

BMPP-001: PROJECT COURSE

Guidelines for Submission of Synopsis and Project Report

Submission of Synopsis

- ❖ ODL Students of Bachelor of Business Administration (BBA) Programmes
 - **To, The Regional Director,
of your Respective Regional Centre.**

For the address of the Regional Centre you may refer Programme Guide & Prospectus given on our website www.ignou.ac.in

Submission of Project Report

- ❖ ODL Students of Bachelor of Business Administration (BBA) Programmes
 - **To the Registrar (SED),
IGNOU, Maidan Garhi,
New Delhi -110 068.**

Guidelines for Project Course: BMPP-001 Bachelor of Business Administration (BBA) Programmes

The course “BMPP-001 Project” is an eight credit course in 5th semester of BBA. **For this course, no additional study material is provided.**

The course aims at developing applied tools and techniques to analyse and validate the proposition related to the business issues and also explore multi-disciplinary issues as well as logical approach related to the areas of the commerce and business. The Project should be on a topic preferably from your area of interest such as Marketing, Finance, Human Resource, International Business, Accounting & Taxation and other related and emerging areas.

Process for Preparation and Submission of Project Synopsis

In order to proceed with your project course, the approval of the project synopsis is necessary. Only after approval of the synopsis, the project work can be taken up. Preparation and submission of the project report is to be done as follows:

Selection of topic

You can select any topic of your choice, preferably in your area of interest (as mentioned above). The title should be communicating main theme of the dissertation. It should convey the subject matter being covered in the project.

It may be:

- i) Survey Based Field study (empirical study).
- ii) Comprehensive case study (covering single organisation/multifunctional area problem formulation, analysis and recommendations).
- iii) Inter-organisational study aimed at inter-organisational comparison/validation of theory/survey of management practices, and;

Note: You are advised to start preparation of the Synopsis of the Project, BMPP 001 from 4th Semester onwards.

1) Selection of Guide

Once you are clear about the field in which the work is to be taken up, then contact a person who has experience in that area and is interested in guiding, provided she/he fulfils the specified eligibility criteria.

The Eligibility Criteria for guide/ supervisor is:

- (i) Commerce and Management Faculty in the School of Management Studies at Headquarters.
- (ii) All approved academic counsellors of the BBA, B.Com., M.Com. and M.B.A. Programmes having minimum 5 years of teaching/counselling experience.
- (iii) Commerce/Management Faculty having 5 years of UG/PG teaching experience.

- (iv) Professionals (CA, CS, ICWA, Engineers) with 5 years' experience.
- (v) M.Com/MBA holders having 5 years of professional experience.
- (vi) You have to choose your own guide as per the above criteria and the bio-data of the proposed guide must be attached along with filled-in proforma and synopsis for approval.

Note: Students are advised to select the guides who are interested to guide in the relevant area of the selected topic as per the laid down eligibility criterion. The Project guides are also requested to restrict guiding in their respective areas only.

2) Preparation of the Project Synopsis

After selection of the guide and finalising the topic, the Project Synopsis should be prepared in consultation with the guide. The Synopsis of the proposed project should essentially have the following:

- (i) **Introduction:** A brief background about the subject chosen for study.
- (ii) **Rationale:** Why a particular topic has been chosen for the project work.
- (iii) **Literature Review:** Review of the existing literature related to your topic of project work
- (iv) **Objectives:** This is the most important aspect of any project. It should mention clearly and precisely the things which you hope will be able to know/achieve at the end of the study. These may be clearly stated in behavioural terms. Objectives need to be expressed in neutral manner, without any implicit assumptions about the findings of the research.

Sample Objectives of the Project Synopsis

The objectives of this study are:

To examine the financial performance _____

To explore the _____

To analyse the factors affecting _____

To investigate the influence _____

(v) Research Methodology:

- Research Design
- Nature and source of data/information to be collected.
- Sample and sampling techniques. Rationale of chosen issues and the sample.
- Tools and Techniques to be used for data collection – details of the tools/questionnaire to be used and its relevance with the objectives of the project.
- Method/s to be used for data collection.

- Data handling and analysis- organisation and analysis of data. Statistical tools to be used for analysis. Relevance of statistical tools with the objectives of the project.

(vi) Implications of the Study

(vii) Limitations of the proposed project, if any.

3) Submission of the Project Synopsis

Project Synopsis should be prepared in consultation with the guide. It must have the following components:

- Filled in proforma of Project Proposal (Synopsis) duly signed by the student and the guide with the respective date.
- Bio-data of the Guide- A detailed bio-data of the guide duly signed, in original, by the guide along with date.

