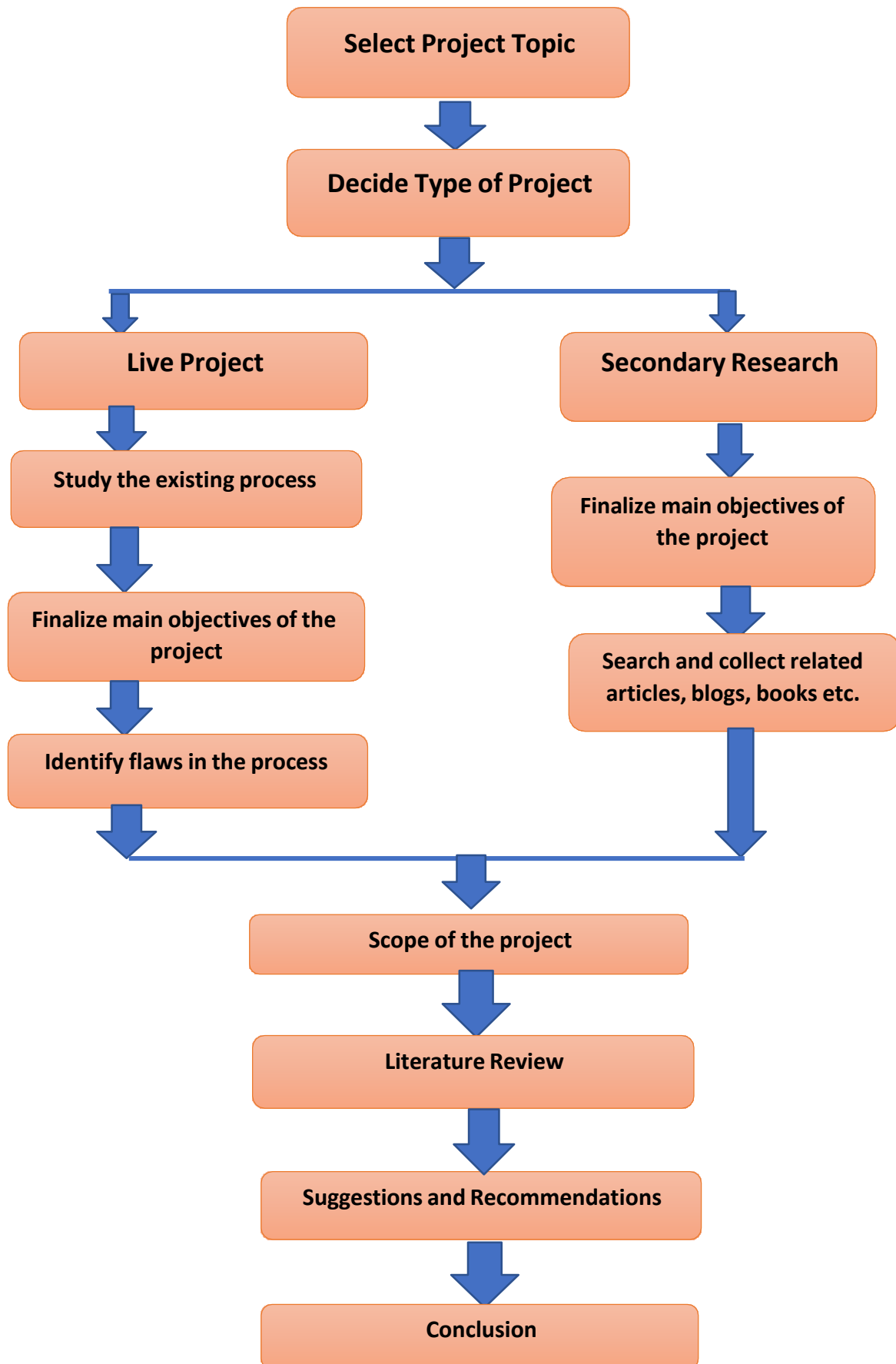
HOW TO START WITH A PROJECT REPORT?

Ways to work on PROJECT AT MITSDE:

1. Identify the research domain / area and start working on your project report

2. For LIVE Project: Study the existing process you are currently working on, describe the process, identify the flaws and give suggestions or recommendations based on conceptual knowledge you have obtained at MITSDE.

3. For Secondary Research Project: A project on a topic of your choice by conducting - Literature review by including studies from the plethora of Articles, blogs, research papers. Your conclusion will be based on overall observations, studies etc.

4. Critical analysis, comparative analysis or maybe identifying the research gap for further study can also be tentative objectives for conduction of your research project.

