

GUIDELINES FOR PROJECT COURSE MSF - 22

Students can register for the Project Course with Course Code **MSF-22** in the fourth semester. For registration purposes, the Project Course is treated as one Course, carrying a weight of 8 credits.

OBJECTIVE

The objective of the Project Course is to help the student develop his/her ability to apply multi-disciplinary concepts, tools and techniques to solve organizational problems and/or to evolve new/innovative theoretical frame work.

TYPE OF PROJECT

The Project may take any one of the following forms:

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

PROJECT PROPOSAL (SYNOPSIS)

PROPOSAL FORMULATION

Synopsis of the project should be prepared in consultation with the guide and sent to **THE CO-ORDINATOR** of the Programme Study Center. The synopsis should clearly state the objectives and research methodology of the proposed project to be undertaken. It should have full details of the rationale, sampling instruments to be used, limitations if any, and future directions for further research etc.,

ELIGIBLE PROJECT GUIDE

- i) Faculty at the School of Management Studies, TNOU, Chennai.
- ii) Faculty or Practitioners working in hospitals attached with medical colleges with minimum five years of teaching experience.
- iii) Professionals holding Master's degree in Management and having minimum 5 years of experience in the relevant area.

Students are advised to send their project synopsis and a **complete and duly signed** bio-data of the guide (in case of (ii) and (iii) above) to the Co-ordinator of the Programme Study Centre.

In case the proposed guide is not acceptable to the Co-ordinator, the student shall be advised so. In such cases, the student will have to resubmit the proposal afresh, the same one or a different one, with the signature of the new guide and it will be considered as a new proposal. Similarly, if the student wants to change her/his guide for any reason, she/he would be required to submit the

project proposal along with the signature of the new guide on the new project proposal proforma, and it would be considered as a new proposal.

The project guide will be paid a token honorarium of Rs.1500/- by the University for guiding the student. **At any given point of time a supervisor cannot guide more than five students.**

PROJECT PROPOSAL SUBMISSION AND APPROVAL

After finalizing the topic and the selection of the guide, the student should send the Project Proposal Proforma along with a Copy of the synopsis and Bio-Data of the guide to the Co-ordinator of the Programme Study Centre for approval. ***Proposals incomplete in any respect will straight away be rejected. Students are advised to retain a copy of the synopsis. Proposals not accompanying a complete and signed Bio-Data of guide will not be considered for approval. The Project Proposal should be submitted atleast 4 weeks before the last date of submission of the project work.***

PROJECT REPORT

FORMULATION

- a) The length of the Project Report may be about 75 double line space typed pages.
- b) Each Project Report must adequately explain the research methodology adopted and the directions for future research.
- c) The Project Report should also contain the following:
 - i) Copy of the approved Project Proforma
 - ii) Certificate of originality of the work duly signed by the student and the guide.

SUBMISSION OF PROJECT REPORT

Students are required to submit the project report in duplicate at the end of their final semester. The last date of submission of Project Reports is as follows:

For Academic Year students : 30th June

For Calendar Year students: 31st December

VIVA-VOCE

Students are required to appear for a Viva-voce on the following day of the last examination in their final semester. He/she will have to make a presentation of the research work under study.

ENQUIRIES

Enquiries regarding the project approval should be addressed to the Co-ordinator of the Programme Study Centre and regarding Project Reports, it should be addressed to: **The Controller of Examinations**, TNOU, Directorate of Technical Education Campus, Guindy, Chennai 600 025.

CERTIFICATE OF ORIGINALITY

This is to certify that the Project titled “ _____
_____” is an original work of Mr/Ms/Dr _____ and is being submitted in partial fulfillment for the award of the Master’s Degree in Business Administration/ Hospital Administration of Tamil Nadu Open University. This report or part of this report has not been submitted earlier either to this University or to any other University / Institution for the fulfillment of the requirement of a course of study or published / presented for any other purpose.

SIGNATURE OF THE STUDENT

Place : _____

Date : _____

SIGNATURE OF GUIDE with SEAL

Place : _____

Date : _____

SOME IMPORTANT NOTES WHILE PREPARING THE PROJECT REPORT

- 1) One copy of the Project Work should be submitted in original in A-4 Size (29 x 20 cm), typed in double line space in a bound volume to the **”The Controller of Examinations“** of the University by the Registered insured post and another copy to the **”Co-ordinator“** of the Programme Study Centre.
- 2) Before binding the Project report the student should ensure that it contains the following:
 - i) Copy of the approved Project Proposal Proforma
 - ii) Certificate of Originality duly signed by the Student and the Guide (Proforma enclosed)If any Project Report is received in the absence of the above, the same will be returned to the students for compliance.
- 3) Mention on the top of the envelop **”PROJECT REPORT MSF-22**
- 4) Students should retain a copy of the Project Report with them. The submitted Project Reports will not be returned to the students.



TAMIL NADU OPEN UNIVERSITY

SCHOOL OF MANAGEMENT STUDIES

Dote Campus, Guindy, Chennai - 600 025

Phone Nos. 044 - 22300704, 22200506, 32467016 Fax:22200601

BIO-DATA OF THE PROPOSED GUIDE MBA (HOSPITAL ADMINISTRATION) PROJECT WORK

1. PERSONAL INFORMATION

NAME (in block letters) :

Date of Birth & Age :

Sex :

Academic Qualification :

Official Address :

Phone No. and Fax. :

Residential Address :

Phone No., and e-mail id :

2. DETAILS OF EMPLOYMENT

Designation :

Field of Specialisation :

Teaching Experience (in years) :

Professional Experience(in years) :

I _____ do hereby accept to guide Mr/Ms/Dr. _____ the student of the MBA Programme of the Tamil Nadu Open University, Guindy, Chennai - 600 025.

Signature of the Guide with Seal



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MSF-22

PROFORMA FOR APPROVAL OF PROJECT PROPOSAL

Enrolment No. _____ Programme Study Centre No: _____

Name and Address of the Student: _____

Title of the Project: _____

Name of the Guide: _____
Designation : _____

Address with Phone No.:

Office	Residence

No.of the Students currently working under the Guide for MBA Degree: _____

Signature of the Student _____ Signature of Guide _____
Date..... with seal _____

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

(For Office Use only)

SYNOPSIS	SUPERVISOR
APPROVED	APPROVED
NOT APPROVED	NOT APPROVED

(SIGNATURE OF THE FACULTY AT THE PSC)

DATE.....

Comments / Suggestions for reformulation of the Project.

MSF-22

Front Page Format for MBA Project Report

TITLE OF THE PROJECT

**Project Report submitted to
Tamil Nadu Open University
in partial fulfillment for the award of the degree of
MASTER OF BUSINESS ADMINISTRATION (HOSPITAL ADMINISTRATION)**

**By
(Name of the Student and Enrolment No.)**

**Under the guidance of
(Name & Designation of the Guide)**



School of Management Studies
TAMIL NADU OPEN UNIVERSITY
DOTE Campus, Guindy, Chennai – 600 025

JUNE / DECEMBER _____