The **bio-data of the guide** must have the following information:

- Name and Date of Birth of the guide.
- Full Address and contact numbers of residence and current work place.
- Detailed Educational Qualifications – clearly mentioning the Degrees (with specialisation), name and address of the University/Institution and the year of award of degree/qualification, along with percentage of marks obtained.
- Detailed work experience, stated clearly in chronological order having details of the designation, period, name and contactable address of the organisations.
- Any other information relevant for assessment of the eligibility of the guide. You may also attach current business card of the proposed guide.

Once the synopsis is ready in the prescribed format, you should send the Project Synopsis along with the Bio-data of the guide to

The Regional Director (of your Respective Regional Centre / designated RC)

For the address of the Regional Centre you may refer Program Guide given on our website www.ignou.ac.in .

You may submit hardcopy in person or send it by Registered post / Courier or soft copy at LMS portal (for online students).

E-mail ID of all RC's are available at <http://www.ignou.ac.in/ignou/aboutignou/regional/website>

Instructions for filling up the Proforma for Approval of Synopsis:

Enrolment No: Mention the enrolment number assigned to you by the university. If your maximum duration of the programme (i.e. 6 years) is over, you need to seek Re-admission, before sending the synopsis. In case your synopsis was approved on the earlier Enrolment Number, then the same has to be sought for the New Enrolment Number again, if you fail to do so the Project Report may not be accepted.

Subject Area: The broad subject area on which you intend to carry out your project work should be mentioned (example: if you are doing your project on 'Financial Performance of

XYZ Ltd' then the Subject Area would be Finance). Similarly based on the topic selected, the subject areas could be HRM & OB/Accounting & Finance /Operations Management & Information System/ Marketing/ Corporate Management / Any Other (you may specify as per the topic selected).

Title of the Project: this is the final topic on which you will be carrying on the Project Work. It should be concise indicating clearly the work being taken up for study. The Final Project Report should necessarily be on the title approved by the evaluator, no changes could be made while submitting the Final Project Report.

Name and Address of the Guide/ Supervisor: The name and address of the guide/ supervisor, (preferably his/her official address) may be clearly mentioned on the Proforma. If the supervisor is an Academic Counsellor, S/he should give the details of the study centre and the courses for which the counselling is provided, to the learners.

Students being Guided for BMPP-001: The number of students that are being guided by the supervisor for the Project Course as on that date. The supervisors should restrict the number of students being guided by him/her to **five** only, at any given point of time.

If the student fails to submit the duly signed (original signature) Bio-data and Proforma for Approval, the synopsis will not be entertained.

***Note:** Project synopsis incomplete in any respect will not be accepted. You are advised to retain a copy of the Synopsis. Project Synopsis not containing a complete and signed Bio-Data of guide will not be considered.

If the Project Synopsis received in the regional centre is found to be complete in all regards, having the necessary documents, it is accepted. A Project Proposal number is assigned to the project synopsis, which is **unique** for each learner. This Project Proposal (PP) number can be used for further correspondence with the RC.

4) Feedback / Communication to the Learner

After the project synopsis is evaluated by the Faculty, a written communication regarding the **Approval / Non-approval** of the project proposal will be sent to the learner within two/three months of the receipt of the proposal in the regional centre.

In case the proposed guide is not approved, the student shall be advised to change the guide and submit the project proposal afresh with the signature of the new guide, as it will be considered as a new proposal.

Similarly, if a student wants to change his/her guide for any reason, she/he would be required to submit the project proposal along with the signature of the new guide on a new project proposal proforma, as it would be considered as a new proposal.

5) Resubmission of the Project Synopsis

In case of **Non-Approval** of the synopsis, the comments/suggestions for reformulating the project Synopsis will be communicated to the student.

In such case, the revised project synopsis should be submitted along with the fresh project Synopsis proforma and a copy of the rejected proposal synopsis bearing the comments of the evaluator and Project Proposal Number (PP. No) allotted by the Regional Centre.

PROJECT REPORT (DISSERTATION) SUBMISSION

After a written communication regarding the **Approval** of the synopsis is received, the Project work may be undertaken.

1) Preparation of Project Report (*dissertation*)

Once you have carried out the study as envisaged in the approved synopsis, then a dissertation of the work done needs to be prepared. The length of the dissertation may be about 60 to 80 double spaced typed pages. However, rational variation on either side is permissible.