KEY INFORMARTION ABOUT THE PROJECT WORK

LEVEL OF THE PROGRAM	NO. OF CREDITS
Post Graduate Certificate in Business Analytics / Digital Business	6
Post Graduate Diploma in Management	6
Post Graduate Diploma in Management - Executive	6
Post Graduate Diploma in Business Administration	**Semester 3:** 6
	Semester 4: 8

A

PROJECT REPORT

ON

"TOPIC OF PROJECT"

UNDERTAKEN AT

"COMPANY NAME, PLACE"

IN PARTIAL FULFILMENT OF

POST GRADUATE DIPLOMA IN

_____

MIT SCHOOL OF DISTANCE EDUCATION, PUNE.

GUIDED BY

_____

SUBMITTED BY

_____

Student Registration No. :

MIT SCHOOL OF DISTANCE EDUCATION
PUNE - 411 038

YEAR 20__ - 20

NAME OF INDUSTRY/ORGANIZATION

(Address, PIN no. and contact Details)

CERTIFICATE

This is to certify that Mr./Ms. _____ has completed

the project report with us for his/her project report work on "TOPIC" in fulfillment for

the completion of his/her Course with MITSDE on "COURSE NAME" as prescribed

By **MIT SCHOOL OF DISTANCE EDUCATION, PUNE**.

This project is a record of authentic work carried out by him/her with guidance by our

relevant department from Date – DD/MM/YY.

Name and Signature of Guide
In Organization/Company. (With seal)

(Note: - This format should be properly filled and printed only
on authorized Letter Head of company/Organization.)

DECLARATION

I hereby declare that this project report entitled "NAME OF THE PROJECT" is a bonafide record of the project work carried out by me during the academic year 20_-20_, in fulfilment of the requirements for the award of POST GRADUATE DIPLOMA IN   (PGD) of MIT School of Distance Education.

This work has not been undertaken or submitted elsewhere in connection with any other academic course.

(Students' Name and Signature)

Student ID:

ACKNOWLEDGEMENT

I would like to take this opportunity to express my sincere thanks and gratitude to (Reporting persons' name) of (Organizations' name and place) for giving me an opportunity to do my project work in your esteemed organization and it has indeed been a great learning and enjoyable experience.

I would like to express my deep sense of gratitude and profound thanks to all staff members of (Organizations' Name and place) for their kind support and cooperation which helped me in gaining lots of knowledge and experience to do my project work successfully.

At last but not least, I am thankful to my Family and Friends for their moral support, endurance and encouragement during the course of the project.

(Students' Name and Signature)

Student ID :

ABSTRACT

Write an abstract of your project which gives a brief idea about the purpose of this project, and importance of the project. (Minimum 250 words)

TABLE OF CONTENTS

CHAPTER 1

INTRODUCTION

Give a detail Introduction about company or organization in which you have completed your project work.

CHAPTER 2

ORGANIZATIONAL PROFILE

• About the organization
• Timeline
• Management Team
• Product/Service Profile

CHAPTER 3

OBJECTIVES AND SCOPE OF PROJECT

• State the objectives and rationale for technical assistance.

• Describe the major project related tasks such as research, experiments, field work etc. you performed.

• Lay out the logical framework of the project, state the expected outputs of the project and   idea about measuring the progress.

SCOPE

• Scope from Organization's point of view:

• Scope from candidate's Point of view:

CHAPTER 4

DATA ANALYSIS AND INTERPRETATION

• Present survey statistics to emphasize on your research.

• Draw out a Data Analysis with interpretation for that Analysis.

• You can have graphical representation with flowcharts.

CHAPTER 5

CONCLUSION AND FINDINGS

• Basic information about the project.

• Recipient (Beneficiary) Agency (ies).

• Brief about the project outcomes and achieved outcomes.

LIMITATIONS

Limitations of the project should define the areas the project has not covered due to any reason. Also, such factors as were out of control or boundaries of the project may be mentioned.

CHAPTER 6

SUGGESTIONS AND RECOMMENDATIONS

• Way to improve the product or service quality.

• Suggestions about the future growth and present system in the organization.

