

## NOTICE – SATURDAY 21 APRIL 2018

At the outset, let me congratulate all the final year students for successfully completing 3rd semester. As you are in the verge of completing your post-graduation, you are expected to take your academics seriously. Your performance in the fourth semester will determine your career prospects

As you are aware the college has taken various initiatives in providing quality administrative as well as academic support to all the students considering your work-study challenges. We have supported and facilitated student's career growth aspirations by providing timely and qualitative inputs all through the MBA Programme.

However, the Project Report submission has been the major concern. Some of the issues and problems encountered by the College administration in Project Report submission are as follows

- ❖ *Some of the students were absent for project report orientation class organised during the end of the third semester*
- ❖ *Students did not meet or actively take part during the guide-student interaction programme organised by the College during the third semester*
- ❖ *Some of the students did not submit the guide approval form as per the prescribed format and schedule*
- ❖ *Students have not referred the guidelines, timelines, sample projects etc. provided in the website to enable quality Project Report writing*
- ❖ *Most the students missed the opportunity to present their Project Report extract as Research paper during the TRIAD -Business Conclave organised on 10 March 2018.*
- ❖ *Finally, the Project Report submitted by students has not met the minimum requisite standard*
- ❖ *Any submitted project report which does not meet the expected standard of the University will be rejected and same shall be submitted next academic year*

**AS RESULT, THE COORDINATOR HAS TAKEN DECISION TO ACCEPT ONLY THE COMPLETE PROJECT REPORT DIRECTLY AT MBA TWINNING PROGRAMME OFFICE ON OR BEFORE SUNDAY 29 APRIL 2018.**

**STUDENTS ARE EXPECTED TO SUBMIT CD CONTAINING PROJECT REPORT IN WORD AND PDF FORMAT ALONG WITH RS 2000/- TOWARDS PROJECT REPORT GUIDANCE, PRINTING (COLOUR), BINDING, FORMATTING (DTP), FACILITATING THE TRANSPORTATION AND SUBMISSION AT PONDICHERRY UNIVERSITY.**

**ANY SUBMISSION DONE AFTER SUNDAY 29 APRIL 2018 WILL NOT BE ACCEPTED FOR SUBMISSION**

**STUDENTS ARE EXPECTED FOLLOW BELOW MENTION ORDER/SEQUENCE WHILE WRITING THE PROJECT REPORT**

- 1. Cover Page**
- 2. Inner cover page**
- 3. Certificate from College (College will incorporate)**
- 4. Certificate from Guide(College will incorporate)**
- 5. Certificate from the Company**
- 6. Student Declaration**
- 7. Acknowledgement**
- 8. Index and Table of Contents**
- 9. Chapter I – Background and Introduction**
- 10. Chapter 2 – Research Design**
- 11. Chapter 3 - Company Profile**
- 12. Chapter 4 – Analyses and Interpretation**
- 13. Chapter 5 – Findings, Suggestions and Conclusion**
- 14. Bibliography**

**STYLE AND FORMAT OF REPORT WRITING**

- **Main Titles – Font Size 14 Bold with upper case should be maintained uniformly**
- **Sub-Titles – Font Size 12 Bold with lower case should be maintained uniformly**
- **Times New Roman Font 12 Size has should be maintained uniformly**
- **1.5 line Spacing should be maintained uniformly**
- **Content should be justified**
- **Tables, Charts and Diagram should properly aligned to the page size and sequentially numbered**
- **All graphs should be in light shades with white background**

**COORDINATOR**