2) Structure of the Project Report (*dissertation*)

- (i) **Introduction:** Introduce the research work along with the rationale of the study.
- (ii) **Review of literature:** detailed review of the existing studies on the selected topic.
- (iii) **Research Methodology:** It may give details about Rationale, Statement of problem, Objectives of the Project, Scope of the study, etc.
It should include the Research Design, Nature and Source of data/information collected, Sample and Sampling method with rationale.
Details of the tools:
 - The Questionnaire and other methods used and their purpose
 - Reliability and Validity of the tools used
 - Data collection, Statistical tools used for Data Analysis
- (iv) **Results and Discussion:** This should present the results in tabular or graphical format. The Interpretation of the data and results/findings may be given elaborately.
- (v) **Summary and Conclusion**
- (vi) **Recommendations**
- (vii) **Implications**
- (viii) **Limitations** of the Project, Direction for further research (optional)
- (ix) **References / Bibliography** (the students should follow APA style of referencing)
- (x) **Annexures/Appendices** (Questionnaire used etc.)

The Final Project Report (*dissertation*) must have the following (Checklist):

- Cover Page – must have the Name and Enrolment No. of the Student and the Name of the Guide, along with the Title of the Project.
 - Detailed table of contents with page nos.
 - All pages of the Project Report must be numbered as reflected in the table of contents.
 - Approved Proposal (i.e., Project Proposal, approved proforma and bio-data of the guide) properly bound in the project and not just stapled. Please note that project with stapled Proposal will not be accepted.

- Certificate of originality- duly signed by the student and the guide with dates. Proforma for Certificate of originality is given at the end.
- **Receipt of the Project evaluation Fee**

3) Submission of Project Report (*dissertation*)

One typed copy of the Project Report is to be submitted to the **Registrar (SED), IGNOU, Maidan Garhi, New Delhi -110 068**. As soon as, you submit the Project Report, a PR. No. would be allotted. Student should quote this **PR No.** while corresponding with Registrar (SED) regarding Project Report thereafter.

Project Report can be submitted any time throughout the year.

Note: If a Project Report is submitted between 1st December to 31st May, then the result will be declared along with June Term-end Examinations.

If a Project Report is submitted between 1st June to 30th November, then the result will be declared along with December Term-end Examinations.

The project report has to be submitted within the maximum duration of the programme failing which evaluation of the project shall be rejected.

Information

Any query regarding the approval of Project Proposal should be addressed to

The Regional Director, of your Respective Regional Centre.

For the address of the Regional Centre you may refer Program Guide given on our website www.ignou.ac.in

For seeking the status of the project proposal you can write to the concerned Regional Centre at www.ignou.ac.in > Regional Network > Regional Centre's (E-mail ID of all RC's are available at <http://www.ignou.ac.in/ignou/aboutignou/regional/website>)

Queries regarding Project Reports should be addressed to The Registrar (SED), IGNOU, Maidan Garhi, New Delhi-110068.

WHOM TO SEEK HELP FROM (AT A GLANCE)

QUERY	WHOM TO BE ADDRESSED TO
REGARDING THE APPROVAL OF PROJECT PROPOSAL	THE REGIONAL DIRECTOR OF YOUR RESPECTIVE REGIONAL CENTRE
ADDRESS OF THE REGIONAL CENTRE	PROGRAMME GUIDE & PROSPECTUS GIVEN ON OUR WEBSITE www.ignou.ac.in (E-mail ID of all RC's are available at http://www.ignou.ac.in/ignou/aboutignou/regional/website)
REGARDING STATUS OF THE ASSTT. REGISTRAR (SED), IGNOU, MAIDAN	

PROJECT REPORTS**GARHI, NEW DELHI-110068.****EMAIL- projects@ignou.ac.in****CONTACT No:- 011-29571324, 011-29571321****4. Plagiarism in Project Reports**

The Project Report submitted by the student should be free from plagiarism and his/her original work. If the project report is found to be plagiarised, action will be taken as per the policy of the University.

Important Notes While Preparing - Project Proposal (Synopsis)

Send only one copy of the Project Proposal, and retain a copy with you.

ii) “BMPP-001” should be written prominently on the envelope and should be addressed to **The Regional Director (of your Respective Regional Centre)**

For the address of the Regional Centre you may refer Student Handbook & Prospectus given on our website www.ignou.ac.in or <http://www.ignou.ac.in/ignou/aboutignou/regional/website>

iii) Ensure the inclusion of the following while submitting the Project Proposal:

a) Ensure that duly filled in Proforma for Approval of Project Proposal, signed by both, the student and the guide along with date is enclosed.

b) Detailed Bio-data of the Guide duly signed by him/her.