• Suggestions about improvement areas of organization

CHAPTER 7
ANNEXURUES

Supporting Statistics or reports

CHAPTER 8

REFERENCES / BIBLIOGRAPHY

• Books / websites and other references referred for completing the Project Report.
The Following are the Example for the Referencing System

1. *Writing a Reference for Book*
Ex: dev Jerry (2008). *Technological innovation and the apocryphal Hollywood.* Philadelphia:Temple university publications. P22-24

2. *Writing Reference for a Chapter*
Ex: dev jerry (2008). Nuances of Multimedia. In: Dr.Paul Levinson, jerry dev *Technological innovation and the apocryphal Hollywood.* Philadelphia: Temple university publications. P22-24

3. *Writing Reference for a Journal*
Ex: dev jerry. (2009). Neo educational pedagogy. *Education Times.* 4, p10

4. *Writing Reference for a Web link/Website*
Ex: dev jerry. (2009). *Neo educational pedagogy. Available:* www.icat.ac.in/elettter/99_43_33.htm. Last accessed 20th Jan 2010

FURTHER GUIDELINES

1. Evaluation charges - Rs.1500/- (per Project Report) for Indian students and $ 30 for NRIs.

   Payment mode: link: https://www.mitsde.com/selectpaymentgetway

   Please pay the Project Evaluation fees and share the receipt with your Exam

   Department. (exam@mitsde.com)

2. Plagiarism or copied projects will be rejected and students need to re-submit new original project in such a case.

3. The Project report should be submitted ideally before / with the exams of the relevant semester i.e. in January (January Exam Cycle) or July (July Exam Cycle).

4. The Project Report will be evaluated within 45 working days.

5. The Project Report softcopy should be typed in A-4 size (29 x 20 cm) in portrait mode and submitted in PDF format only.

6. The Project Report Guided By name should be from MITSDE Faculty name as mentioned below.
   a. Marketing – Prof. Bonnie Rajesh
   b. HR – Prof. Bhagyashree Pande
   c. Finance – Prof. Dr. Dipti Kalkotwar
   d. Operations – Prof. Swapnali Jadhav OR Prof. Omkar Salvi
   e. Project – Dr. Jayant Panigrahi

7. The Certificate must be on the company letterhead duly signed and stamped by the higher authority of your organization.

8. The Declaration & Acknowledgement should be signed by a student.

9. The scanned copy of the Certificate, Declaration and Acknowledgement should be included in the Project Report.

10. Following pages are mandatory and should be given in the same sequence as given below in the Project Report: -

    a) Title Page
    b) Certificate on company's letter head.
    c) Declaration.
    d) Acknowledgement.
    e) Abstract of the Project
    f) Table of contents

11. The Project Report should be submitted in one single PDF file (Please don't send attachments, appendix, certificate separately).

Submission link for project report in E-Library:

https://elibrary.mitsde.com/

 Project Report should be sent at E-library portal. (Please see ref image below)

DO'S AND DON'TS

DO'S	DON'TS
Font Style: TIMES NEW ROMAN **Font Size:** 12 for Content 14 for subheadings 16 for Headings	Spelling errors Grammatical errors
1 line Spacing	Copied content from the Internet
Source link for Images taken from the Internet	
Tables and Figures should be numbered. a. Ex: Table 1.1 represents 1st table in Chapter 1 b. Table 1.2 is the 2nd table in Chapter 1. c. Similarly, Table 2.1 represents 1st Table in Chapter 2	
Abbreviations used in the entire report should be mentioned in a separate page right after the Index page.	
Kindly use UK spellings to avoid any spelling errors.	

MARKING SYSTEM

Sr. No.	Checklist for Project Work Marking	Marks	Negative Marking
1	Times New Roman Font	2	
	Font Size 12 for the content,	2	
	14 Font size or Subheadings and 16 for Headings.	1.5	
	16 Font size for Headings.	1.5	
2	Always follow 1 line Spacing	2	
3	Source link of content or images taken from internet or any other reference book	2	
4	Tables and Figures should be numbered.	2	
5	Abbreviations used in the Entire report provided in a separate page right after the Index page.	2	
6	The Report does not have more than TWO Spell errors in a Chapter.	2	
7	Negative Marking for Spell Error		-5
8	Plagiarism of Content if copied		-10
9	Relevant topic for the course and coverage	50	
	Minimum 50 pages		
	Field work (visit industry sites and research work)		
	Data Analysis		
10	Objective & Scope of the Project	4	
11	Flow of the Content	5	
12	Mandatory pages		
	Information	3	
	Certificate	5	
	Declaration	2	
	Acknowledgement	2	
	Abstract of the Project Report	3	
	Table of Content	3	
14	Chart or graph	2	
15	Conclusion	2	
16	Bibliography	2	
	Total	**100**	

Note:

For the students who will not get certificate from the company or in case of secondary project, need to attach exemption certificate.

If the company certificate or exemption certificate (whichever is applicable) not attached while submitting the project, 5 marks of certificate will be deducted in such a case.

Please refer to the Exemption certificate format given.