Important Notes While Preparing - Project Report

Send only one copy of the Project Report, and retain a copy with you. The Project Report submitted to the University will not be returned to the student after Evaluation.

The Project Report should be submitted in original in A-4 Size, typed in double space, in a bound volume to ‘**The, Registrar (SED), IGNOU, Maidan Garhi, New Delhi- 110068**’ by **Registered/Speed Post/by hand**.

Before binding the Project report, the student should ensure that it contains the **Approved Project Proposal Proforma** along with **Approved Proposal, Bio-data of the Guide**, and an **Originality Certificate** duly signed by the Student and the Guide. Project Report if received

without any of these documents, the same will be returned to the students for **compliance**.

Mention on the top of the envelope “**PROJECT REPORT-BMPP-001**”. This will facilitate sorting out Project Reports received in Student Evaluation Division (SED) for various Programmes.

Duly filled in Remuneration Bill for guidance of project work (Rs. 300/-) should be submitted in a separate envelope along with submission of the Project report. It shall be noted that this bill should not be inserted in the project report.

CERTIFICATE OF ORIGINALITY

This is to certify that the project titled “_____”
_____” is an original work of
the

Student and is being submitted in partial fulfilment for the award of the Bachelor’s Degree in Business Administration of Indira Gandhi National Open University. This report has not been submitted earlier either to this University or to any other University/Institution for the fulfilment of the requirement of a course of study.

SIGNATURE OF SUPERVISOR

Place:

Date:

SIGNATURE OF STUDENT

Place:

Date:



INDIRA GANDHI NATIONAL OPEN UNIVERSITY

Maidan Garhi, New Delhi – 110068

PROFORMA FOR APPROVAL OF PROJECT PROPOSAL (BMPP - 001)

Enrolment No. _____

Study Centre _____

Regional Centre _____

Project Proposal No _____

(To be assigned by the Regional Centre)

Subject Area: _____

Name of the Student :

Address of the Student:

(Complete Postal Address where the synopsis, is to be sent)

Email Address:

Topic of the Project :

Name and Address of the Supervisor:

Is the Supervisor an Academic Counselor
of Management Programme of IGNOU?
Courses he/ she is counseling for:

Yes / No If yes, Code of Study Centre _____

No. of Students being guided:

Signature of Student

Signature of Supervisor

Date:

Date:

Please do not forget to enclose the synopsis of the project and the Bio-data of the Supervisor. In case the complete and signed Bio-Data of the Supervisor is not enclosed, the proposal will not be entrained.

For Office Use Only

Synopsis	Supervisor
Approved	Approved
Not Approved	Not Approved

Signature of Evaluator

Date:

Comments & Suggestions of the Evaluator

(Use backside of the proforma, if the space for writing the comments is not sufficient)

Counter Signature of the
Regional Director/ Asst. Regional
Director



The remuneration bill has to be submitted along with submission of the Project Report separately to SED. Don't insert in the project report.

**INDIRA GANDHI NATIONAL OPEN UNIVERSITY
STUDENT REGISTRATION & EVALUATION DIVISION**

Maidan Garhi, New Delhi – 110068

REMUNERATION BILL FOR GUIDANCE OF PROJECT WORK

1. Programme Title : Bachelor of Business Administration
2. Name of Supervisor :
3. Residential Address :
.....
.....
4. Designation :
5. Official Address :
.....
.....
6. Telephone No. Off : Res:

S.No.	Project	Enrolment No.	Name of the Student	Amount

Certified that I have guided the student for their Project Work.

Dated:

Signature of the Supervisor

Note: Certified that the above Project Supervisor was approved and recommended by the concerned school of study and above class may be remitted.

Deputy Registrar/Asstt. Registrar
Assistant

Section officer

Dealing

Evaluation of the Synopsis and Payment Norms

The evaluation of the synopsis is in decentralisation mode at the respective regional centres. The concerned Regional Centres shall make necessary arrangements to get the synopsis evaluated by the empanelled evaluators of the synopsis. The Regional Centres will identify/invite the expression of interest in writing from the eligible candidates (as per the laid down eligibility criterion) to become the project guides. These application forms will be sent to the School to initiate the required procedure for empanelment of the synopsis evaluators.

The payment for evaluation of the synopsis and dissertation of the project shall be made as per the University norms.